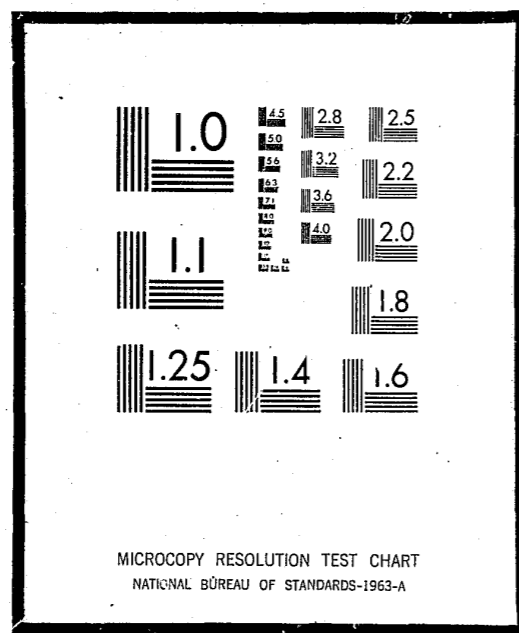


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model police traffic services policies



U.S. Department of Transportation
National Highway Traffic Safety Administration

FOREWORD

The enclosed materials, in their ultimate format, will constitute a comprehensive compilation of police traffic services policies, procedures, rules and regulations. With some minor modifications that may be necessitated by local individual needs, this publication should provide police administrators and traffic commanders with policies, procedures, rules and regulations that can be readily and easily incorporated into an existing traffic program (or one currently being implemented) and additionally, with some degree of guidance and insight into the mechanics of the broad and often misunderstood spectrum of policy formulation and execution.

We trust that, with the completion of this three-phase effort, the police administrator and traffic commander will have a valuable and usable tool at his disposal.

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CHAPTER I
INTRODUCTION

In June of 1973, the Highway Safety Division of the International Association of Chiefs of Police entered into contract with the National Highway Traffic Safety Administration to produce a comprehensive compilation of police traffic service policies that could serve as a model and guide to police agencies throughout the nation.

Enclosed within these covers are the results of the first of a three-phase effort. Phase Two (Police Traffic Services Procedures) and Phase Three (Police Traffic Services Rules and Regulations), will follow within a time frame of three years, the police administrator and his traffic commander will have in his possession a comprehensive compilation of Policies, Procedures, Rules and Regulations that, if applied, will be able to assist his department in the administrative, planning, and operational aspects of the traffic operation.

By no means should this product be considered an end in itself. IACP fully realizes that no two departments are identical, and that local circumstances will necessitate variations in how these policies, procedures, rules and regulations are worded and implemented.

On the other hand, IACP believes that what is contained here can be a starting point and, once rewritten and adjusted to local conditions and special problems, they can be a step towards a degree of uniformity in traffic operations not seldom experienced.

Input for this effort came from sources too numerous to completely and accurately itemize, although a partial listing is contained elsewhere in this report.

The staff of the IACP Highway Safety Division was provided with guidance from the IACP Highway Safety Committee. Without their valuable input, this effort would not have been possible.

The membership of the 1972-1973 IACP Highway Safety Committee is listed here, as well as a description of the Committee's goals and objectives.

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Missouri State Highway Patrol

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Hudson R. Hamm, Director
Field Services Division
The Traffic Institute
Northwestern University

IACP STAFF

Norman Darwick, Director
Highway Safety Division

Frank D. Roberson, Management Consultant
Highway Safety Division

COMMITTEE DESCRIPTION

This Committee shall study, consider and evaluate all matters pertaining to policies, practices, standards and rates of state and municipal police organizations relating to traffic accident investigation, traffic records, traffic patrol, traffic law enforcement, organization and administration and other highway safety functions which may be responsibilities of the membership of the Association; report to this Association for dissemination to its members and interested agencies, information and recommendations for the improvement of police traffic management and the promotion of highway safety; make recommendations to the Traffic Institute of Northwestern University relating to its traffic police training programs; make recommendations to the Association and other interested organizations and agencies of needed research projects essential to optimum highway safety programs by police agencies.

The Director of IACP's Highway Safety Division is Norman Darwick. The Project Director is Frank D. Roberson, Management Consultant. Arthur V. Smith, Jr., Management Consultant, also participated in the preparation of this document.

IACP POSITION STATEMENT
ON POLICE TRAFFIC MANAGEMENT



At its 70th Annual Conference in Houston, Texas, October 5-10, 1963, the International Association of Chiefs of Police adopted a resolution approving a formal presentation of policy as guidelines for police administrators in the enforcement of traffic laws and ordinances and in providing for the safe and expeditious flow of traffic. Subsequently, the position statement was prepared by the IACP Traffic Committee and published in the January, 1964 issue of *The Police Chief*. Resolutions defining policy in police traffic management adopted at the 1964 Conference have been added to the original statement.

Police administrators are charged with the responsibility of protecting life and property and providing police services which will provide the citizens of their communities maximum protection with a minimum of interruption. By far the greatest public safety losses to the people of the United States and most other countries stem from street and highway collisions and congestion.

From this perspective, the International Association of Chiefs of Police believes that a statement of its policies in this field is necessary and desirable. The Association strongly recommends the adoption of each of these policies by all police agencies. It recognizes that local conditions will require adaptation in details. At the same time, however, the IACP believes that the general principles contained in these statements are essential for maximum reduction in traffic losses.

The police have a wide range of interests in highway transportation. They have a direct responsibility for traffic law enforcement, traffic direction, accident investigation, and traffic records. They also have an auxiliary interest in other aspects of traffic safety and regulation, for there is practically no street or highway traffic activity that does not to some degree affect the police in the pursuit of their objectives.

1. The police administrators of this Association accept the fact that police efforts alone will not provide the utmost in safe and efficient highway transportation. They recognize the need for: sound, realistic and balanced programs of traffic laws; highway, automotive and traffic engineering; driver licensing and driver improvement; traffic courts and prosecutors; safety and driver education, collection, analysis, and use of traffic records; coordination of effort in states and communities by all agencies with traffic responsibility; responsive community climate developed by public understanding and support.
2. In the enforcement of traffic laws, ordinances, and regulations, the rights and privileges of the people, as stated in the several constitutions and statutes and subsequently interpreted by the courts, will continue to be faithfully observed and respected by the police, taking heed specifically of the following:
 - a. The constitutional protection of every individual against unreasonable searches and seizures.
 - b. The right of a person to bail.
 - c. The right of a person to be informed specifically of the charge or charges filed against him.
 - d. The right of a person to counsel.
 - e. The right of an accused to appear and defend himself in a duly constituted court of law.
 - f. The right of a person to a fair and impartial trial.
 - g. The right of a person to be presumed innocent until proven guilty.
 - h. The privilege of every person to the use of the public highways when conforming with existing laws and regulations.
3. Traffic laws should be enforced at a sustained level, with uniform interpretation in all jurisdictions. The quantity of enforcement should be sufficient to produce maximum safety in each locality.
4. Equally as important as the amount of traffic law enforcement is the quality of enforcement. To be effective, enforcement must be directed at the violations known to be accident causative. In addition, it must be applied in those places and at those times shown by experience to have a disproportionately high percentage of accidents. There will probably never be enough policemen to apprehend all violators for every violation, therefore, enforcement personnel and enforcement effort must be used to the best possible advantage.
5. Every police officer on the streets and highways—regardless of his specific assignment—should, when he observes a traffic violation or nontraffic offense take appropriate enforcement action.
6. The enforcement of traffic laws solely for revenue purposes is as abhorrent to the police as it is to the public. The practice should be eliminated wherever it exists.
7. The salaries, pensions, and other fringe benefits of police officers should not by legislative, budget, or other provision be dependent upon fines or costs assessed in criminal or traffic adjudications. The fee system should be abolished in law enforcement, and in criminal prosecution and adjudication.
8. The enforcement of traffic laws for the sole purpose of building an activity record is as repugnant as enforcement for revenue purposes.
9. There should be one enforcement policy for all street and highway users and not one that gives preference to either local residents or non-residents.

