



# Traffic Safety Specialist (TSS) Program Manual



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# ***Welcome to TSS***

## **The Traffic Safety Specialist (TSS) Program**

Welcome to the Maryland Traffic Safety Specialist (TSS) Program! The TSS designation is a statewide recognition of police officers who have met specific criteria through experience, training and proficiency in Highway Safety and Traffic Enforcement methods and procedures. The TSS program and awards are administered by the Maryland Department of Transportation Motor Vehicle Administration's Highway Safety Office (MHSO). The program is available to all police officers, deputy sheriffs, and state troopers from all Maryland law enforcement agencies, as well as to specific Federal law enforcement agencies (see criteria on page 5). The TSS program was established in 2008 and revamped in 2018, recognizing hundreds of sworn law enforcement officers with TSS awards.

TSS designations are awarded at three levels: TSS-I, TSS-II, and TSS-III. Each level requires mandated experience and training as well as specific training criteria which can be earned through documentation of successful completion of traffic safety-related courses, trainings, and documentation of certain traffic safety activities and awards. TSS III also requires submission of a highway safety project, which must be reviewed and approved by the TSS Executive Committee.

Detailed information about the requirements for each designation is included in this manual.

## **TSS Enrollment**

To begin participation in the program, a TSS I Form must be completed online and submitted to the TSS Administrator for verification. Once the completed form is received, the TSS Administrator will notify the officer via email, confirming the successful completion of the TSS I requirements.

## **Awards Luncheon**

An Awards Luncheon is held annually to recognize those officers who have completed designations within the program. Awardees are recognized individually and will receive a uniform pin and certificate.

## **If you have questions about the TSS Program, please contact:**

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# TSS Program Description and Eligibility

## I. Purpose

The Traffic Safety Specialist Program (TSS) will promote highway safety engagement among sworn Maryland law enforcement, as well as provide a mechanism for camaraderie, acknowledgement, recognition, and prestige for those officers who have achieved advanced levels of training and proficiency. An awards program will serve to motivate sworn law enforcement to elevate their level of training and involvement in highway safety issues and recognize those who have attained notable levels of proficiency. The recognition of Traffic Safety Specialists by various designations promotes long-term buy-in for the program, thereby enhancing overall highway safety. Participating agencies receive outside recognition and validation for their highway safety efforts.

## II. Program Description

The Maryland TSS Program is administered by the Maryland Department of Transportation Motor Vehicle Administration's Highway Safety Office (MHSO), as part of Maryland's Strategic Highway Safety Plan (SHSP). The TSS program is statewide, provides uniform and consistent recognition for sworn law enforcement who have met the criteria at each level of experience, education, training, and proficiency in highway safety and traffic enforcement methods and procedures.

The TSS Designations are awarded by MHSO, and the program is available to all police officers, deputy sheriffs, and state troopers from Maryland law enforcement agencies, as well as employees of specific Federal law enforcement agencies that perform police duties in Maryland. This includes military police units of different armed forces stationed at various Maryland military installations. Please see section V below for specific information.

MHSO established a TSS Executive Committee, which is composed of representatives from the Maryland Chiefs of Police Association, the Maryland Sheriff's Association, and MHSO.

Participation in the TSS program is not considered an advanced rank and does not necessarily qualify a participating sworn law enforcement officer for increased pay compensation within their department. If recognized by the court, the TSS designation may be introduced to attest to an officer's level of training.

## III. Program Management

The TSS program is managed by MHSO, and a staff member has been designated as the TSS Administrator. The TSS Administrator reviews all submissions from program applicants to verify that they meet the requirements set forth by the Executive Committee. The TSS Administrator will respond to questions from TSS program applicants and verify the completion of TSS designations. The TSS Administrator will also manage the TSS data tracking files and maintain records of the law enforcement officers who have achieved designations.

The TSS Administrator is responsible for establishing meetings with the Executive Committee to: (1) review the progress and needs of the TSS program, (2) review and update or modify eligibility requirements, as needed, and (3) make any adjustments in program processes and procedures as needed. The TSS Administrator serves as the chairperson of the Executive Committee, responsible for organizing meetings and presenting program data and progress. A minimum of three Executive Committee members must participate in any meeting to present a quorum. A majority of members is necessary for any changes or modifications to the TSS eligibility requirements.

The Executive Committee will also review all highway safety project submissions required for TSS III, and either (1) approve the submission as presented, or (2) negate that further work must be done on the project to meet the TSS requirements. All TSS III highway safety projects require the final approval of the Executive Committee.

#### **IV. Maryland Law Enforcement Eligibility**

The TSS Program is available to all Maryland law enforcement officers.

##### **Applicants must:**

1. Be employed by a Maryland law enforcement agency or a law enforcement agency operated by the Federal Government that performs police duties within Maryland on a full-time basis, including military police units of the different armed forces stationed at various Maryland military installations. See section V below for more details.
2. Hold a current certification with the Maryland Police and Correctional Training Commissions, except in the case of employees of Federal law enforcement agencies described above.
3. Complete the appropriate electronic TSS Designation Form.
4. Submit documentation for traffic safety-related requirements.
5. Submit the TSS Supervisor Verification Form.

