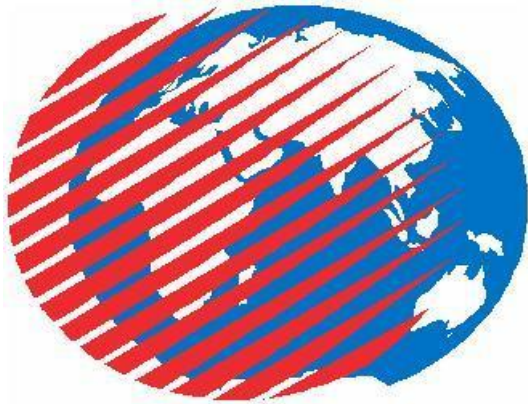


**BUSINESS RULES
FOR
THE CITY OF San Rafael, CA**



REDFLEX
TRAFFIC SYSTEMS



**RED LIGHT PHOTO
ENFORCEMENT PROGRAM**



CITY OF San Rafael, CALIFORNIA REDFLEX TRAFFIC SYSTEMS BUSINESS RULES

Table of Contents

CHANGE HISTORY LOG.....	2
PURPOSE OF BUSINESS RULES.....	3
CITATION INFORMATION/ COURT PROCEDURES	3
CONTRACT DETAILS/ SUMMARY	6
WARNING PERIOD/ ENFORCEMENT PROCEDURES	7
TIMELINES	9
TRIAL AND EVIDENCE INFORMATION.....	10
PHOTO VIEWING.....	10
RECORDS RETENTION/ CONFIDENTIALITY	11
RECOMMENDED SYSTEM REQUIREMENTS	12
KNOCKDOWN PROCEDURES	12
MISCELLANEOUS.....	13
FORMS FOR APPROVAL/ COMPLETION	13
ATTACHMENT A.....	15
ATTACHMENT B.....	ERROR! BOOKMARK NOT DEFINED.
ATTACHMENT C.....	ERROR! BOOKMARK NOT DEFINED.
DOCUMENT SIGNOFF	16

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)
3/25/2009	1.0	Initial draft of business rules	Fred Zachau
6/17/2009	1.1	Updated Draft with info from Client	Fred Zachau
7/29/2009	1.2	Change of City Code per R. Tunuguntla Line 41, page 11	Fred Zachau
5/20/2011	1.3	Line 11- Phone number change Line 13- Phone number change Line 19b- Project manager name, phone, email Line 48- Call Center hours	Fred Zachau
6/20/2011	1.4	Line 42- Record Retention Written request was received to modify	Fred Zachau

		the retention time for purging. The client would like to hold all notices for 3 years and TVN's for 1 year	
--	--	--	--

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 city, these rules define specific operational components of the program. These rules may be amended from time to time at the direction of the city, 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 city. 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, time and location of court appearance
 - 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. DOB or CDL (if known, not required by statute) - Court requires DOB & CDL (if not Owner's Responsibility citation) on RLC filings..

- k. Physical description (if known, not required by statute)
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: 5000000A
6. Affidavit of Non-Liability citation numbering format will be: 5000000B, C, D etc.
7. A courtesy notice will be mailed by the court.
8. Bail amount will not be printed on the back of the citation.
9. The bail amount for a red light violation will not be listed on citation.
10. The "respond-by" or appearance date will be 40 calendar days from the date of issue, excluding holidays.
11. Adult defendants will be cited into the listed court:
Marin County Superior Court – Civic Center
Rm.C-10 (Floor C)
HALL OF JUSTICE
3501 Civic Center Drive, San Rafael, CA 94903
PO Box 4988 CA 94913
Phone: 415-444-7180

Hours of operation: 8:00A.M – 4:00P.M.
Web address: www.marincourt.org
12. Redflex will forward hard copies of the citations to the court at address listed above

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

Same as 11

Marin County Superior Court – Civic Center
Rm.C-10 (Floor C)
HALL OF JUSTICE
3501 Civic Center Drive, San Rafael, CA 94903
Phone: 415-444-7180

Hours of operation: 8:00A.M – 4:00P.M.

Web address: www.marincourt.org

14. Redflex will receive an email containing a spread sheet showing court dispositions from the Marin County Superior Court.