10. The effect of police traffic law enforcement is to a very important degree dependent upon the disposition of charges by other official agencies. It is incumbent upon the police to establish and follow sound policies in the amount and quality of enforcement action taken by them and produce in the courts proper and sufficient evidence. The police must also keep sufficient records and report all necessary data to appropriate central agencies. Having carried out these duties appropriately, their responsibilities are completed, but the enforcement process is not. Police enforcement action is affected by the soundness of policies of driver examination and licensing; by the efficiency of court administration; by the prompt and complete reporting of all dispositions to the driver licensing administrators, and by the resultant actions taken by the licensing administrators.
11. Traffic laws enforcement is affected by the "community climate." Public understanding and support is essential to this vital function of police service. The effectiveness of state and local public support organizations will determine to a great degree public understanding and support. Police agencies should provide leadership in the development of a solid public safety education program.
12. The police are also responsible in a substantial degree for public attitude toward traffic law enforcement. Traffic law enforcement and traffic direction must be performed in a uniform manner to be understood and acceptable. But even more important, this must be done in an efficient and courteous manner.
13. The police are definitely and unequivocally opposed to the "fixing" of traffic cases in any manner by an agency, official, or person. It should be eliminated if and wherever it exists.
14. The police administrator must seek, and should be requested, to advise and consult in the construction or reconstruction of trafficways and facilities, including the use of signs, signals, and markings. It must be recognized that the police cannot correct inadequate streets, highways and parking facilities. At best, the police can by control and direction only alleviate inadequate physical situations.
15. Police should be consulted in the drafting of new traffic legislation which, if ultimately enacted into law would require enforcement by the police. Police should be asked about the need for proposed legislation, whether it is enforceable, and if so, whether the enforcement of it will require any additional manpower or equipment.
16. The enforcement of traffic laws by the police should not be regarded as a sports contest. Competition has no place in modern-day traffic flow on public streets and highways. The police are committed to a policy of traffic patrol which normally will be conducted by uniformed officers using easily identifiable vehicles, supplemented when necessary by officers using equipment not readily identifiable as police equipment. The IACP also believes concealment for traffic law enforcement is justifiable when necessary to bring under control a situation that cannot be controlled by usual methods.
17. The use of scientific devices such as mechanical, electronic, photographic, and chemical equipment is justifiable when required to enhance the lawful efforts of the police. The limits to the use of devices by the police should be determined by their legality and scientific soundness.
18. The violation of traffic laws has nothing to do with the intent of the violator; therefore, it is incumbent upon the motorist or pedestrian to obey. If he does not obey, it should not be necessary for the police officer who apprehends him to prove that he intended to violate. It should not only be necessary that the officer prove that the offender did in fact commit that violation.
19. The words "entrapment" and "speed trap" are frequently used in the public press. Both of these terms imply that by some inducement or action the police have caused or enticed a person to violate the traffic laws. The police deplore the use of these or similar terms. The police do not entice people to violate traffic laws. In this connection, there has been and possibly are, today, some isolated instances where there is existing traffic legislation which the public generally neither approves nor considers necessary but which the police through legislative process are required to enforce. If and where such undesirable and unnecessary traffic laws do exist, they should be repealed by legislative action.
20. The police do not feel that the ultimate in safe speed for motor vehicle transportation has been reached. They recognize that increased safe speed for every form of transportation is a means of progress. Regularity of vehicular movement, however, must be recognized as an essential of efficient transportation. Comparatively low speeds are as disruptive as high speeds. Varying conditions such as traffic, road and visibility affect the

safe speed. The wide range of skills and capabilities of individual operators is a factor to be considered.

In light of these several factors and the need for reasonable, specific, understandable speed regulations it is, therefore, believed that the following considerations should be given in the formulation and enforcement of legislation designed to control undesirable effects of too great or too little speed for existing conditions.

- a. Absolute maximum speeds should be established for rural and urban driving after consultation of police and engineers.
 - b. Empower the appropriate agency, after consultation with police, to legally raise or lower these limits in specific zones after engineering and traffic accident studies establish that the proposed changed limit is reasonable and safe for that zone provided that the zone affected is properly and adequately signed.
 - c. Make it incumbent upon drivers to drive at speeds lower than the absolute maximums when consideration of existing conditions indicates a safe speed is lower than that of the existing maximums.
 - d. Legislation based on prima facie limits which allow the individual driver to exceed these limits when within his judgment it is safe to do so, is undesirable.
 - e. Minimum speed laws based on consideration of the speed for the most rapid, lawful, and efficient movement of traffic should be formulated after appropriate surveys determine the relationship of the need for rapid movement to its effect on the safe movement of traffic.
 - f. Review to determine the need for establishing or adjusting speed regulations should constitute a continuing program.
21. The police administrators of this Association endorse and encourage frequent meetings of all law enforcement, highway engineering and traffic safety groups on a state or local

level to determine the casual factors, set the objectives for remedial action and then join in a united effort to combat the traffic accident problem for maximum effect.

22. The police administrators of this Association believe that improper use of the highways for publicity, public spectacle and unnecessary civilian caravans is inimical to public safety, and is incongruous to careful and prudent use of the highways and unduly taxes the resources of enforcement agencies in their responsibility of protecting the life and property of those within their jurisdiction. The International Association of Chiefs of Police looks with disfavor upon and discourages all improper use of highways and streets.
23. The Association urges its membership to support the "implied consent" provisions in the Uniform Vehicle Code, and the Council of State Governments to sponsor, and the respective legislatures to enact into law the "implied consent" provisions of the Uniform Vehicle Code.
24. The Association endorses and supports the need for legal authority in the use of radar, aircraft and other speed measuring devices by providing authority or eliminating legal prohibitions against the use of such technological and scientific methods as aids in the control and regulation of motor vehicle traffic.
25. The Association adopts the following policy:
 - a. Copies of motor vehicle accident reports made by police should be made available to parties involved and their legal representatives.
 - b. A fee should be charged for this service which would cover the reasonable cost of providing the information.
 - c. The amount of said fee should be a matter of local determination.
 - d. Copies of statements of witnesses and officer's personal opinion as to the cause of the accident should be withheld until the criminal action, if any, has been determined. ☆

CHAPTER II

THE NEED FOR POLICE TRAFFIC SERVICES POLICIES, PROCEDURES, RULES AND REGULATIONS

Contemporary police management techniques demand that each individual within the organizational structure knows what is expected of him, how he is expected to carry out his functions, both generally and specifically, who he reports to and who reports to him. O. W. Wilson states:

"Channels should be established through which information flows up and down and through which authority is delegated. These lines of control permit the delegation of authority, the placing of responsibility, the supervision of work, and the coordination of effort. Lines of control should be clearly defined and well understood by all members so that each may know to whom he is responsible and who, in turn, is responsible to him."¹

In Municipal Police Administration, another nationally recognized traffic expert, Gordon H. Sheehe, observes that:

"Sound and adequate enforcement policies are essential to gaining enforcement objectives and will guide police officers in putting into effect the kind of enforcement program envisioned by the administration. Clear statements of policy will help to resolve doubts in determining administrative intent."²

Policy development, therefore, is essential to the success of any organization. Policy indicates the general course of direction of an organization, within which the activities of the personnel and units must operate. This establishment of general (and we emphasize general) administrative guidelines relates to and complements the main objectives of the organization. For example, the policy concerning the issuance of citations in traffic accident cases might take the

¹Wilson, O. W., and Roy C. McLaren, Police Administration, 3rd Ed., McGraw-Hill Book Company, New York, 1972, p. 60.

²Sheehe, Gordon H., on Police Traffic Supervision, Municipal Police Administration, International City Management Association, Washington, D. C., 6th Ed., 1969, p. 113.

following form: "Violations of driving regulations cause traffic accidents, and accident may be reduced by effective traffic law enforcement. Violators should be issued citations when evidence exists to justify such action." The intent of this policy statement is to inform officers that the policy of the department is to enforce laws. Obviously, this policy is not concerned with the procedures to be followed in preparing each citation, nor does it establish any precise rules. Procedures and rules and regulations must not only follow policy, but must originate from policy.

Established policy, although allowing individual supervisors to think for themselves, limits possible mistakes within manageable bounds. Independent thinking should be encouraged because it develops administrative abilities. Potential executives can be developed only by permitting discretion and initiative on the part of the supervisors. Carefully delineated policy statements allow this latitude.

The term Policy is not synonymous with Procedure, nor do either of these terms have the same meaning as Rules and Regulations. The following definitions are offered to clarify and insure uniformity of terminology.

Policy. Policy consists of principles and values which guide the performance of a department in a particular situation. It is a statement of guiding principles which should be followed in activities which are directed toward the attainment of department objectives. Policy is formulated by analyzing objectives and determining through research those principles which will best guide the department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community and the mandate of the law.

Policy is articulated to inform the public and department employees of the principles which will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist department employees in the necessary exercise of discretion in discharging their responsibility.

An officer in the performance of his duty is confronted with an infinite variety of complex situations which require police action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

Procedure. A procedure is a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policies and procedures are objective oriented; however, policy establishes limits of action while procedure directs response within those limits.

Rule or Regulation. A rule or regulation is a specific prohibition or requirement which is stated to prevent deviations from policy or procedure. Rules and regulations allow little deviation other than for stated exceptions.

The Highway Safety Division of the International Association of Chiefs of Police surveyed many agencies at the initial stages of this effort. The results of these surveys were, with but a few exceptions, predictable. The larger the agency was, the better their police traffic services policies and procedures were. This was not a startling discovery. Policy and procedure formulation requires, for the most part, sophisticated planning and research operations. The larger agencies can afford such luxuries, and the smaller agencies usually cannot.

The larger the police agency, the more likelihood there is that a formalized planning and research unit exists. Most extremely large police agencies have them, and most very small police agencies do not. Too many variables exist to state exactly when a police agency will reach the size that a formalized planning unit should be established. These variables include type of agency, geographic location, magnitude of problems, and so forth.

