

MEMORANDUM OF UNDERSTANDING for the Washington Traffic Records Committee



THIS MEMORANDUM OF UNDERSTANDING (MOU), which shall be effective upon execution by signature of all parties, is entered into among the following agencies, collectively referred to as the parties:

- Washington Traffic Safety Commission (WTSC) pursuant to the authority of chapter 43.59 R.C.W.;
- Administrative Office of the Courts (AOC) pursuant to the authority of chapter 2.56 R.C.W.;
- Washington State Patrol (WSP) pursuant to the authority of chapter 43.43 R.C.W.;
- Washington State Department of Transportation (WSDOT) pursuant to the authority of chapter 47.01 R.C.W.;
- Washington State Department of Licensing (DOL) pursuant to the authority of chapter 43.24 R.C.W.;
- County Road Administration Board (CRAB) pursuant to the authority of chapter 36.78 R.C.W.;
- Washington State Department of Health (DOH) pursuant to the authority of chapter 43.70 R.C.W.;
- Washington Association of Sheriffs & Police Chiefs (WASPC) pursuant to the authority of chapter 36.28A R.C.W.; and
- Washington State Department of Information Services (DIS) pursuant to the authority of chapter 43.105 R.C.W.;

WHEREAS the Washington Traffic Safety Commission is responsible for the planning, development, administration, and coordination of an integrated framework for traffic safety planning and action among all agencies and organizations in Washington and the successful implementation of traffic safety programs must involve the combined efforts of a number of agencies and organizations to be successful;

WHEREAS traffic records data is integral to the completion of such agencies and organizations' shared mission to reduce the number of fatalities and injuries and the severity of injuries related to trauma; and

WHEREAS the parties wish to improve the timeliness, accuracy, completeness, uniformity, integration and accessibility of traffic records data to identify priorities for national, state and local highway and traffic safety programs; and

WHEREAS the parties seek to make such improvements and to enhance interoperability among Washington's traffic records systems and other state and national systems; and

WHEREAS in support of such purposes the parties named above have established an interagency highway safety data and traffic records coordinating committee, entitled the Washington Traffic Records Committee (TRC); and

NOW, THEREFORE, in furtherance of the foregoing and mutual public benefits derived there from, it is agreed as follows:

Section 1 – OVERVIEW & PURPOSE

I. Traffic Records.

The parties recognize that Washington's traffic records system is a virtual system comprised of the hardware, software and accompanying processes that capture, store, transmit, and analyze the following types of data:

- Collisions
- Citations & Adjudication
- Drivers & Registered Vehicles
- Traffic Fatalities
- Motor Carriers (Commercial Vehicles)
- Injury Surveillance (Emergency Medical Services, Emergency Department, Trauma, Hospital inpatient, Death Records)
- Roadway (Traffic Volume, Features Inventory, Geometrics, etc.) and Location (Geographic Information Systems)

Each component of Washington's traffic records system provides key information to support decisions regarding public and transportation safety. The traffic records system provides critical data for problem identification and for the development of policy and countermeasure programs. Information derived from these systems is equally valuable in evaluating program effectiveness and documenting progress toward key measures of performance to enhance management and accountability in public service. Timely, accurate, integrated, and accessible traffic records data is crucial to Washington's efforts to improve public safety.

II. Mission.

The Washington Traffic Records Committee enhances transportation safety through coordinated projects to provide more timely, accurate, integrated and accessible traffic records data.

III. Goals.

The parties agree to cooperate in good faith to achieve the goals following:

1. To provide an ongoing statewide forum for traffic records and support the coordination of multi-agency initiatives and projects.

2. To leverage technology and appropriate government and industry standards to improve the collection, dissemination, and analysis of traffic records data.
3. To improve the interoperability and exchange of traffic records data among systems and stakeholders for increased efficiency and enhanced integration.
4. To promote the value of traffic records data and encourage training opportunities to maximize the effectiveness of the data for decision and policy making.

Section 2 – OPERATIONAL AUTHORITY

The Washington Traffic Records Committee operates under the authority of the agencies with either a custodial or contributive responsibility for the collection, management, use, or support of one or more components of Washington’s traffic records system.

Section 3 – ORGANIZATIONAL STRUCTURE

The Washington Traffic Records Committee is comprised of two separate bodies, the Oversight Council and the Traffic Records Workgroup, the missions of which are set forth below. The Oversight Council and the Traffic Records Workgroup serve in distinct capacities as outlined in Section 4 – DUTIES AND RESPONSIBILITIES.

I. Oversight Council.

The Oversight Council provides policy oversight and program direction in creating and approving strategies and projects to improve Washington’s traffic records system. The Oversight Council ensures strategic and project alignment with individual agency priorities, standards, and practices and performs an annual evaluation of Washington’s traffic records strategic plan.