Contact Person – Marin County Courts:

Cheri Brannon
Marin County Superior Court
3501 Civic Center Dr. Room 116
P.O. Box 4988
San Rafael, CA 94913-4988
(415) 473-6123
cheri_brannon@marincourt.org

15. 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: [Dorothy McCarthy](#)
Title: [IT Manager](#)
Mailing Address: [PO BOX 4988, San Rafael, CA 94903](#)
Work Phone: [415-473-4097](#)
E-mail: Dorothy_McCarthy@marincourt.org

17. The primary Redflex contact for programming is:

Name: [Mike Schmidt](#)
Title: [Manager Software Development](#)
Work Phone: [\(480\) 998-8115](#)
Mailing Address: [23175 N. 23rd Ave #150](#)
[Phoenix, AZ 85085](#)
E-mail: mschmidt@redflex.com

18. Failure to appear on a photo enforced citation will result in a civil sanction, e.g., declaration of judgment, referral to a collections agency, suspension of driver's license or license plates, lien on motor vehicle title or whatever other sanctions are authorized by the presiding court.

Contract Details/ Summary

19. The contract details are for:

a. Up to 10 approaches;

b. The city shall assign a project manager: That person is:

Name: Alan Piombo

Title: Police Lieutenant

Mailing Address: 1400 Fifth Ave. San Rafael, CA 94915-1560

Work Phone: 415-485-3000

E-mail: Alan.Piombo@SRPD.org

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

Name: Beth Minka – Police Dept.

Title: Business Office Manager

Mailing Address: PO Box 151560 San Rafael, CA 94915

Wok Phone: 415-485-3040

E-mail: Beth.Minka@srpd.org

Note: Invoices are to be mailed to: ABOVE

d. The City will be responsible for monthly service fees to the power provider at each photo enforced intersection.

e. Redflex will be responsible for the installation and monthly service fees for the high speed Internet connection at each intersection.

f. Redflex will be responsible for the fabrication, installation, and maintenance of all required Advisory Signs in compliance with the Department of Transportation's Traffic Manual.

g. Redflex will not be responsible for the installation of LEDs.

h. Redflex will be responsible for the hardware and software necessary to authorize citations.

- i. The City, 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

- 20. Prior to issuing citations a 30-day warning period must commence (CVC 21455.5 (a)(2)(b)).
 - c. The City does require a separate and independent warning period for each new approach that goes live once the initial warning period has been completed.
 - d. The law enforcement agency will authorize incidents during the warning period.

- 21. The City 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. The Redflex Marketing Division will assist the City in these announcements.

- 22. The City 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.

- 23. Passengers' faces shall be masked on the citation.

- 24. 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 San Rafael Police Department is able to obtain full details, they will uncheck the “Incomplete Details” box and Redflex will mail a **Notice to Appear**.
 - b. If the San Rafael Police Department is unable to obtain full details, they will leave the “Incomplete Details Box” checked in police authorization and Redflex will mail a **Notice of Violation** (Corporate Notice).
25. Redflex will reject violations for obvious mitigating events (i.e., funeral procession, officer-controlled intersection, parade, etc.) and for camera malfunctions.
26. Incidents where the driver’s gender appears to be different than the registered owner’s name will be placed in police authorization for disposition by the San Rafael Police Department. The production department at Redflex will check the “Incomplete Details” Box. If the police determine that a gender mismatch has not occurred they will uncheck the “Incomplete Details” Box and Redflex will mail a Notice to Appear. If the police believe a gender mismatch exists, the Incomplete Details box will remain checked and Redflex will issue a Notice of Violation.
27. Incidents involving traffic accidents will be placed in police authorization for disposition by the police department.
28. 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.
29. Redflex will receive the Affidavit of Non-Liability, update the information, process the new citation and send it to the San Rafael Police Department for approval. Once approved, the original citation will be placed on the Dismissal Report. The San Rafael Police Department 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 San Rafael Police Department for disposition.
 - b. It will be the responsibility of the San Rafael Police Department to retrieve the dismissal list from the online reports link and deliver this to the court for final disposition.
30. Citations returned to Redflex with a forwarding address will be re-addressed and mailed to the new address. The citation will not be amended.
31. Citations returned to Redflex with no forwarding address will be forwarded to the San Rafael Police Department to research a new address. If successful, the police will place the citation in a new envelope and mail the citation to the new address. The citation will not be amended. If the police are unsuccessful in their search for a new address, the police will update the status of the record in Redflex SmartOps Online application.
32. Updating the record to this status will place the record on the Dismissal Report.
33. The police will generate the Dismissal Report and deliver it to the court each week, who will dismiss the citation or they may elect to receive the dismissal list via e-mail

Timelines

34. Redflex shall place offenses in the police authorization queue within 7 days of the violation.
35. The San Rafael Police Department will authorize violations within 3 days of receipt from Redflex.
36. Redflex will mail the citation on or before the 11th 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

37. The San Rafael Police Department 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.

c. Redflex will mail court packages to:

Name: Jill Cingolani
Title: Red Light Enforcement Officer
Mailing Address: 1400 Fifth Ave. San Rafael, CA 94915-1560
Work Phone: 415-485-3452
E-mail: jill.cingolani@srpd.org

38. 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
- Nominations (if applicable)
- 3 copies of each item.