Based on information contained within State-Local Relations in the Criminal Justice System, of 38,202 known police agencies within the United States, 37,812 (or 98.9%) have less than 100 personnel. As a matter of fact, 31,422 (82.2%) have less than five. It would be a safe assumption that most police agencies in the United States do not have formalized planning units.

Certainly, in some of the smaller agencies, the planning function is being adequately performed by the chief or another individual, usually on a part-time basis, but these instances are believed to be rare.

CHAPTER III

THE MANDATE FOR POLICE TRAFFIC SERVICES

POLICIES AND PROCEDURES

The need for development of Police Traffic Services Policies and Procedures is dictated by various provisions and requirements of the National Highway Traffic Safety Administration's Highway Safety Program Standards.

Highway Safety Program Standard 15, Police Traffic Services, requires the formulation of procedural guidelines:

- For the training of police in vehicular and pedestrian traffic operations.
- To allocate police resources commensurate with the magnitude of the traffic problem.
- For the selective assignment of trained police personnel.
- For investigation, recording and reporting accidents.
- For recognizing and reporting hazardous driver, roadway, and vehicle defects.

The proposed Police Traffic Services Standard N-6 states, "Each law enforcement agency shall be required to develop and implement carefully defined and written policies related to enforcement of traffic laws within its jurisdiction, such policies to be regularly communicated to all law enforcement officers."

These policies shall include:

- Guidance on handling traffic violations, D.W.I., drugs, suspensions and revocation cases.
- Procedures for prompt notification of:
 - a. Defective vehicles
 - b. Roadway and roadside hazards
 - c. Defective signs and signals

- d. Construction and maintenance deficiencies
- e. Driver defects

The Traffic Operations Standard 9.6 of the National Advisory Commission on Criminal Justice Standards and Goals contains similar language requiring the development and utilization of written police traffic services policies. The Standard states that "Every police agency should develop and implement written policies governing the investigation of traffic accidents, enforcement of State and local traffic laws and regulations, and traffic direction. Police chief executives should insure that these policies are regularly communicated to all supervisors and line personnel. These policies should include guidelines on:

- Physical arrests, issuance of warnings and citations, and transportation of arrestees;
- Investigation of traffic accidents;
- Interjurisdictional responsibility and authority for traffic supervision, and
- Auxillary services that have an indirect effect on traffic flow."

The text of Standard 9.6 continues with:

"Planning, policy, and procedure are vital to the successful operation of a police traffic services program. Without proper planning, and the development of policies and procedures to put those plans into effect, any program is doomed to failure.

Policy should be written and should become a part of duty manuals, general orders, and instructional material.

To insure impartial enforcement, procedures for issuing citations and warnings should be carefully delineated.

Policy also should comply with jurisdictional agreements within the State, clarifying which agency has primary responsibility and authority

for traffic supervision in specific areas. For example, should a State traffic agency maintain jurisdiction over a State highway running through a municipality under the control of another local police agency? Such distinctions should be clearly delineated, and the officers of each agency should be aware of their traffic duties and responsibilities.

Ancillary traffic services are those police activities that have an indirect effect on traffic flow. Comprehensive guidelines on aiding disabled motorists, removing hazards, controlling auto theft, disposing of abandoned cars, and safeguarding property, should be conveyed to all personnel."

Increasing demands for evaluating all law enforcement activities, including police traffic services, will further mandate the need for well written and understandable operating policies and procedures. Evaluation of an individual officer or a traffic unit's performance is futile without clear-cut direction and understanding of the basic objectives and goals of the organization.

Performance measures contained in the proposed NHTSA N-6 Police Traffic Services Standard would require well written operating policies and procedures if an effective evaluation is to be made of the following police traffic services activities:

"Traffic law enforcement activity generated in terms of citations, warnings, other contacts; number of crashes investigated; number of driver, vehicle, roadway defects reported."

The preceding standard requirements clearly contain a mandate for the development of police traffic services policies and procedures. Further, it has been made clear to the IACP through its Highway Safety Committee and its general membership that there exists, in the field, a real need for the development of operational policies and procedures based upon the position statements contained in the IACP publication, Highway Safety Policies for Police Executives which can be implemented at the state and local level.

CHAPTER IV

BACKGROUND AND METHODOLOGY OF EFFORT

No organization, either public or private in nature, can operate lacking efficient direction. Regardless of the goals of the organization, its personnel at all levels must be furnished (and have the right to expect) a firm indication of what is expected of them, who they report to and who reports to them.

Written policies, procedures, rules, and regulations, when effectively and timely employed, will do much towards reaching these end results.

At the initiation of this contract, IACP staff proceeded to poll in excess of seventy (70) police agencies, at all levels and all types, in an effort to obtain whatever police traffic services policies, procedures, rules, and regulations they currently were utilizing. Additionally, IACP staff, in their many travels requested scores of other police agencies to furnish this type of information.

The net results, although predictable, were nonetheless disappointing. The larger agencies were expected to have more and better policies, procedures, rules and regulations, and the smaller agencies were not expected to do as well. With but a few exceptions at both ends of the spectrum, this proved to be the case. Because the vast majority of police agencies fall into the "very small" or "small" category, however, this meant that the vast majority of all agencies do not have current, viable written direction.

Most agencies apparently do entirely without this written dicta. Many professed to having it, but, upon its presentation was frequently found to be:

- Not current - most had never been updated since originally issued.
- Not usable - did not accurately reflect the current position of chief administrator.
- Were not clearly written.
- In conflict, in many instances, with other existing policies, procedures, rules and regulations, thereby creating confusion at upper and lower levels. The results, of course, were that any given individual could select the policy or procedure he personally agreed with.

- Not distributed to operations-level personnel, and, in many cases, not even to supervisory or management personnel.
- Frequently, only one copy was in existence.
- Not compiled - frequently a policy, procedure, rule or regulation was formulated and then posted, only to disappear after a period of time, never to be seen again.
- Not enforced - frequently, even though a policy had been written, supervisors and subordinates ignored its existence (sometimes with apparent good reason) or were unaware of its existence.
- Attempted to include too much - policies, procedures, rules and regulations frequently were grouped together under one general heading, such as "General Order," making it necessary to consume a voluminous quantity of printed material before discovering what the "policy" of the department was on a certain issue, or what "procedures" were expected under certain circumstances. It is probably more logical to break them into their respective categories. Using this method, the researcher can, once accustomed to the system, quickly locate what he is after.

CHAPTER V

THE USE OF POLICIES

A major responsibility of the head of any organization is to develop and disseminate written policy to guide the actions of subordinates. A formal administrative or operational policy or procedure represents a definitive course of action selected from among a variety of alternatives. In light of existing conditions, particular approaches or avenues can be formally developed to guide and determine present and future decisions. Word of mouth policy formulation and distribution is not acceptable.

The need for clear-cut policy statements is not always well understood by police administrators. Unfortunately, there have been only occasional efforts to develop policies designed to guide and control police officers in the many types of situations they encounter. The absence of policy guidelines creates confusion and a resultant lack of uniformity of action. On the other hand, when formal policies exist and are clearly understood by all department personnel, the general direction of the organization is established and uniform and consistent action is encouraged.

In general, each community must be held accountable for any inadequacies of its police force, including deficiencies created by excessive and increasing demands upon the police, insufficient salary structures, and lack of necessary personnel and physical resources. Some of the fault, however, lies with police officials who, declining to risk discussion and controversy, have left major policy issues unwritten and undefined. Certainly the lack of adequate planning tools in a majority of agencies has caused police administrators to avoid confronting today's major law enforcement and traffic enforcement problems. The real need for basic improvement in law enforcement has been well presented in Task Force Report: The Police, which states:

1. There is need to recognize the variety of functions which police perform today, particularly in the large urban community. The demands upon police are likely to increase in number and complexity rather than decrease.
2. Important and complex social, behavioral, and political problems can adequately be dealt with by American government only if there is room for administrative variation, innovation, and experimentation of a kind presently lacking in the police field.

3. To deal adequately with current law enforcement needs requires an explicit acknowledgement that police are one of the most important governmental administrative agencies in existence today. It requires also that major changes be made to equip police to develop appropriate administrative policies and a willingness and capacity to conform with these policies.³

A great many police agencies in the United States have refrained from defining controversial or ambiguous situations into formal policy designed to help police officers make appropriate enforcement decisions in difficult circumstances. The many interoffice memoranda written and published by the agencies are, for the most part, procedural in nature and fail to provide sensitive enforcement decisions. Although a few of the memos may contain policy statements, most of these contain no mention of the procedure to be employed in carrying out such policy. There is no question that procedures must be defined in department orders or in manual form as a necessary adjunct to the administrative machinery of a police agency. However, in most cases, policy statements are necessary to establish the reasoning and purpose behind the procedure, especially in such discretionary areas as traffic law enforcement tolerances, sensitive human relations situations, and group behavior.

A modern police agency, recognizing the important of the policy-making function, will organize and implement processes to make policy-making systematic, intelligent, articulate, and responsive to appropriate social controls. If major progress is to be made, police agencies must be able to identify and deal with social problems before crisis situations occur.

