



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Brian Barthelmes, Chairman
Susan Setterland, Vice-Chair
Joseph Salvucci
Robert O'Rourke
David Delaney

STREET LIGHT REVIEW POLICY

(replaces Policy dated 9-8-86)

POLICY 15-06

INTRODUCTION:

In response to numerous street light inquiries as well as the Hanover Police Department's duty to enhance public safety throughout the Town of Hanover, the Board of Selectmen implements the following policy upon the recommendation of the Hanover Police Department as to the evaluation and criteria for the installation of municipal street lights.

PURPOSE:

The Hanover Police Department is committed to continuously improving and enhancing public safety throughout the Town and to the prevention and deterrence of criminal activity. Street lighting plays a role in both of these areas. As such, this agency will be identifying areas throughout the Town where lighting could be utilized to enhance pedestrian and vehicular safety as well as assisting in deterring crime.

Citizen requests for street lights will also be assessed and reviewed in accordance with this policy. After the review of such requests, a recommendation will be made either approving or denying such citizen request.

SCOPE:

This policy outlines the procedure for the evaluation of street light necessity throughout the Town. While the Police Department will make recommendations based on this policy, a multi-departmental review of the necessity of a street light will be performed. The final authority to approve or deny the installation of a municipal street light will be vested in the Town Manager.

EVALUATION:

The Board of Selectmen in conjunction with the Police Department has developed this policy to evaluate and assess the need for the installation of municipal street lighting throughout the Town. The Police Department, in conjunction with the Department of Public Works, and other municipal departments as designated by the Town Manager, will evaluate and assess areas throughout the Town by identifying potential public safety risks where lighting is necessary to enhance public safety. Citizen requests will be evaluated using established criteria. While the criterion to be used encompasses many factors, the two most important factors are the enhancement of public safety and the prevention of crime.

Procedure for Evaluating a Request

1. The street light request will be forwarded to the Safety Officer & Crime Prevention Officer for review. Such requests will be reviewed with 30 calendar days of receipt of request.
2. The Safety Officer will evaluate the following:
 - a. Review crash data in the area of the request over a five (5) year period.
 - b. Identify the proximity of bus stops to the requested location.
 - c. Identify the proximity of crosswalks in the requested area.
 - d. The Safety Officer will conduct a physical survey of the area to include the following:
 - i. Identify the speed limit in the area.
 - ii. Identify potential road hazards in the area to include road curvature, steep grades, intersections, assess roadway conditions, and various other potential safety hazards.
 - iii. Evaluate the volume of pedestrian traffic.
 - iv. Evaluate the volume of vehicular traffic.
 - v. Identify public parking areas.
 - vi. Evaluate the average speed of vehicular traffic.
 - e. The Safety Officer will then generate a written report of their findings and make a recommendation based on such findings either recommending approval or denial of the request.
 - f. The written report will be submitted to the Chief of Police for review.
3. The Crime Prevention Officer will evaluate the following:
 - a. Review crime data in the area over a five (5) year period.
 - b. Identify the types of criminal activity in the area, if any.
 - c. Perform a physical survey of the area to include the following:
 - i. The proximity of critical infrastructure and/or facilities in the area.
 - ii. Identify public parking areas and assess the need for security lighting.
 - iii. Evaluate the potential security risks to the area.
 - d. The Crime Prevention Officer will then generate a written report of their findings and make a recommendation based on such findings either recommending approval or denial of the request.
 - e. The report will then be submitted to the Chief of Police for review.
4. The Chief of Police will review the reports submitted by the Safety and Crime Prevention Officers and make a final determination as to whether the Department approves or denies the request for street lighting.
5. The approval or denial recommendation will be forwarded to the Town Manager for review.