II. Traffic Records Workgroup.

The Traffic Records Workgroup functions as a technical and managerial forum for the discussion and examination of statewide traffic records issues. The Traffic Records Workgroup is responsible for developing the state’s traffic records strategic plan and for creating, coordinating, and implementing improvement projects.

III. Administration.

The Washington Traffic Safety Commission shall provide the necessary support to assist and coordinate the Oversight Council and the Traffic Records Workgroup in fulfilling the mission and goals of Washington’s Traffic Records Committee. This support shall include a coordinator to manage federal traffic records grants and to serve as liaison for traffic records activities in Washington.

Section 4 – DUTIES AND RESPONSIBILITIES

I. Oversight Council

The duties and responsibilities of the Oversight Council shall include the following:

1. To provide policy oversight and program direction for statewide traffic records activities.
2. To provide a policy level stakeholder forum for review and discussion of proposed traffic records projects to assess and provide comment on system wide impacts.

3. To review and take action on strategic, project, or legislative recommendations provided by the Traffic Records Workgroup.
4. To promote communication and coordination of traffic records among and within participating agencies.
5. To conduct an annual evaluation for approval of Washington's Traffic Records Strategic Plan.

II. Traffic Records Workgroup.

The duties and responsibilities of the Traffic Records Workgroup shall include the following:

1. To create and maintain the Washington Traffic Records Strategic Plan and Resource Manual.
2. To establish goals, objectives, and strategies to improve the traffic records system.
3. To provide a technical stakeholder forum for review and discussion of proposed traffic records projects to assess and provide comment on system wide impacts.
4. To provide administrative and technical guidance in the planning, coordination, and implementation of traffic records improvement projects.
5. To identify performance measure benchmarks and targets to evaluate the effectiveness of strategies and projects aimed at improving Washington's traffic records system.
6. To recommend procedural, content, and format changes to the Police Traffic Collision Report (PTCR) and related data collection software applications to improve the quality, completeness, and uniformity of statewide collision data.
7. To review current laws and proposed legislation to assess traffic records system impacts.
8. To evaluate new technologies and potential implications for the traffic records system.
9. To conduct periodic audits or assessments of Washington's traffic records system.

**Section 5 –
MEMBERSHIP**

I. Members.

a. The Oversight Council shall include the members following:

1. Washington Traffic Safety Commission, Director
2. Administrative Office of the Courts, Chief Information Officer
3. Washington State Patrol, Technical Services Bureau Chief
4. Washington State Department of Transportation, Director of Strategic Planning & Programming
5. Washington State Department of Licensing, Assistant Director (Driver Services)
6. County Road Administration Board, Intergovernmental Policy Manager
7. Washington State Department of Health, Assistant Secretary

8. Washington State Department of Licensing, Assistant Director (Vehicle Services)
9. Washington Association of Sheriffs & Police Chiefs, Chief or Sheriff
10. Washington State Department of Information Services, Management & Oversight of Strategic Tech. Division

b. The Traffic Records Workgroup shall include the members following:

The Traffic Records Workgroup shall be made up of representatives from the agency offices or divisions listed below at positions 1 through 19. Each representative shall be appointed and serve at the discretion of the Oversight Council Member representing that member's respective agency. It is anticipated that the National Highway Traffic Safety Administration, the Federal Motor Carrier Safety Administration and the Federal Highway Administration shall also be members of the Traffic Records Workgroup (known collectively as the U.S. Department of Transportation agencies). The parties contemplate that members representing U.S. Department of Transportation agencies (positions 20 – 22) shall be appointed by and serve at the discretion of the Region or Division Administrator of their respective agencies.

1. Washington State Patrol, Information Technology Division
2. Washington State Patrol, Field Operations Bureau
3. Washington State Patrol, Commercial Vehicle Division
4. Washington State Department of Licensing, Driver Services Division
5. Washington State Department of Licensing, Vehicle Services Division
6. Administrative Office of the Courts, Information Services Division
7. Administrative Office of the Courts, Judicial Services Division
8. Washington Traffic Safety Commission, Fatality Analysis Reporting System
9. Washington Traffic Safety Commission, Traffic Records Coordinator
10. Washington Traffic Safety Commission, Traffic Research & Data Center
11. Washington State Department of Transportation, Transportation Data Office
12. Washington State Department of Transportation, Geographic Services
13. Washington State Department of Transportation, Data Technology & Integration Branch
14. Washington State Department of Health, Office of Emergency Medical Services & Trauma
15. Washington State Department of Health, Health Services & Quality Assurance
16. Washington Association of Sheriffs & Police Chiefs
17. County Road Administration Board

18. Washington State Department of Information Services, Management & Oversight of Strategic Tech. Division
19. Washington State Department of Information Services, Justice Information Network Program Office
20. National Highway Traffic Safety Administration, Pacific Northwest Region Office
21. Federal Motor Carrier Safety Administration, Washington Division
22. Federal Highway Administration, Washington Division

II. Term of Appointed Members.

Appointed Members for both the Oversight Council and the Traffic Records Workgroup shall serve at the pleasure of their respective appointing agencies.