The legislature, the judiciary and the prosecutor are also concerned with issues of criminal and traffic law and should participate in the development of traffic law enforcement policies.

State and local legislative bodies have a responsibility to provide legislative guidance, review and control, in addition to the routine rule of traffic law applied

³President's Commission on Law Enforcement and Administration of Justice, Task Force Report: The Police (Washington, D.C., U.S. Government Printing Office, 1967), p. 38.

by the police. The judiciary should play a more important role in determining and defining proper traffic law enforcement practices. The prosecutor should develop traffic law enforcement policy relating to prosecution interests. The participation of each of these bodies will enhance the development and implementation of improved traffic law enforcement policies.

Policy Formulation. Policy formulation is a difficult undertaking for police officials, especially those without benefit of a formalized planning unit. Fulfilling this function requires the development of a systematic process by which important issues are identified, analyzed, and resolved. Although the actual staff work involved may be performed by an individual or a small group such as the Research and Development Section, the formulation process must include all command officers who will be involved in the implementation. This is usually accomplished through use of a "review and comment" system, wherein affected commanders are asked for an opinion of an order before publication. A directive which has been reviewed in this manner is said to have been "staffed." This device assures that all involved have the opportunity to contribute to the final product. It permits every aspect of the problem to be reviewed and provides for discussion by those most closely involved. In addition to improvements in the policy itself, real support for it will more likely result because those responsible for the implementation have participated in its creation.

The following guidelines are offered to assist any administrator, command officer, or supervisor to improve traffic policy formulation:

- Identify problem areas through study of routine complaints, observation of field practices, analysis of court decisions and study of particular problems already known.
- Systematically study the problem utilizing problem-solving techniques, staff study procedures, or other similar research methodology.
- Discuss and analyze the proposed policy with the command staff of the division and interested individuals or agencies outside the organization.
- Communicate written policy to operating personnel in clear and precise terms that can be readily understood by the officer at the operating level who will be responsible for its execution.

- Openly publish new policy, allow public criticism, and emphasize the division's position. An exceptionally few number of policies whose effectiveness requires secrecy should be kept confidential.
- Whenever possible, present new written policies to officers using a training approach, and permit officers to question and understand the reasoning behind the policy. A problem approach to communicating new policy should be adopted as preferable to a platform lecture method.
- Frequently review policy to determine whether it has the desirable degree of flexibility for both the officer and the division. Adequate provision must be made for the officer to exercise his own judgment, yet guidelines should restrict the making of arbitrary decisions.

A policy statement usually involves three main features:

1. The creation or affirmation of a long-range purpose or program.
2. The commitment of management representatives to a general standard to apply in daily decisions and conduct.
3. An indication of those areas left for discretion within the overall concept to allow for an interpretation in the variety of specific situations which may occur.

Some may argue that when policy allows an individual supervisor to think independently, he will make mistakes. This is true, but as long as he adheres to established policy, the mistakes will occur only within its limitations. Independent thinking develops administrative abilities on a management level because thinking opens the door to learning. Law enforcement has traditionally depended upon the development of the future leaders from within the ranks of the organization. Potential executives can be developed only by allowing discretion and initiative within supervisory positions. Well developed policy statements permit this latitude. The lack of formalized policy at the management level tends to encourage individual policy formulation at each level and in various components of an organization. Overall direction may then be distorted and confusion may result. Attempts to correct misunderstanding of policy follow a pattern of rule creation and enforcement of rigid codes.

The basic policy, once established, normally requires the development of detailed implementation instructions. Due to the infinite number of variables involved in some police activities, detailed instructions are not always practical. Therefore, operating procedures should take into account the latitude required by the various skill levels of personnel involved with the particular activity.

There is a need to develop methods of assuring compliance with division rules, regulations, and policies. Such controls are usually established through internal investigations and inspections administered by an inspectional services unit or individual under the direct supervision of the chief of police.

Situations wherein officers most usually deviate from prescribed operating policy usually fall into three general groupings:

1. An officer violates department regulations or policies due to his desire to satisfy an immediate supervisor who has voiced his reluctance to support new policy.
2. An officer takes an action not usually condoned but for which no written rule, regulation, or policy statement has been officially formulated.
3. An officer's actions are a violation of department policy or procedure, but are nevertheless consistent with prevailing practices condoned within the agency.

Internal control can be improved by:

- Developing a systematic policy formulation process to achieve control over identified police problems.
- Developing written policy to guide officers in making decisions concerning arrest, search, and the amount of force to be used.
- Establishing administrative controls and procedures in the form of written orders and/or procedural manuals.
- Providing training to help officers develop a desire to participate and conform and a sense of personal responsibility.

HIGHWAY SAFETY POLICY

- Providing training and education to instill officers with a professional identity consistent with their police role in the community.

Although there is general recognition of local control over law enforcement agencies in this country, the police are necessarily called upon to carry out the mandates of specific legislative, executive, and judicial bodies. It follows therefore that the police are also subject to review and control by these branches of government. While it is important that a police agency be left with broad discretion to develop its own policy, it must also be realized that external control is normally exercised by city councils and managers, county boards, by prosecutors, by the judiciary, by the civil liability of the police officer, and by citizen complaint. Relationships between these factors and the police must be developed and utilized in the formulation of important law enforcement policy.

Administrative Issuance of Policies, Procedures, Rules and Regulations

The following pages contain a sample recommended Policy that can be utilized, with perhaps some minor modification, to provide the chief administrator and traffic commander with guidance in the issuance of traffic policies, procedures, rules and regulations.

Effective Date		Number
January 1, 1975		PO 75-001
Subject		
ADMINISTRATIVE ISSUANCE OF POLICIES, PROCEDURES, RULES AND REGULATIONS		
Reference	Special Instructions	
All Policies	Rescinds all previous	
All Procedures		
All Rules and Regulations		
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Procedure

Traffic Policies, Procedures, Rules and Regulations are for the express purpose of providing members of the agency with administrative interpretation of traffic policy matters of a general nature and further to provide uniform procedures and rules and regulations for handling these matters in a more specific manner.

II. Issuing Authority

Policies will, in all instances, be issued exclusively over the signature of the chief of police. Traffic procedures and rules and regulations may be issued by the commanding officer of the Traffic Division, with the approval of the chief of police.

III. Responsibility

Commanding officers are responsible for issuing copies of all issuances to members of his command. Each member of the Division (or Department, when appropriate) will be issued a three-ring binder, within which he will maintain the aforementioned issuances in a neat and orderly manner. Each member will be required to read each issuance and to acknowledge in writing that he has

read and does understand same, within twenty-four (24) hours of the date of issue of the policy or procedure, or within twenty-four (24) hours of the date of the officers return to service, should he be on leave status at the time of issuance.

IV. Inspection

The commanding officer of the affected division will cause each member's notebook to be inspected on a regular basis.

V. Distribution

Each issuance will indicate on its face its effective date, its number, the subject matter, special reference information, special instructions, its distribution schedule, its date of reevaluation and the number of pages.

Approved By:

(Chief of Police)

I have read and understand this policy.

(Signature)

Coding of Policies, Procedures, Rules and Regulations

The following pages contain a sample recommended Procedure that can be utilized, with perhaps some minor modification, to provide the department with uniform coding practices.

This sample Procedure should be studied in concert with the sample recommended Policy on Administrative Issuance of Policies, Procedures, Rules and Regulations.

HIGHWAY SAFETY POLICY

	Effective Date	Number
	January 1, 1975	PR 75-001
Subject		
CODING OF POLICIES, PROCEDURES, RULES AND REGULATIONS		
Reference	Special Instructions	
All Policies All Procedures All Rules and Regulations	Rescinds all previous	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	

I. Purpose

To establish a uniform procedure in coding all departmental traffic policies, procedures, rules and regulations.

II. Method

- A. Identification - Each policy, procedure, rule and regulation that is prepared shall be so labeled in the appropriate place on the cover sheet of the policy or procedure.
- B. Effective Date
 - 1. The issuing authority shall indicate, in the appropriate place, the effective starting date of the policy or procedure.
 - 2. In no case shall a policy, procedure, rule and regulation have a retroactive effective date.
 - 3. In each case where there is a likelihood of a policy, procedure, rule and regulation having a negative effect on department or public morale, or where prior training or public education would increase the likelihood of its success,

then the issuing authority will, whenever possible, publish or display such issuance but shall delay the effective date for a period of time which, in his judgment, is desirable.

C. Number

Each policy, procedure, rule and regulation shall be issued a code that will designate its category, the year in which it is issued, and its number of issuance.

Example:

PO 74-001 indicates that this Policy was the first issued in calendar year 1974.

PR 74-002 indicates that this Procedure was the second issued in calendar year 1974.

RR 74-003 indicates that this Rule and Regulation was the third issued in calendar year 1974.

D. Subject

The space reserved for Subject will include a short description of the contents of the policy, procedure, rule and regulation.

E. Reference

Refer, by number and by cross-referencing, to all related policies, procedures, rules and regulations.

F. Special Instructions

This space would normally be reserved to indicate which previous issuances are rescinded with the current issuance.

