

AUTOMATED TRAFFIC ENFORCEMENT SYSTEM

REPORTING REQUIREMENTS

1. Report Overview

REPORT NAME	Report on Automated Traffic Enforcement System Usage by Local and State Law Enforcement	
REPORT PURPOSE / GOAL	Pursuant to §46.2-882.1 (K) of the Code of Virginia, the report will be used to ensure transparency and accountability in the use of automated traffic enforcement systems. It requires state and local law enforcement agencies operating these systems to annually report key data such as violations, prosecutions, costs, revenues, and enforcement impacts.	
AUDIENCE	Virginia General Assembly	
FREQUENCY	Annual	

VERSION	DATE	REPORT OWNER / AUTHOR
4.0	07/13/26	Virginia Department of State Police Data Analysis & Reporting Team (DART)

2. Data Requirements

DATA SOURCES	Database extract provided by vendor contracted with the law enforcement agency. Vendor must provide the data as indicated in the content requirements.
DATA COLLECTION METHOD	Annual online entry of data into SP-334 form based on content requirements below. Form entry must be submitted by the Law Enforcement Agency.
DATA UPDATE FREQUENCY	All data requested within the reporting period (July 1 through June 30) due by November 15th.

3. Content Requirements

KEY METRICS / INDICATORS Columns must have the headers clearly labeled and in the order indicated.	-Agency Name -Vendor -Number of Zones by Category Applicable values include School Crossing Zone, Highway Work Zone, High-Risk Intersection Segment. Zone definitions are available in the Code of Virginia. -Total number of traffic violations prosecuted <i>Total number of summonses/citations issued with no regard to conviction/prepayment/challenges presented in court</i> - Number of dismissed summonses/citations <i>Unsuccessful prosecutions are those that did not result in a conviction and were not paid citations/summonses in lieu of court appearance. This includes summonses/citations dismissed through challenge or judicial process</i> -Number of successful prosecutions <i>Citation resulted in a conviction or paid in lieu of appearance</i> -Total amount of monetary civil penalties collected <i>Include only those paid at the time of submission of data</i> -Total operating costs of Automated Traffic Enforcement System Program. Defined as "Operating costs" means the costs attributable to a locality's photo speed monitoring device program, including costs for (i) devices and associated equipment, including the installation and operation of such devices and equipment; (ii) signs and speed display signs indicating the use of a photo speed monitoring device; (iii) contracts with private vendors; and (iv) personnel costs. -Total vehicle throughput <i>The total number of vehicles passing through the zone during the enforcement period</i> -Projects and initiatives funded by moneys in the local fund <i>Any funds in excess of those allocated for such purposes shall be deposited in a local fund used solely for planning, design and construction, implementation, administration, and operation of initiatives, projects, or programs that improve traffic safety, speed management, bicycle and pedestrian safety, public transit, and local systemic safety initiatives otherwise eligible for funding through the Virginia Highway Safety Improvement Program established pursuant to § 33.2-373</i>
DATA BREAKDOWNS	Data will be reported by agency.
HISTORICAL DATA COMPARISON	Historical data is available for trend analysis; however, only the reporting year will be included in each annual report release.

4. Format and Layout

REPORT FORMAT	Formal; includes agency level details
LAYOUT	An example of the final report layout is available here: https://vsp.virginia.gov/wp-content/uploads/2026/02/2026_RD242-Report_on_Photo_Speed_Monitoring_by_Law_Enforcement_January2026.pdf
VISUAL ELEMENTS	Charts and graphs

5. Delivery Method

DISTRIBUTION METHOD	The final report will be submitted to the Virginia General Assembly through the Virginia Legislative Information System.
SECURITY / CONFIDENTIALITY REQUIREMENTS	All data is subject to release as it is aggregated. No individual citation level data is collected nor will be released by the Virginia Department of State Police.

6. Approval and Review Process

REVIEWERS	Virginia State Police Superintendent Virginia State Police Bureau of Strategic Governance Virginia State Police Bureau of Administrative and Support Services Virginia State Police Information Technology Division
FEEDBACK PROCESS	Send feedback concerning this data collection to dart@vsp.virginia.gov
APPROVAL PROCESS	Approvers are as follows: Virginia State Police Information Technology Division Virginia State Police Bureau of Administrative and Support Services Virginia State Police Bureau of Strategic Governance Virginia State Police Superintendent

7. Implementation Plan

TIMELINE	All data requested within the reporting period, due by November 15th. Report created and sent through chain of reviews & approvals on November 22nd. Report disseminated to General Assembly prior to December 15th.
RESPONSIBLE PARTIES	Ms. Keon Turner, VSP Data Analysis & Reporting Team Manager Ms. Angela Kepus, VSP Data Analysis & Reporting Team Supervisor

8. Revision History

VERSION	DATE	REVISIONS APPLIED	REVISED BY
1.0	03/14/25	Initial	KCT, ASK
2.0	04/22/25	Additional content requirement definitions	KCT, ASK
3.0	04/30/26	Removal of several content requirements	KCT
4.0	07/13/26	Rename data collection; change reporting year cadence; removal/addition of requirements	KCT