III. Resignation.

An appointed Member may resign at any time by delivering written notice to the Chairperson, or by giving oral notice of resignation at any meeting. Upon resignation, the resigning Member shall recommend a replacement to fill the resulting vacancy.

IV. Vacancies.

The Chairperson or Co-Chairs shall bring a vacancy in either the Oversight Council or the Traffic Records Workgroup to the attention of the agency whose appointed member has vacated his or her position. A replacement shall be named at the discretion of such appointing agency within three months of the vacancy announcement.

V. Replacement of Appointed Members - Absenteeism.

a. Oversight Council

Any appointed Member of the Oversight Council who misses three (3) consecutive meetings will have such absences called to the Member’s attention by the Chairperson. The Chairperson may advise the appropriate agency of continuing absenteeism and request that the appropriate agency replace the appointed Member.

b. Traffic Records Workgroup

Any appointed Member of the Traffic Records Workgroup who misses five (5) consecutive meetings will have such absences called to the Member’s attention by the Co-Chairs. The Co-Chairs may advise the appropriate agency of continuing absenteeism and request that the appropriate agency replace the appointed Member.

VI. Stakeholders.

The Oversight Council may appoint stakeholder representatives to either the Oversight Council or the Traffic Records Workgroup as additional, voting or nonvoting members.

Section 6 –
CHAIR PERSONS and CO-CHAIRS

I. Chairpersons.

a. Oversight Council.

The Director of the Washington Traffic Safety Commission shall act as the permanent Chairperson and coordinator for the activities of the Oversight Council.

b. Traffic Records Workgroup.

There shall be two Co-Chairs of the Traffic Records Workgroup. One Co-Chair shall be the Traffic Records Coordinator from the Washington Traffic Safety Commission. The second Co-Chair shall be elected from among the membership of the Traffic Records Workgroup and shall serve for a period of one year. The second Co-Chair may be re-elected upon the expiration of his or her term. The presiding facilitator of a particular Traffic Records Workgroup meeting shall be determined by the Co-Chairs on a meeting by meeting basis.

II. Acting Chairpersons.

a. Oversight Council

In the case of the absence of the Chairperson of the Oversight Council, the Chairperson may designate in advance of a particular meeting an Acting Chair to preside at the meeting. In the case of the absence of the Oversight Council Chairperson, and when an Acting Chair has not been designated, the Oversight Council may delegate the powers or duties of such officer to any Member for a particular meeting. In the case of a vacancy of the Chairperson of the Oversight Council, the Deputy Director of the Washington Traffic Safety Commission shall be the Acting Chair until the vacancy is filled.

b. Traffic Records Workgroup

In the case of an anticipated absence or vacancy of one or both of the Co-Chairs of the Traffic Records Workgroup, the Co-Chairs may designate in advance of a particular meeting an Acting Chair or Chairs to preside at the meeting. In the case of the absence of one or both of the Traffic Records Workgroup Co-Chairs, and when an Acting Chair or Chairs has not been designated, the Traffic Records Workgroup may delegate the powers or duties of such officer to any Member or Members for a particular meeting. In the case of vacancy of one of the co-chairs, the other Co-Chair shall preside at the meetings until such time as the vacant Co-Chair position is duly appointed or elected, depending on which Co-Chair position is vacant. In the case of the vacancy of both Co-Chairs, the Traffic Records Workgroup may delegate the powers and duties of the vacant Co-Chairs to any members of the Traffic Records Workgroup for a particular meeting, until such time as one or both of the vacant Co-Chair positions is duly appointed or elected, depending on which Co-Chair position is vacant.

**Section 7 –
MEETINGS**

I. Regular Meetings.

a. Oversight Council.

Regular meetings of the Oversight Council shall be held each quarter at a time and place designated by the Chairperson.

b. Traffic Records Workgroup.

Regular meetings of the Traffic Records Workgroup shall be held monthly at a time and place designated by the Co-Chairs.

II. Special Meetings.

a. Oversight Council

Special meetings of the Oversight Council shall be held at the call of the Chairperson or upon request of any three (3) voting Members.

b. Traffic Records Workgroup

Special meetings of the Traffic Records Workgroup shall be held at the call of either Co-Chairs or upon request of any six (6) voting Members.

III. Quorum.

a. Oversight Council.