G. Distribution

An indication of to whom the policy, procedure, rule and regulation should be issued to. Example:

Primary Code

- A - All Command Personnel
- F - All Supervisory Personnel
- C - All Line Personnel
- D - All Dispatchers
- E - All Civilian Personnel
- F - All Personnel
- G - Approved for Public Release

Secondary Code

1. All Divisions
2. Traffic Division
3. Juvenile Division
4. Detective Division
5. Patrol Division

Thus, an issuance that is to be distributed to all command personnel within the Traffic Division would have the distribution code A-2.

An issuance that is to be distributed to all personnel, in all divisions and is further approved for public release, would be coded FG-1.

H. Reevaluation

The planning function should include annual review of all policies, procedures, rules and regulations with recommendations to the chief of police that they be continued, discontinued, or modified. Thus, no issuance should be

considered permanent, and none should be in official effect more than twelve (12) months.

Approved By:

(Chief of Police)
(Or Other Authorized Person)

I have read and understand this procedure.

(Signature)

CHAPTER VI

INDEX OF POLICIES

The following section contains model police traffic services policies. As has been previously stressed, these model policies must be carefully reviewed and, in some cases, revised before formal adaptation.

Some policies will need some revision because of local conditions before final adaptation, and some may not be applicable at all. In any case, they should not be regarded as all-inclusive, but rather as a starting place for policy formulation and execution.

The professional staff of IACP believes, following extensive review of these policies and much soul-searching, that this document can be adapted into the existing administrative structure by virtually any police agency.

When Phases II and III are completed, the traffic administrator should have a comprehensive manual of policies, procedures, rules and regulations that are completely adaptable to his agency.

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TRAFFIC LAW ENFORCEMENT

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-002
Subject		
TRAFFIC LAW ENFORCEMENT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	2

I. Purpose

The purpose of traffic law enforcement is to reduce traffic collisions and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. Our goal will be to meet our objectives through a combination of education and enforcement.

II. Method

It will be this department's policy to educate the public regarding traffic regulations through programs aimed at identifying specific problems, by publishing traffic accident and injury statistics, and by giving notice and warnings of changes in regulations prior to taking enforcement action.

HIGHWAY SAFETY POLICY

It will be this department's policy to take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent, or frivolous excuse. Enforcement action may consist of a warning, citation, or physical arrest.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-003
Subject		
SELECTIVE TRAFFIC LAW ENFORCEMENT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	1

I. Purpose

The purpose of selective traffic law enforcement is to direct police activity where it can accomplish the most good—that is, to direct police traffic enforcement activity to pre-selected times, places and toward types of traffic violations that are known to be accident-causing.

II. Method

It will be the policy of this department to conduct statistical and visual surveys to determine by location, time and day of week the violations which are causing accidents.

Based on this information, our department will deploy personnel to those pre-determined areas to observe accident-causing violations and to take appropriate enforcement action.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-004
Subject		
TRAFFIC LAW VIOLATOR CONTACT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish the attitude of this department regarding traffic law violators.

II. Method

Traffic violation enforcement is one of the many routine tasks performed by police officers, but for violators it frequently is an emotionally traumatic experience. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-005
Subject		
VISIBLE TRAFFIC PATROL AND OFF-STREET OBSERVATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish this department's policy regarding visible traffic patrol and off-street officer observation of traffic law violators.

II. Method

Any tendency of motorists to knowingly violate traffic laws is ordinarily deterred by open and visible patrol, with the number of traffic accidents being correspondingly reduced. However, when there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic.

Off-street traffic observation must have the supervisor's approval, and every effort should be made to not suggest the appearance of a "speed trap" or "duck pond" situation.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-006
Subject		
SPEED LAW TOLERANCE		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish a fair policy in dealing with marginal speed law violations.

II. Method

Legally, there is no defense for exceeding the posted speed laws, or for driving faster than conditions permit, however slight.

Practically, however, there exists sufficient reason to believe that factors such as improperly calibrated factory speedometers, marginal weather conditions, and other factors, may give a subject cause to believe that his speed may have been slightly less than that stated by the officer, or that existing conditions are less severe than stated by the officer.

HIGHWAY SAFETY POLICY

Effective Date	Number
January 1, 1975	PO75-007

Subject TRAFFIC ENFORCEMENT TOLERANCE AND LATITUDE		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

For these reasons, it is suggested that the officer exercise such tolerance that he may believe to be necessary to remove substantial doubt from the mind of the accused.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

- A. To establish an approach to traffic law enforcement which provides for uniformity of action throughout the department.
- B. To provide a method of assuring fair and intelligent application for traffic laws and ordinances.

II. Background

- A. Uniform enforcement is a critical element of an effective traffic law enforcement program. The public will not protest when strict enforcement is justly and impartially administered. However, the public will object to a lack of uniformity in the application of traffic law.

To continuously make arrests in one area of the jurisdiction and warn in others for identical violations committed under similar conditions and circumstances causes the public to lose faith in the enforcement program.

When faith is lost, support cannot long remain, and the law enforcement agency, without public support, will find itself in a most difficult position.

To obtain a high degree of uniform enforcement, a standard must be established to determine what type of action will be taken following a given traffic law violation.

HIGHWAY SAFETY POLICY

Officer discretion is important to an effective traffic law enforcement program. The management of this department believes that each officer is entitled to know whether he is operating under a rigid, moderate, or lenient enforcement policy.

- B. The major objective of providing a traffic law enforcement policy is uniformity of application of laws and ordinances which regulate the use of motor vehicles.

The best method of assuring fair and intelligent application of laws and ordinances is to formulate and disseminate practical policies.

C. Advantages of Uniformity of Application

1. All members enforcing the same laws in the same manner.
2. Provides for a fair and reasonable approach to traffic law enforcement.
3. Promotes public acceptance of traffic law enforcement.

- D. By the application of tolerance in traffic law enforcement, there is no intention to destroy or distort the intent of the law, When applied with the principles and provisions set forth herein, the use of tolerances will strengthen the spirit of the law by making enforcement reasonable.

II. Method

It is the policy of this department that traffic law enforcement should be consistent with the guidelines set forth in the attached Appendix. (See Appendix Item One.)

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-008
Subject		
AUTHORITY OF OFFICER TO VOID CITATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish this department's policy in situations requiring voiding of traffic citations.

II. Method

Ordinarily, the judge or prosecutor are the only persons legally authorized to negate the effect of a properly issued traffic citation.

However, there may be times when extenuating circumstances dictate the need for voiding a citation once it has been written or partially written.

In these cases, the officer will state the precise reason for such avoidance in writing on the back of the citation, and shall explain in writing to his supervisor such action. All citations for moving Hazardous Violations that are to be voided must be explained in "open court."

HIGHWAY SAFETY POLICY

Effective Date	Number
January 1, 1975	PO75-009

Subject		
TICKET FIXING		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

In no case shall an officer, supervisor or command officer, including the chief of police void a traffic citation issued by another officer.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To establish this department's philosophy in the settling of traffic citations in a manner other than through the court process.

II. Method

Department policy has established parameters within which a traffic citation may, under special circumstances, be voided by the arresting officer.

It is further acknowledged that a judge or prosecutor may legally terminate a traffic citation prior to trial.

Any other termination of a traffic citation is not only illegal, but damaging both to the morale of the members of this department and to the morale of the general citizenry, and will not be tolerated.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-010
Subject		
SUSPENDED AND REVOKED DRIVERS' LICENSES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish this department's policy on persons operating a motor vehicle while their driving privileges have been lawfully suspended or revoked.

II. Method

The police officer is frequently in the position of encountering drivers, following the detection of a traffic violation, who are unable to produce a valid operator's license.

If the officer is reasonably certain that the violator's driving privileges have not been suspended or revoked, he should not effect a physical arrest, but should in every case issue a citation for failure to have operator's license on person. If, at a later date, it is determined that the license was suspended or revoked, he should issue the appropriate citation at that time.

HIGHWAY SAFETY POLICY

If the officer is reasonably certain or is unsure that the violator's license is suspended or revoked, he should then effect a physical arrest of the subject, and assume custodial responsibility of the subject and his property.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-011
Subject		
WRITTEN OR VERBAL WARNINGS TO TRAFFIC VIOLATORS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish the policy of this department regarding the issuance of written and verbal warnings in lieu of citations and/or physical arrest.

II. Method

The policy of this department is that enforcement action may consist of physical arrest, citation or warning. The selection is left to the discretion of the officer.

Generally speaking, a written or verbal warning may be rendered when there is reasonable doubt in the officer's mind as to the degree of intent present in the violator's mind at the time of the violation.

HIGHWAY SAFETY POLICY

Effective Date	Number
January 1, 1975	PO75-012

Subject		
STOPPING AND APPROACHING THE TRAFFIC VIOLATOR		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

Whenever possible, a serious degree of reasonable doubt in the mind of the officer should be resolved in favor of the violator.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To establish the policy of this department regarding stopping and approaching the traffic law violator.

II. Method

Enforcing traffic laws is one of the more "routine" functions that police officers perform.