References

U.S. Department of Transportation Federal Highway Administration – FHWA Lighting Handbook, August 2012
<http://safety.fhwa.dot.gov/roadwaydept/lightinghandbook/#a21>

Public Roads Magazine Vol. 65 No. 6 “Roadway Lighting Revisited” by Patrick Hasson & Paul Lutkevich, May/June 2002
<http://www.fhwa.dot.gov/publications/publicroads/02may/07.cfm>

Massachusetts Department of Transportation – The Massachusetts Manual on Uniform Traffic Control Devices 2009 & Standard Municipal Traffic Codes 2012

U.S. Department of Transportation Federal Highway Administration – Manual of Uniform Traffic Control Devices 2009

STREET LIGHT REQUEST SAFETY ASSESSMENT

Evaluated by: _____	Agency: Hanover Police Department
Reason for Evaluation: _____	
Location of Light Request: _____	
Date Evaluated: ____/____/____	Time Evaluated: ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> Posted Speed Limit: _____ MPH
Area Type: <input type="checkbox"/> Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____
Traffic During Observation: <input type="checkbox"/> Light	<input type="checkbox"/> Medium <input type="checkbox"/> Heavy
Vehicular Traffic Observed: <input type="checkbox"/> Mostly Passenger	<input type="checkbox"/> Mostly Commercial <input type="checkbox"/> Mixed Passenger/Commercial
Pedestrian Traffic Observed: <input type="checkbox"/> Light	<input type="checkbox"/> Medium <input type="checkbox"/> Heavy

Street Light Evaluation Criteria	YES	NO	N/A
Are there sidewalks in the area?			
Is there a crosswalk in the area?			
Is area located within 100' of a traffic merge point or intersection?			
Is the area located on a roadway that is heavily used by commercial truck traffic?			
Is the roadway surface in good condition?			
Is the speed limit 40 mph or greater?			
Are the roadway markings in good condition?			
Is there a steep grade of hill in the area that reduces visibility?			
Is the area located near a retention pond or other body of water?			
If near a body of water, are there sufficient physical barriers to this area (fence/guardrail/etc....)?			
Is there some type of ongoing construction project in the area that creates an unsafe condition for pedestrians or vehicular traffic?			
Is the area located near an access/egress driveway of a commercial area or apartment complex that would cause pedestrians to walk across traffic traveling at speeds greater than 5 mph?			
Is the area free from obstructions that lessen pedestrian, motorist, and school bus driver visibility including shrubbery, utility poles, walls, fences, trees, parked vehicles, and or other obstructions?			
Does the area allow for sufficient water run-off/drainage during wet weather?			
Is there a bus stop in the area?			
Is there a higher than normal motor-vehicle crash rate in the area? (5 years)			
Is there a high volume of pedestrian or bicycle traffic in the area?			
Are there public parking or recreational areas nearby?			
Are there other factors that impact the area or support the need for a light? (If yes, please note the factor in the comments section.)			

**PHOTO(S)
(IF AVAILABLE)**

Comments/Recommendations:

Street Light Request	YES	NO
Assessment made in response to a citizen request for a street light?		
Is there sufficient evidence to conclude that a street light should be installed for <u>safety</u> related reasons?		

Safety Officer – Hanover Police Department:	Date
Signature:	

STREET LIGHT REQUEST SECURITY ASSESSMENT

Evaluated by: _____	Agency: Hanover Police Department
Reason for Evaluation: _____ _____	
Location of Light Request: _____	
Date Evaluated: ____/____/____	Time Evaluated: ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Area Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	

Street Light Evaluation Criteria	YES	NO	N/A
Is the area located near critical facilities or infrastructure?			
Is the area known to have a high rate of criminal activity? (five years)			
Is the area located near a public parking area or municipal building?			
Does the area pose any known potential security risks to the general public?			
Is the area known for frequent nighttime activities? (Concerts, Gatherings, etc.)			
Are there public parks or recreational areas nearby?			
Are there other factors that impact the area or support the need for lighting? (If yes, please note the factor in the comments section.)			

**PHOTO(S)
(IF AVAILABLE)**

Comments/Recommendations:

Street Light Request	YES	NO
Assessment made in response to a citizen request for a street light?		
Is there sufficient evidence to conclude that a street light should be installed for <u>security</u> related reasons?		

Crime Prevention Officer – Hanover Police Department:	Date
Signature:	

Effective Date: November 9, 2015


BOARD OF SELECTMEN


Brian E. Barthelmes, Chairman


Susan M. Setterland, Vice-Chair


Joseph R. Salvucci


Robert S. O'Rourke


David R. Delaney