A quorum for the transaction of business shall constitute not less than five (5) members of the Oversight Council, and shall include within those five members the presiding Chairperson or designated Acting Chair. The Members present at an Oversight Council meeting at which a quorum is not constituted may elect to proceed only with informational and procedural portions of the meeting.

b. Traffic Records Workgroup

A quorum for the transaction of business shall constitute not less than eleven (11) members of the Traffic Records Workgroup, including the presiding Co-Chair or designated Acting Chair. The Members present at a Traffic Records Workgroup meeting at which a quorum is not constituted may elect to proceed only with informational and procedural portions of the meeting.

IV. Meeting Conduct.

a. Discussion.

Only Members of the Oversight Council or Traffic Records Workgroup, appointed Stakeholders, and such other persons as are recognized by the presiding Chairperson shall be permitted to participate in discussion of matters of business, unless otherwise authorized by a majority vote of the Members.

b. Chairperson Votes.

The Chairperson of the Oversight Council and the Co-Chairs of the Traffic Records Workgroup shall have the same voting rights as any other Member of the Oversight Council and the Traffic Records Workgroup.

c. Member Voting.

1. Oversight Council.

Only Members of the Oversight Council may vote. Members may not vote by proxy or through a designee.

2. Traffic Records Workgroup.

Only individuals representing the agency offices or divisions listed in Section 5.1.b may vote. The vote may occur by proxy.

d. Majority Vote.

The action by vote of the majority of the Members present at a meeting at which there is a quorum shall be the act of Oversight Council or the Traffic Records Workgroup.

e. Robert's Rules of Order.

The parties agree to use their best efforts to apply Robert's Rules of Order to meetings of the Oversight Council and the Traffic Records Workgroup and any of its ad hoc or standing subcommittees except as otherwise provided in this MOU.

V. Attendance by Communication Equipment.

Meeting attendance may be by means of conference telephone call or any other communications equipment that allows all persons participating in the meeting to speak to and hear all participants. Participation by such means shall constitute presence in person at a meeting.

VI. Meeting Notices.

Advance notice of all regular and special meetings of the Oversight Council and the Traffic Records Workgroup shall be provided by mail, facsimile transmission or email.

VII. Meeting Minutes.

Minutes shall be made of all Oversight Council and Traffic Records Workgroup meetings. Minutes of Oversight Council meetings will be promptly distributed to members for review and approval at the following meeting. Minutes from Oversight Council and Traffic Records Workgroup meetings will be regularly available on the Washington Traffic Records Committee website (<http://www.trafficrecords.wa.gov>).

**Section 8 –
SUBCOMMITTEES**

I. Ad Hoc or Standing Subcommittees.

The Traffic Records Workgroup may, by the authorization of the Oversight Council, establish such ad hoc or standing subcommittees as deemed appropriate. The ad hoc or standing subcommittee membership and chairperson shall be designated by the Traffic Records Workgroup.

II. Subcommittee Authority.

The Traffic Records Workgroup may delegate project planning, coordination, and implementation authority to ad hoc or standing subcommittees as deemed appropriate.

III. Procedures.

Ad hoc or standing subcommittees shall follow all Traffic Records Workgroup procedures as defined in this Charter.

**Section 9 –
AMENDMENTS**

I. By Oversight Council.

The Oversight Committee shall have power to make, alter, and amend this MOU by majority vote which shall not be effective unless in writing and signed by all parties to this MOU.

II. By Undersigned Parties.

The undersigned Parties shall have power to make, alter, amend, and repeal this MOU upon written agreement, signed by all parties to this MOU.

**Section 10 –
GOOD FAITH**

I. The parties agree to conduct all activities and perform all obligations in good faith and to work cooperatively with one another to accomplish the goal of providing timely, accurate, integrated and accessible traffic records data.

SIGNED AND ACCEPTED:


Lowell Porter, Director
Washington Traffic Safety Commission
Date: May 4, 2006


Janet McLane, Director
Administrative Office of the Courts
Date: May 4, 2006


Doug MacDonald, Secretary
Washington State Department of
Transportation
Date: 5/26/06


Gary Robinson, Director
Washington State Department of
Information Services
Date: 5/30/06


Liz Luce, Director
Washington State Department of Licensing
Date: May 17, 2006


Mary Selecky, Secretary
Washington State Department of Health
Date: 5-4-2006


John Batiste, Chief
Washington State Patrol
Date: 5/9/06


Jay Weber, Executive Director
County Road Administration Board
Date: 5-15-2006


Don Pierce, Director
Washington Association of Sheriffs and
Police Chiefs
Date: 5/16/06

Approved as to form:
By: 
Susan Cruise, Assistant Attorney General
Counsel to the Washington Traffic Safety
Commission
Date: May 3, 2006