All too frequently, however, police officers are injured and, in some cases, killed, from situations arising from what initially appeared to be, even to a trained observer, a "routine" traffic stop.

Realizing that a courteous demeanor, when exhibited by a police officer during the course of a traffic stop, is of utmost importance to establishing the educational rapport that is so necessary, it is nonetheless realized that the safety of the officer is of paramount importance.

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-013
Subject		
USE OF RADAR IN TRAFFIC LAW ENFORCEMENT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	2

Officers will, therefore, take whatever steps and precautions that are necessary during routine traffic stops to assure their safety and well being.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

The purpose of the utilization of radar and/or other electro-mechanical speed measuring devices is to make available, to the traffic officer, a supplementary tool to assist him in high or potentially high accident locations when speed is a factor.

II. Method

It will be the policy of this department to not utilize radar or other electro-mechanical speed measuring devices for "filler" or "slack" officer time.

Radar and/or other electro-mechanical speed measuring devices will not be utilized without prior approval from the commanding officer

HIGHWAY SAFETY POLICY

of the traffic unit. Such devices will be deployed with the safety of the officer in mind at all times.

It will be the policy of this department to utilize radar, whenever possible, in response to citizens' complaints concerning speeding motorists.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-014
Subject		
MULTIPLE TRAFFIC LAW VIOLATIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish this department's policy in cases where a subject is observed committing more than one traffic violation in a contiguous relay of circumstances.

II. Method

A major objective of effective traffic law enforcement is to fairly and impartially enforce all traffic laws violated in the presence of a police officer.

Except in circumstances involving Hazardous Violations, police officers shall issue a citation for the most serious of the two or more traffic law violations that occur in his presence.

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-015
Subject		
DWI OR DUIL ARRESTS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	1

To do otherwise would have the tendency of giving the department the appearance of "piling it on," an appearance totally inconsistent with all that has to do with effective traffic law enforcement.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To establish the policy of this department when an officer has reasonable grounds to believe that a traffic violator is under the influence of alcohol.

II. Method

The officer, following whatever initial examination at the scene of the traffic stop he believes necessary, will effect a physical arrest of the subject and assume responsibility for the safety of the subject and the subject's property.

Chemical test(s) will be offered to the subject in accordance with state statute(s) but, if such tests are refused, the officer is reminded that such chemical tests are supplementary tools only, and such lack of consent shall not constitute cause to issue a citation for a lesser offense.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-016
Subject		
ENFORCEMENT OF PARKING REGULATIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	1

I. Purpose

To establish this department's policy regarding on-street parking of vehicles.

II. Method

Street parking is restricted in various areas of the City to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the City.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-017
Subject		
CITATION IN LIEU OF ARREST		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish the policy of this department in issuing citations in lieu of physical arrest.

II. Method

It shall be the policy of this department that, whenever legally and practically possible, the officers of this department shall issue citations and obtain from the traffic violator a written promise to appear in traffic court, as opposed to making an actual physical arrest.

Exceptions to this policy are enumerated in applicable departmental traffic procedures.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-018
Subject		
NON-RESIDENT TRAFFIC VIOLATOR CONTACT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish the policy of this department regarding non-resident traffic law violators.

II. Method

The Uniform Vehicle Code is now being followed, substantially, by a majority of the states. Hence, non-residents are rarely subjected to unfamiliar traffic signs or inconsistent regulations. Therefore, unless the traffic regulation is unique to our area, no immunity should be granted because a person is a non-resident.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-019
Subject		
TRAFFIC CITATIONS AND REVENUE		
Reference		Special Instructions
Distribution		Reevaluation Date
FG-1		December 31, 1975
		No. Pages
		1

I. Purpose

To formally establish this agency's philosophy on the quantitative issuance of traffic citations for the primary purpose of generating revenue.

II. Method

In order to generate an effective degree of public support, it is imperative that each officer understands that none of the monies generated from traffic fines or traffic court costs are utilized to pay police salaries, or to purchase police equipment, or in any other way to supplement the police department budget.

Officers are encouraged to relay this information to citizens, whenever the need seems apparent.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-020
Subject		
TRAFFIC VIOLATIONS BY PHYSICIANS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish a policy within this department when an officer has occasion to deal with a licensed medical physician who has violated a traffic law in an alleged emergency situation.

II. Method

On such occasions, the officer will verify the physician's identity and allow him to proceed to his destination. Such release should be accompanied by a brief verbal warning by the police officer as to the dangers of non-law-abiding conduct.

Should further investigation reveal that the physician was not, in fact, engaged in a medical emergency task, then the officer should immediately take appropriate enforcement action.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-021
Subject		
TRAFFIC ARRESTS INVOLVING THE USE OF DRUGS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

The use of mind-influencing drugs has reached epidemic proportions in this country and, with it, the corresponding use of these drugs while operating a motor vehicle.

This will establish the policy of this department in dealing with this type of violation.

II. Method

Frequently, traffic violation prosecutions involving drugs are not brought to a successful conclusion because the traffic officer feels that chemical tests (as in DWI cases) are not always available and are not sophisticated enough to yield adequate results.

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-022
Subject		
ARREST OF MILITARY PERSONNEL		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

The members of this department are reminded that chemical tests, whether used for determining alcohol or drug content, are a supplementary tool only, and that it is possible to successfully prosecute, in either case, without them.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To establish the policy of this department in citations, arrests or traffic accidents involving military personnel.

II. Method

It will be, on occasion, necessary to issue a traffic citation, effect a physical arrest or investigate a traffic collision involving a member of the Armed Forces.

Armed forces personnel, for these purposes, shall include:

Regular members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and reservists who are on active duty.

When a physical arrest is made, the investigating officer's supervisor shall cause the liaison officer of the nearest Armed Forces Investigative Headquarters Division to be notified. This does not apply to the issuance of a traffic citation when an actual physical arrest is not made.

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-023
Subject		
BICYCLE TRAFFIC LAW VIOLATIONS		
Reference		Special Instructions
Distribution		Reevaluation Date
F-235	December 31, 1975	No. Pages
		2

The same shall apply when Armed Forces personnel are involved in a traffic accident, and are either killed or injured to the extent that they require hospitalization. In this latter case, it will also apply to civilian employees of the Armed Forces while acting within the scope of their employment.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To establish this department's policy as it pertains to bicycle traffic law violations.

II. Method

Traditionally, bicycle traffic law violations have, for the most part, been committed by juveniles and the police role has been viewed as being primarily educational and not enforcement.

Increasingly, however, the average age of purchasers of bicycles has moved more and more towards the legal adult category, and it is doubtful that this "educational" philosophy is as valid as it once was.

HIGHWAY SAFETY POLICY

Effective Date	Number
January 1, 1975	PO75-024

It is, therefore, this department's policy that whenever traffic law violations take place, and the violator is riding a bicycle, and particularly when the rider is an adult, then appropriate enforcement action should take place.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Subject		
PEDESTRIAN TRAFFIC LAW VIOLATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish this department's policy regarding pedestrian traffic law violations.

II. Method

Traditionally, pedestrian traffic law violations have been looked upon lightly by law enforcement officers for the dual reasons of (1) not being a particularly "serious" violation, and (2) not being one that is "popular" with the public to enforce.

However, recent studies have indicated that the pedestrian problem is far more serious than was initially thought to be, and that many deaths and injuries result from pedestrian traffic law violations.

It is therefore, this department's policy that enforcement action will take place when and where pedestrian traffic law violations are observed.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

ACCIDENT INVESTIGATION

CONTINUED

1 OF 3

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-025
Subject		
ACCIDENT INVESTIGATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

The purposes of accident investigation are many: first, to determine the causes, times and places of accident-causing violations so that appropriate selective enforcement action may be implemented; second, to obtain data for traffic and highway engineering improvements; third, to protect the rights of the individuals involved; and fourth, to obtain data that will improve traffic and driver education.

II. Practice

It will be the policy of this department to investigate each reported traffic accident to prepare reports as required by law on the appropriate form, to submit copies of those reports to the proper agencies, and to

HIGHWAY SAFETY POLICY

advise all parties involved in the traffic accident to complete all reports required by law.

III. Enforcement Action

In all cases when the investigating officer has reason to believe that a violation(s) of law has caused or contributed to the traffic accident, appropriate enforcement action will take place.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-026
Subject		
ACCIDENT REPORTS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish the policy of this department in reporting accidents.

II. Background

The basis of any traffic enforcement program is records. Without adequate information recorded at the scene of traffic accidents, it is impossible to conduct an effective selective traffic law enforcement program.

III. Method

Such level of accident reporting competence will be achieved through a combination of training and supervisory review.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-027
Subject		
ACCIDENTS ON PRIVATE PROPERTY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To define different categories of "private property" and to establish this department's policy in investigating accidents on private property.

II. Method

Accidents occurring on private property which is not normally open to the general public, such as a private residence, where no injuries have occurred and when none of the involved parties request that a report be taken will not require a written report.

Accidents occurring on residence-type private property, and where death or injuries have resulted, or the damage to any of the vehicles has exceeded \$200.00, will require a report.