#### **V. Federal/Military Law Enforcement Eligibility**

##### **Applicants must:**

1. Be employed in a full-time status as a law enforcement officer. The officer must also have full arrest powers within the jurisdictional boundaries. **Ex:** if employed by the military, jurisdiction would include the military base or installation. The officer must have the authority to issue citations for traffic law violations. The officer must receive appropriate in-service training as required by their agency.
2. Must work within the state of Maryland as their primary work location. This restriction does not apply to the United States Park Police. In the case of military police and federal officers, their primary assigned work location must be within the borders of Maryland. **Ex:** in the case of military members, they may be assigned to an out-of-state command, but their physical work location is at a base or installation within the state. For these same members, if they are reassigned for a short period to an out-of-state location (commonly known as TDY), it will not count against them as long as their primary duty location remains within the state of Maryland.
3. Have worked a minimum of one year *within the state of Maryland* prior to submitting their application. At the time of application, they must be listed as permanently and currently assigned to a Maryland location or installation. For military police personnel and other Department of Defense officers who may be routinely reassigned every few years, the officer must be permanently assigned to a Maryland location or installation when applying for TSS II or III.
4. Be a currently certified sworn officer with a Maryland Police Department or Federal Agency operating within the state of Maryland.
5. Complete the appropriate electronic TSS Designation Form.
6. Submit documentation for traffic safety-related requirements.
7. Submit the TSS Supervisor Verification Form.

***All information submitted through the TSS Application Process is subject to verification and approval by the TSS Administrator.***

# Program Specifications

## I. Define Specifications

### 1. Minimum level of patrol/traffic experience:

Experience must be obtained while on the job, working in the patrol or traffic realm. Assigned duties must include traffic-related functions, such as traffic enforcement, crash investigation, and community awareness, as part of their job description. Experience obtained from being stationed out of state may be considered toward the minimum, as long as one year of traffic enforcement experience was obtained in Maryland.

### 2. Speed Detection Device Certification:

Law enforcement officers must meet the minimum requirement to be certified in the use of a speed detection device. The officer must be able to conduct "routine" traffic enforcement duties using a speed detection device as part of their assigned duties.

### 3. Standardized Field Sobriety Testing Certification:

Law Enforcement officers must meet the requirement to be certified in the administration of the Standardized Field Sobriety Tests (SFST). The officer must be able to conduct "routine" traffic enforcement duties for the detection of drunk, drugged, or impaired individuals by using SFST as part of their assigned duties.

## II. Program Specifications

There are three Traffic Safety Specialist Designations: TSS-I, TSS-II, and TSS-III. Each successive designation requires documentation of increasing levels of experience, training, job performance, and proficiency in skills as a traffic enforcement officer. *Please note that TSS designations must be completed in the order listed below:*

### 1. Traffic Safety Specialist Designation I

Recognition for an officer with specialized training relating to highway safety and traffic enforcement methods and procedures. An officer must complete the following to be recognized as a TSS I:

#### **Requirements for TSS I:**

- Minimum one year of independent patrol/traffic experience
- Speed Detection Device Certification
- SFST Certification
- Documentation of Advanced Roadside Impaired Driving Enforcement (ARIIDE) Training (In-Person Training)
- Documentation of Traffic Incident Management (TIM) Training (Online accepted)

### 2. Traffic Safety Specialist Designation II

Recognition for an officer with advanced training relating to highway safety and traffic enforcement methods and procedures. An officer must complete the following to be recognized as a TSS II:

#### **Requirements for TSS II:**

- Complete all requirements for the TSS I Designation
- Minimum two years of independent patrol/traffic experience
- Participated in at least two (2) high visibility enforcement (HVE) traffic safety campaigns (i.e. Speed, Distracted, Impaired, Occupant Protection, and Pedestrian)
- Attended MHSO's Leading Effective Traffic Enforcement Programs (LETEP) training (Online accepted)
- Documentation of at least three (3) out of the five (5) required training courses:
  1. University of Maryland Institute of Advanced Law Enforcement Studies (DUI Institute)
  2. Drug Recognition Expert (DRE) Training
  3. Advanced Crash Reconstruction Investigator Training
  4. Child Passenger Safety (CPS) Technical Training (In-Person Training)
  5. Traffic Safety Related Instructor Certification

- Documentation of at least one (1) out of the two (2) requirements:
  1. Attended at least three (3) of the Strategic Highway Safety Plan (SHSP) Emphasis Area Team (EAT) meetings (In person or by phone). The required three can be a combination of one or more EAT meetings.
  2. Two (2) or more Traffic Safety Awards from any of the following: MHSO DUI, MHSO DRE, MADD, or Washington Regional Alcohol Program (WRAP) for DUIs

### **3. Traffic Safety Specialist Designation III**

Recognition for an officer with extensive training and supervisory experience (supervisory rank not required) relating to highway safety and traffic enforcement methods and procedures, who has also led the implementation of a major agency traffic-related project. An officer must complete the following to be recognized as a TSS III.

