

STATE OF NEVADA
TRAFFIC RECORDS
COMMITTEE



CHARTER

September 24, 2006

For Information Contact the Nevada Department of Public Safety
Office of Traffic Safety (775) 684-7470

Revised by vote of the membership May 28, 2008.

**STATE OF NEVADA
TRAFFIC RECORDS COMMITTEE**

PART I - CHARTER

Whereas various state and local governmental agencies have recognized the need to work together to integrate Highway Safety Information Systems to enhance decision making and save lives and injuries on Nevada's highways;

And whereas various state and local governmental agencies have agreed to collaborate in the development and implementation of a Highway Safety Information System improvement program to provide more timely, accurate, complete, uniform, integrated and accessible data to the traffic safety community;

And whereas various state and local governmental agencies have agreed to collaborate in the development and implementation of a Highway Safety Information System strategic plan that insures that all components of state traffic safety are coordinated;

Therefore the following Charter is created to establish a Traffic Records Committee as agreed upon by the participating agencies:

Objective:

To establish a multi-agency Traffic Records Committee composed of voting members from the Nevada Department of Motor Vehicles, Department of Public Safety, Department of Transportation, State and local law enforcement agencies, the Judiciary, Emergency Medical Services, and other federal and non-federal partners, whose purpose is to provide executive direction on all matters related to the Nevada Highway Safety Information System.

Traffic Records Committee Goal:

To improve the timeliness, accuracy, completeness, uniformity, and accessibility of traffic related data needed to identify priorities for national, state, and local highway and traffic safety programs.

Traffic Records Committee Structure:

The Traffic Records Committee is established at two levels. The Executive level hereafter referred to as the Traffic Records Executive Committee, and a coordinating level, hereafter referred to as the Traffic Records Coordinating Committee. The authority, duties, and responsibilities of each are listed herein.

PART II - EXECUTIVE COMMITTEE

Traffic Records Executive Committee Authority:

- *The Executive Committee shall operate under the authority of the Department of Public Safety – Office of Traffic Safety and shall consist of voting members from:*
 - *Department of Motor Vehicles*
 - *Department of Public Safety – Office of Traffic Safety*
 - *Department of Public Safety – Highway Patrol*
 - *Department of Transportation*
 - *Department of Human Resources - Emergency Medical Services*
 - *Administrative Office of the Courts*
 - *Chairman, Nevada Traffic Records Coordinating Committee*

- *Non-voting members shall include:*
 - *Nevada Sheriffs' and Chiefs' Association*
 - *Federal Motor Carrier Safety Administration*
 - *Traffic Records Manager – Office of Traffic Safety*

- *Each member of the Traffic Records Executive Committee shall serve at the discretion of their respective Department Director, Division Chief, or Executive Officer.*

- *Each designated voting member shall have but one vote.*

- *The chairman shall be deemed a voting member.*

- *A simple majority of voting members shall constitute a quorum.*

- *A concurrence of a majority of the voting members present shall be required on all questions.*

- *The committee shall meet at the call of the chairman and as frequently as the committee deems necessary.*

- *The chairman of the Traffic Records Executive Committee shall be appointed by the Director of the Department of Public Safety.*

- *The chairman shall be responsible for calling meetings of the committee, notifying members of meetings, preparing and posting meeting agendas, and maintaining records of meetings.*

- *The chairman shall speak for and in behalf of committee and committee members on all inquires presented to the committee and committee members on matter relating to committee business.*
- *The chairman shall disseminate information on Highway Safety Information Systems to all members of the committee.*
- *The chairman shall provide an annual report on the status of the Nevada Highway Safety Information System to the Nevada Executive Committee on Traffic Safety.*
- *Members shall receive no compensation, other than that received in the performance of their assigned duties.*
- *The Department of Public Safety – Office of Traffic Safety Traffic Records Coordinator shall provide staff support to the Traffic Records Executive Committee.*
- *The Traffic Records Executive Committee may also be referred to as the TREC.*

Traffic Records Executive Committee Purpose:

- *The Traffic Records Executive Committee shall develop and oversee the long range planning efforts of the Highway Safety Information System, investigate the possibilities of linking traffic records systems, and provide vision to the Traffic Records Coordinating Committee.*
- *The Traffic Records Executive Committee shall also provide recommendations to their respective departments, divisions and agencies on the collection, management, and enhancement of statewide traffic record systems.*

Traffic Records Executive Committee Duties and Responsibilities:

Duties of the Traffic Records Executive Committee include but are not limited to:

- *Providing executive direction and leadership to the Traffic Records Coordinating Committee.*
- *Providing executive direction and oversight of State Highway Safety Information Systems.*
- *Development and approval of a State Highway Safety Information System long range plan.*

Responsibilities of the Traffic Records Executive Committee include but are not limited to:

- *Reviewing highway safety data and traffic records systems and review changes to such systems before changes are implemented*
- *Consider and coordinate the views of organization in the State that are involved in the administration, collection and use of highway safety data and traffic records systems.*
- *Provide a forum for discussion and reporting of highway safety data and traffic records issues to agencies and organization in the State that create, maintain and use highway safety data and traffic records.*
- *Represent the interests of agencies and organizations within the Highway Records and Traffic Records System to outside organizations.*
- *Review and evaluate new technologies and keep the highway safety data and traffic system up to date.*

PART III: TRAFFIC RECORDS COORDINATING COMMITTEE

Traffic Records Coordinating Committee Authority:

- *The Traffic Records Coordinating Committee is an interagency steering committee with membership from all state, local and other agencies involved in or benefiting from the collection and analysis of highway and traffic records data and information.*
- *The Traffic Records Coordinating Committee shall meet quarterly or as needed.*
- *The Traffic Records Coordinating Committee's primary authority is to complete projects for the integration and enhancement of the Highway Safety Information Systems in Nevada.*
- *Each member of the Traffic Records Coordinating Committee shall serve at the discretion of their respective agency.*
- *A simple majority of the members present shall constitute a quorum.*
- *Each member present shall have one vote.*
- *No one agency shall have more than two votes.*
- *The concurrence of a majority of the voting members is required on all questions.*
- *Members shall receive no compensation, other than that received in the performance of their assigned duties.*
- *The Traffic Records Coordinating Committee shall elect a chairman and vice chairman.*
- *The chairman shall service for a period of two years.*
- *The first elected vice chairman shall serve for a period of one year.*
- *The second and succeeding vice chairman shall serve for a period of two years.*
- *Elections shall be held annually.*
- *The chairman shall be responsible for calling meetings of the committee, notifying members, preparing and posting meeting agendas, and maintaining records of meetings.*

- *The chairman shall speak for and in behalf of committee and committee members on all inquires presented to the committee and committee members on matter relating to committee business.*
- *The chairman shall disseminate information on Highway Safety Information Systems to all members of the committee.*
- *The Department of Public Safety – Office of Traffic Safety Traffic Records Coordinator position shall provide staff support to the chairman and to the Traffic Records Coordinating Committee.*
- *The Traffic Records Coordinating Committee may also be referred to as the TRCC.*

Traffic Records Coordinating Committee Purpose:

The Traffic Records Coordinating Committee shall:

- *Provide technical direction for the development and implantation of Highway Safety Information System improvements as reflected in the long range plan.*
- *Develop consensus among agencies for system direction and priorities.*
- *Form technical standing and ad-hoc sub-committees as appropriate to complete various tasks and provide guidance.*
- *Recommend training programs for system users and technical managers.*

Traffic Records Coordinating Committee Duties and Responsibilities:

The duties of the Traffic Records Coordinating Committee include but are not limited to:

- *Providing coordination and support to projects within the Highway Safety Information System as stated in the long range plan.*
- *Providing coordination, administrative and technical guidance on the development of integrated systems.*

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- *Facilitating communications and cooperation between and among the member organizations and agencies represented on the committee.*
- *Recommending formats and upgrades to reporting forms and procedures used to gather, maintain, and disseminate traffic records information.*

- *Reviewing and analyzing laws and legislation on traffic records for consistency and conformity with modern technology.*
- *Fostering the development of new technology for reporting, processing, storing and using data at both the local and state level.*
- *Reviewing and recommending technical linkage of data.*