HIGHWAY SAFETY POLICY

Accidents occurring on private property normally open to the general public, such as a shopping center parking lot, will be handled and processed as if they had occurred on a public street or highway.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-028
Subject		
TRAFFIC ACCIDENTS INVOLVING DEPARTMENT VEHICLES OR EMPLOYEES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To establish the policy of this department to be used whenever a department vehicle and/or department employee, while acting within the scope of his duties, becomes involved in a traffic accident.

II. Method

Any traffic accident involving a department vehicle or involving any employee (including a member of the Reserve or Auxiliary branch) while acting within the scope of his duties shall be reported to the department by the employee operating the vehicle or otherwise involved.

A supervisory employee shall be dispatched, whenever practicable, to the scene of each traffic accident which requires a state traffic report. If practical, the supervisor dispatched to the scene shall be a member of the division to which the involved employee is assigned.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-029
Subject		
ACCIDENTS INVOLVING HAZARDOUS MATERIALS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To establish the policy of this department in traffic accidents involving a vehicle or vehicles transporting hazardous materials.

II. Method

Hazardous materials and placard markings are defined in the publication: A Manual of Transportation Emergency Guides: February 1972, Manufacturing Chemists Association, 1825 Connecticut Avenue, N. W., Washington, D.C. 20009, and this publication shall be utilized as both a field reference guide and as a training manual. Supervisors shall be especially familiar with the contents of this publication.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1975		PO75-030	
Subject			
ACCIDENT SCENE RESPONSIBILITY, FIRST OFFICER TO RESPOND			
Reference		Special Instructions	
Distribution		Reevaluation Date	No. Pages
F-1		December 31, 1975	2

I. Purpose

To establish a chain of responsibility for the first officer responding to the scene of traffic accident.

II. Method

Only a highly trained and experienced officer can effectively carry out all necessary responsibilities at the scene of a traffic accident, particularly when an injured person or persons are involved.

It will therefore be the policy of this department that, unless unusual circumstances prevail, tasks will be carried out within the following priority scheme:

1. immediate care for the injured, rendering life-sustaining first aid.
2. summoning ambulance and/or additional police assistance.
3. protecting the scene of the accident to prevent further crashes, including summoning wrecker, if not already on the way.

4. protecting the scene to prevent evidence being destroyed that might prevent an effective accident investigation.
5. locating witnesses.
6. recording the accident information.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

CONTROL AND DIRECTION OF TRAFFIC

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-031
Subject		
CONTROL AND DIRECTION OF TRAFFIC		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

The purpose of controlling and directing traffic is to facilitate the safe and efficient movement of such traffic. It is the police task to see that traffic moves as safely and as quickly as possible.

II. Method

To accomplish this task, the police must enforce traffic laws, investigate accidents, and direct traffic.

To enforce compliance with traffic laws and to develop driver awareness of the causes of accidents, our department will appropriately warn, cite or physically arrest traffic violators.

Traffic accidents are investigated to protect the rights of the involved parties and to determine the causes of accidents so that appropriate counter-measures may be initiated.

HIGHWAY SAFETY POLICY

The department will maintain intersection control when and where necessary to direct vehicular and pedestrian traffic and to provide information to the public and assisting in whatever manner necessary.

III. Safety of Officers

The above will be accomplished with consideration of the safety of the officer in mind at all times.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-032
Subject		
TRAFFIC AND PEDESTRIAN CONTROL AT SPECIAL EVENTS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish the policy of this department in handling traffic, both vehicular and pedestrian, at special events.

II. Method

"Special Events" are defined as events at which a large volume of vehicular and/or pedestrian traffic is anticipated (such as a sporting event or political rally) and, further, events at which hostile crowds are not anticipated.

HIGHWAY SAFETY POLICY

It is the policy of this department that only such control as is absolutely necessary will be exerted and, that, keeping the safety of the officer in mind at all times, our primary task at special events is to assist the motorist and/or pedestrian.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-033
Subject		
ADVERSE ROAD AND WEATHER CONDITIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish the policy of this department upon encountering adverse road and weather conditions that could have an effect upon the safe and expeditious flow of traffic.

II. Definitions

Such adverse conditions may be defined, for our purposes, as:

- (1) Accidental, such as debris falling onto the roadway from another vehicle, etc.
- (2) Acts of nature, such as fog, ice on road, etc.
- (3) Engineered, such as an exposed guardrail end, or any other object that may cause unnecessary additional damage or injury should a vehicle, for any reason, impact with such object upon leaving the road.

HIGHWAY SAFETY POLICY

III. Method

Upon discovery of any of the above, the officer shall cause the appropriate person or persons to be notified for the purpose of correcting said conditions and, if necessary, cause the scene to be guarded to prevent damage or injury.

This policy is to be used in conjunction with all relevant existing department policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-034
Subject		
SLOW MOVING VEHICLES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

I. Purpose

To establish the policy of this department as it pertains to slow-moving motor vehicle traffic.

II. Method

Slow-moving vehicles, which impede the normal flow of traffic, have not traditionally been considered a priority enforcement area.

It will be the policy of this department that, whenever analyzed accident data indicates that this violation has caused a substantial number of accidents within or at a definable area or location, then enforcement efforts will be so directed.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

MOTORIST SERVICES

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-035
Subject		
MOTORIST SERVICES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-1	December 31, 1975	2

I. Purpose

Often, because there are no other public or private agencies available, the public relies upon the police for assistance and advice in the many routine and emergency situations which can and do develop in an urban society. For this reason, the police regularly respond to incidents where it is not contemplated that an arrest will be made.

II. General Services

Saving lives and aiding the injured, locating lost persons, keeping the peace and providing for other miscellaneous needs are basic services provided by the department. To satisfy these requests, the department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.

III. Motorist Services

Because of the overall danger to the stranded motorist, and also to the motorist on the highway because of the stranded motorist, it shall be the policy of this department to offer reasonable assistance at all times to the motorist

HIGHWAY SAFETY POLICY

Who appears to be in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours, when the hazards are commensurately increased.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-036
Subject		
FUEL TRANSFER--DISABLED MOTORISTS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To provide guidance to departmental personnel in the appropriateness of providing fuel from departmental vehicles to those of stranded motorists.

II. Method

When necessary, considering the availability of other fuel sources, commercial roadside service availability, the time of day, the probability of accident hazard involving the now pedestrian motorist, the physical condition of the motorist, and the weather conditions prevailing, officers shall utilize their fuel transfer devices to place within the fuel tank of the stranded motorist's vehicle sufficient fuel to operate that vehicle to the nearest available refueling station which is open for business or to the motorist's residence or place of business, whichever is closest. Gasoline

HIGHWAY SAFETY POLICY

shall not be provided when the motorist's vehicle is diesel powered nor when the vehicle's engine is two-cycle and there is insufficient motor oil to operate the vehicle to the refueling station or residence or place of business of the motorist.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-037
Subject		
PROVIDING INFORMATION AND DIRECTION TO HIGHWAY USERS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To serve highway users who request information and/or directions from departmental personnel.

II. Method

Departmental personnel shall freely and cheerfully provide information and directions to persons who request such, and shall become familiar with the streets and highways in the area and the various services and facilities available not only within the jurisdiction but also in those places within a reasonable distance to which many persons can be expected to travel.

HIGHWAY SAFETY POLICY

Effective Date	Number
January 1, 1975	PO75-038

Subject ASSISTANCE TO STRANDED MOTORISTS--ASSURANCE OF AUTHORIZED VEHICLE USE AND LAWFUL OPERATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	1

At a minimum, all officers assigned to motorized patrol shall have in their possession as part of their equipment maps of both the local area and the state for the purpose of providing visual aid to persons when appropriate.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

I. Purpose

To prevent assistance to stranded motorists whose use of the vehicle in their possession is unauthorized or unlawful.

II. Method

Officers who assist stranded motorists shall remain alert to possibilities that: the vehicle in the possession of the motorist has not been authorized for his use; the vehicle is in unsafe operating condition; the motorist is unlicensed to drive; the motorist is incapable of safely operating the vehicle; and/or the vehicle's occupants have engaged in criminal activity.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-039
Subject		
ASSISTING MOTORISTS STRANDED BY DEAD BATTERIES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To provide guidance to departmental personnel when providing assistance to motorists stranded because of a dead battery and to prevent accidental damage to departmental and other property.

II. Method

Officers shall not use their departmental vehicle to push any vehicle which has stalled because of a dead battery for the purpose of starting that vehicle.

Officers may assist the motorist by using jumper cables providing that reasonable care is taken to prevent damage or injury during such use.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-040
Subject		
OFFERING ASSISTANCE TO HIGHWAY USERS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-1	December 31, 1975	1

I. Purpose

To provide guidance to departmental members in determining priorities for their services.

II. Method

Officers shall be constantly alert for highway users who appear to need assistance. Whenever possible, consistent with the prevailing necessity to effect apprehensions of actual or suspected violators and to answer previous calls for service or fulfill assignments, officers shall stop and offer their services to highway users who appear to be in need of assistance.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

ADMINISTRATIVE REGULATIONS

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-041
Subject		
MOTORIZED ESCORTS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish the policy of this department in granting requests for motorized police escorts.