#### ***Requirements for TSS III:***

- Must have completed all requirements for the TSS I and II Designations
- A minimum of three (3) years of independent patrol/traffic experience
- Refer three (3) new law enforcement officers to the TSS I Designation
- Submit a Project Proposal and obtain approval from the TSS Executive Committee for a Traffic Safety Project
- Submit a written and oral presentation about the Traffic Safety Project to the TSS Executive Committee

### **III. Traffic Safety Project Requirements**

The first step in developing a Traffic Safety Project for the TSS III Designation is to complete and submit a Project Proposal and Cover Sheet (Appendix A & B) to the TSS Administrator. The Cover Sheet and Project Proposal will be distributed to the TSS Executive Committee for their review and comments. The TSS Administrator will contact the sworn law enforcement officer to discuss their Project Proposal and offer feedback **prior** to beginning the Traffic Safety Project. (Appendix C).

Once the law enforcement officer's project proposal has been approved by the TSS Executive Committee, the officer will complete the project and then submit the completed Highway Safety Project forms to the TSS Administrator, using the following outline.

#### **Project Format and Content**

The Traffic Safety Project, at a minimum, must contain the following:

1. Completed Cover Sheet (Appendix B)
2. Table of Contents
3. Traffic Safety Project
  - a. Title
  - b. Introduction
  - c. Background
  - d. Body
  - e. Conclusion
4. Project Data
5. High Visibility Enforcement (HVE) Principles
6. List of Materials, Resources, and References

**The Traffic Safety Project must describe the following areas:**

1. **Problem Identification**
  - a. Defined geographic location within your jurisdiction, identify problem(s) using data supporting the need for the project.

## 2. Overview of Project

- a. Who conducted it? Describe your leadership role in the implementation of the project, including how you assumed responsibility and the various phases.
- b. Describe the funding sources and how they were utilized.
- c. Describe the relationship of the project implementation to the Maryland Strategic Highway Safety Plan.

## 3. Project Implementation Description

- a. Describe the implementation of the project.
- b. Goals and objectives.
- c. Chronology of implementation activities and any specific challenges encountered and how they were addressed. Include current data and research from an Emphasis Area Team as needed.
- d. Engagement and involvement of stakeholders.
- e. Integration of Four Es (engineering, enforcement, emergency services, and education).
- f. Deployment of Resources.

## 4. Findings/Results/Evaluation

- a. Did the project implementation meet its goals and objectives? If not, explain what follow-up steps were taken.
- b. Explain the significance of this project and its findings.
- c. Describe the project's potential for replication. Explain how the project and lessons learned might be shared with and applied by other agencies.
- d. The project must include a pre- and post-evaluation period of 1 – 3 months.

### Timeframe and Other Specifications

1. A Traffic Safety Project must be **completed** after the TSS Executive Committee approval.
2. The project must be authorized by the department's executive officer.
3. The completed project can consist of utilizing departmental funds with limited grant funding of less than 40 percent. The TSS Administrator must pre-approve any grant funds used for the project.
4. Completed projects will be distributed to the members of the TSS Executive Committee for their review and approval (Appendix D). If the Committee concludes that the paper does not meet the minimum requirements, it will be returned to the officer with notes and recommendations. The officer will have the opportunity to modify the project and resubmit it to the committee for their consideration.
5. The final and approved project must be uploaded electronically to the TSS III Enrollment Form.

## **Awards Luncheon & Recognition**

### **I. Awards Luncheon**

An awards luncheon is hosted each year for officers who have completed a TSS designation. The recipient is invited, along with the agency head, and one guest, to attend the luncheon. Each recipient is recognized for their efforts in promoting safety on Maryland's roads.

At the luncheon, recipients will receive a TSS uniform pin and certificate.

## Appendix A: Project Proposal Form

### TSS Project Proposal Form

Name:

Agency:

Email:

Phone:

Project Title:

Source of funding:

(The completed project can consist of utilizing departmental funds with limited grant funding of less than 40 percent. The TSS Administrator must pre-approve any grant funds used for the project.)

Project Information:

Briefly describe the highway safety project, including goals and objectives:

How does this project relate to the Maryland Strategic Highway Safety Plan?

Data Sources:

Traffic Safety Specialist Program Administrator

**Mr. Thomas W. Lubinski**

E-mail: [TSSProgram@mdot.state.md.us](mailto:TSSProgram@mdot.state.md.us)

## Appendix B: Example of Cover Sheet

Title of Project

Officer's Full Name

Agency Name

Date

Approved for Submission:

Name and Rank of Agency's Executive Officer:

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Executive Officer Signature:

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Date:

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## Appendix C: Example of Project Body

### **I. Problem Identification**

### **II. Overview of Project**

### **III. Project Implementation Description**

### **IV. Findings/Results/Evaluation**