

PHOTO SPEED MONITORING EQUIPMENT

REPORTING REQUIREMENTS

1. Report Overview

REPORT NAME	Report on Photo Speed Monitoring Device Usage by Local and State Law Enforcement	
REPORT PURPOSE / GOAL	Pursuant to §46.2-882.1(K) of the Code of Virginia, the report indicates the number of traffic violations prosecuted, the number of successful prosecutions, and the total amount of monetary civil penalties collected for any state or local law-enforcement agency that places and operates a photo speed monitoring device.	
AUDIENCE	Virginia General Assembly	
FREQUENCY	Annual	

VERSION	DATE	REPORT OWNER / AUTHOR
2.0	04/22/25	VSP CJIS Data Analysis & Reporting Team

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 or email .csv or .xlsx based on content requirements below. If data extracted from system, must be emailed to dart@vsp.virginia.gov. Either form entry or email may be submitted by the Law Enforcement Agency or the Vendor/Service Provider.
DATA UPDATE FREQUENCY	Annual; Data for report year is due by January 15th of the following year (eg. 2025 data due by January 15, 2026).

3. Content Requirements

KEY METRICS / INDICATORS Columns must have the headers clearly labeled and in the order indicated.	-Agency Name -PSME Vendor -Zone Category (applicable values: School Crossing Zone, Highway Work Zone, High-Risk Intersection Segment) -Zone Name (e.g. Town High School, Interstate 64) <i>Enter only one zone regardless of number of devices. Enter number of devices in Number of Devices column.</i> -Location of the Zone (i.e. address/cross street) -Number of Devices in Zone -Zone Speed Limit -Number of traffic violations prosecuted in this ZONE <i>Total number of citations issued with no regard to conviction/prepayment/challenges presented in court</i> -Number of successful prosecutions in this ZONE <i>Citation resulted in a conviction or paid in lieu of appearance, please report as successful prosecution</i> -Total amount of monetary civil penalties collected ONLY in this ZONE <i>Include only those paid at the time of submission</i> -Enter the WARNING period begin date for this ZONE -Enter the AVERAGE SPEED of all drivers during the initial WARNING period during enforcement times only -Enter the VIOLATION period begin date for this ZONE -Enter the AVERAGE SPEED of all drivers during the VIOLATION period during enforcement times only
DATA BREAKDOWNS	Data will be reported by agency and enforcement zone.
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	Excel (.xlsx or .csv) format accepted and will be converted to a pdf document.
LAYOUT	An example of the final report layout is available here: https://vsp.virginia.gov/wp-content/uploads/2025/02/PhotoSpeedMonitoringReportSummary-20250128-
VISUAL ELEMENTS	None

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 Criminal Justice Information Services Division
FEEDBACK PROCESS	Send feedback concerning this data collection to dart@vsp.virginia.gov or keon.turner@vsp.virginia.gov .
APPROVAL PROCESS	Approvers are as follows: Virginia State Police Criminal Justice Information Services 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 prior year data due by January 15th of following year. Report created and sent through chain of reviews & approvals on January 22nd. Report disseminated prior to February 15th.
RESPONSIBLE PARTIES	Captain Julia Gunderson, VSP CJIS Division Commander Lieutenant Allen Cooke, VSP CJIS Deputy Division Commander 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