Photo Viewing

39. 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.

40. Please provide the following information regarding photo viewing:

- a. Phone number to call to request viewing: 415-458-2395
- b. Address where the viewing will be held: 1400 Fifth Ave. San Rafael, CA
- c. Days and times viewing available: Appointment Only
- d. Viewing will be by appointment only

41. Redflex will host a website whereby the notice recipient may view the violation video online at <http://www.photonotice.com> (city code: **SRAFCA**). Citizens may use computers in the public libraries to access the website.

Records Retention/ Confidentiality

42. 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 six months (see below) from the date the information was first obtained, except as follows:
- a. Any individual incident captured by a red light camera system will 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. The San Rafael Police Department made a written request on May 16, 2011 to retain all records for Three (3) years from date of incident capture. Corporate notices are requested to be held for One (1) year
 - b. 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)).
 - c. 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-day period to file an appeal of a guilty verdict. If a defendant requests an appearance following a guilty verdict, the San Rafael Police Department 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. Marin Superior Court does not currently provide 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.

- d. 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)).

Recommended System Requirements

43. The following hardware and software specifications are minimum requirements:

Computer

Monitor

Printer

DVD Burner

Operating System

Provided by Redflex per Contract specifications.

Knockdown Procedures

44. 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 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

45. 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.
46. A password will be issued to each person who is authorized to access SmartOps.
47. Redflex will provide a toll free Help Desk number for **customer** inquiries from 6:00am to 6:00pm (MST). The Help Desk can be reached at **(800) 568-8405** or helpdesk@redflex.com.
48. Redflex will provide a toll free Call Center number for **citizen** inquiries from 6:00am to 5:00pm (MST). The Call Center number is **(877) 847-2338**.
49. A training program of up to sixteen hours will be provided to as many attendees as deemed necessary by the City. The session will be held either at Redflex Corporate Offices in Phoenix, Arizona or within the local area, whichever is most feasible. Travel, lodging and per diem, if required, is the responsibility of the Redflex as outlined in contract (costs for airfare, hotel for up to 2 days – cap \$750.00). Training dates and times will be arranged by Redflex Training Department. Generally, Police training occurs once a quarter at the Arizona location.
50. The State Auditor's Report of July 2002 encourages law enforcement personnel involved with automated enforcement programs to visit the physical plant where back office operations are performed at least once a year.

Forms for Approval/ Completion

50. The forms listed below need to be reviewed and/or completed:
 - Warning Letter
 - Notice to Appear (front)
 - Notice to Appear (back)

- Affidavit of Non-Liability
- Instructions Page(s)
- DMV Requestor Code Forms (2)

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 City of San Rafael will discuss the changes and initiate them within a reasonable amount of time and at the most economical cost possible.

Attachment A

Cal Trans Yellow Change Interval Chart

Yellow Change Intervals

The purpose of the yellow signal indication is to warn traffic approaching the signal that the related green movement is ending or that a red indication will be exhibited immediately thereafter and traffic will be required to stop when the red signal is exhibited. The length of the yellow change interval is dependent upon the speed of approaching traffic. Suggested yellow intervals are shown below are calculated by using the formula as shown in Table 9-1:

Approach Speed	Yellow Interval mph (km/h)	(seconds)
25 or less (40 or less)	3.0
30 (48)	3.2
35 (56)	3.6
40 (64)	3.9
45 (72)	4.3
50 (80)	4.7
55 (89)	5.0
60 (97)	5.4
65 (105)	5.8

Taken from the California Department of Transportation, Traffic Manual, Chapter 9-04.5
Yellow Change Intervals
<http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual.htm>



City of San Rafael
Business Rules & Related Documentation
DOCUMENT SIGNOFF

After formally reviewing all documents, please check the appropriate box:

COMPLETE – all documents meet the requirements as defined by the customer.

OR

FOLLOW-UP ACTION is required, but no further formal meeting will be necessary.
Please note changes below and/or attach revisions:

Document	Page No. & Item	Requested Change

You may also e-mail revisions to: jbernard@redflex.com.

OR

FOLLOW-UP MEETING is requested to review these documents.

COMMENTS:

Project Manager Signature

Date

Please fax this completed form to (510) 280-6065 Attn: Fred Zachau