II. Method

The granting of motorized police escorts will be through the office of the Chief of Police or through the Traffic Commander.

The department has established procedures for the purpose of determining when and to whom such requests will be granted.

Normally, requests for escorts shall not be granted to any person for the purpose of expediting his journey or to provide publicity or personal convenience. Police escorts, operating under emergency conditions, shall confine their activities to those emergencies within the intent and meaning of the state vehicle code.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-042
Subject		
POLICE TRAFFIC ACTIVITY DEFINITIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	7

I. Purpose

To establish uniform definitions relating to police traffic activities.

II. Definitions

Highways and Traffic

Highway or Street Traffic Supervision. Keeping order on streets and highways within existing regulations, to make their use safe and expeditious. Traffic supervision is essentially the traffic work of police agencies. It has three main direct functions which require police powers:

1. Police Traffic Accident Investigation
2. Police Traffic Direction
3. Police Traffic Law Enforcement

Highway Traffic Regulation. The extreme form of highway traffic restriction, usually temporary, which involves definite planning in the selection of routes for and use by highway traffic to make the route most effective in meeting certain transportation requirements. Regulation usually involves scheduling of some or all movements and requires a high degree of traffic direction and other supervision. Regulation implies full control both as to priorities of use and the scheduled movement of traffic in time and space.

Highway Traffic Restriction. Any prohibition of free or unlimited use of a route by some or all highway traffic. Restriction ordinarily takes one or two forms:

1. Reservation for classes of traffic is the simplest and most common form.
2. Regulation of all movement is the extreme form.

Highway Traffic Reservation. A form of highway traffic restriction which prohibits the use, permanently or temporarily, by all traffic except that for which it is specifically set aside. Reservation may be in the form of prohibiting use of certain types of vehicles.

Regulated Route. A route on which highway traffic is regulated.

Reserved Route. A route is reserved or set aside for specified highway traffic or from which certain kinds of traffic are barred.

Restricted Route. A route on which highway traffic is restricted.

Time Distance. A marked or unmarked distance measured accurately along a roadway over which the travel time of a vehicle may be measured to determine its speed.

Accident Investigation

Police Traffic Accident Investigation. The part of street or highway traffic supervision performed by police in connection with traffic accidents. This activity includes but is not necessarily limited to accident reporting by police; on the scene accident investigation; follow-up accident investigation; police traffic law enforcement arising from the accident; police traffic direction and other emergency services to prevent additional injury, damage or loss; and preparing, in addition to routine traffic accident report, a traffic citation or special traffic accident investigation report stating conclusions about how and why the accident occurred.

On-the-Scene Accident Investigation. All police traffic accident investigation at the first visit to the scene after the accident for the purpose of gathering information and handling the emergency.

Follow-Up Investigation. All police traffic accident investigation except on-the-scene accident investigation, completion of the official traffic

accident report and appearance in court in connection with the accident.

Traffic Accident Reporting. Collecting information for, preparing, and submitting to a designated agency an official report of a traffic accident by some person involved in or connected with the accident or by police who learn about it.

Hit-and-Run Accident. A motor vehicle traffic accident in which driver evades some responsibility laid upon him by law for revealing his identity or giving aid.

Known Hit-and-Run Accident. An accident which upon investigation is found to be a hit-and-run accident.

Cleared Hit-and-Run Accident. A hit-and-run accident in which the evading driver has been identified and:

1. Cited or arrested and charged with hit-and-run,
2. Cited or arrested and other charge filed,
3. Identified but not cited or arrested because of:
 - a. Lack of territorial jurisdiction, or
 - b. Lack of jurisdiction over the person because of:
 - (1) Institutionalization,
 - (2) Diplomatic immunity,
 - (3) Death - mental incompetence.
 - c. Refusal of uncooperative witnesses to testify.

Traffic Law Enforcement

Traffic Law Enforcement. Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to use of streets and highways and ownership and operation of motor vehicle. In general, two

functions are involved:

2. Police Traffic Law Enforcement
2. Court Traffic Law Enforcement

Police Traffic Law Enforcement. The part of traffic law enforcement, performed by police or other agencies with police power: this includes, in addition to police traffic enforcement action, the deterrent to law violations created by the presence of uniformed police officers and their special equipment; and assistance to courts and prosecutors.

Court Traffic Law Enforcement. That part of traffic law enforcement performed by the court by adjudication and penalization.

Adjudication. The final judicial determination of a legal issue, for example: the guilt or innocence of an accused.

Penalization. Assessment of fines or imprisonment against the violator or taking other corrective action if found guilty.

Police Traffic Enforcement Action. The part of police traffic law enforcement involving arrest, citation, or warning of any person alleged to have violated a law, ordinance or regulation pertaining to the use of trafficways when the person has knowledge of this action and when it is to: (1) prevent such violation from endangering persons or property or inconveniencing other users of the trafficway; (2) prevent continued violation, or (3) discourage future repetition.

Traffic Arrest. Any traffic enforcement action that consists of taking a person into custody for the purpose of holding or detaining him to answer a charge of law violation before the court.

Traffic Citation. Any traffic enforcement action that contemplates trial adjudication or disposition to determine the guilt or innocence of the person charged for a violation when the accused is informed of such action by a written notice to appear.

Traffic Warning. Any traffic enforcement action, which may or may not contemplate possible assessment of penalty by the court or otherwise as a result of the warning alone.

Written Traffic Warning. A traffic warning in which the violator is given a written record of the action at the time the warning is given which he may be required to acknowledge by his signature.

Recorded Traffic Warning. Any written traffic warning of which an individual record is kept either by the police or some other official agency for future reference. The record may or may not be acknowledged by a signature of the violator.

Unrecorded Traffic Warning. Any written traffic warning of which no record, formal or informal, is kept.

Oral Traffic Warning. A traffic warning given orally without any written record.

Visual Traffic Warning. A traffic warning given by gesture or signal with or without audible signal but without verbal communication or written record.

Hazardous Traffic Law Violations. Violation of any law, ordinance or regulation affecting the use or protection of streets or highway enacted primarily to regulate safe movement of vehicles and pedestrians. There are two general kinds of these:

1. Unsafe Behavior. An action or omission in traffic which is hazardous even when vehicles, streets or highways, and people involved are in legal condition.
2. Unsafe Condition. Causing or permitting an illegal and possibly hazardous condition of:
 - a. A driver or pedestrian in traffic,
 - b. Streets or highways used by traffic,
 - c. Vehicle used in traffic.

Other Traffic Law Violations. Violation of any law, ordinance or regulation affecting the use of protection of streets or highways but not enacted primarily to regulate safe movement of vehicles and pedestrians.

Police Traffic Patrol. The part of police traffic supervision which consists of driving or walking within an area or a roadway for the purpose of providing protection, security and service to the public.

Area Traffic Patrol. Traffic patrol or stationary observation in an area or beat which includes a number of streets, roads or sections of highway.

Line Traffic Patrol. Moving patrol or stationary observation on a specified route between two points, usually on one city street or a section of a highway.

Supervised Route. A street or highway on which traffic is supervised to some considerable degree.

Stationary Traffic Observation. Traffic observation at a selected place, usually one with unfavorable accident experience or traffic flow problem for traffic law enforcement purposes especially to detect violations and deter possible violators.

Conspicuous Traffic Observation. Stationary observation in which the observer tries to attract attention by keeping in full view of traffic.

Visible Traffic Observation. Stationary observation in which the observer is in full view but so located, for example, on a side street, as to require effort on the part of traffic to discover the observer.

Concealed Traffic Observation. Stationary observation in which the observer is not visible to persons using ordinary powers of observation from the roadway being observed.

Police Traffic Direction. The part of police traffic supervision that involves telling drivers and pedestrians how and where they may or may not move or stand at a particular place, especially during period of congestion or in emergencies, generally all police activities necessary to insure smooth and orderly flow of traffic.

Point Traffic Control. That part of police traffic direction which is concerned with the control of vehicular and pedestrian movement at a particular place on a road such as an intersection.

Police Traffic Escort. The part of police traffic direction that involves mobile supervision of movement of one or more traffic units from one point to another. May include directing movement of surrounding vehicles and pedestrians by means of audible and visible signals in such a manner as to permit free and safe movement of the vehicle or vehicles being escorted.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PC75-043
Subject		
NEXT-OF-KIN NOTIFICATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish a policy to be enacted whenever it is necessary to notify next-of-kin.

II. Method

It shall be the policy of this department to quickly and compassionately notify the nearest relative of a deceased person when that relative resides within this jurisdiction.

This shall be our policy whenever the victim has expired within this jurisdiction, or whenever requested to do so by an outside authority.

HIGHWAY SAFETY POLICY

Such notification will always be personally accomplished, except when other methods are approved by the shift commander.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-044
Subject		
STAFF INSPECTION AND CONTROL		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

Staff inspection and control has, and will continue to be, a vital internal function to assure uniformity of operations; proper use of equipment and facilities; and adherence to departmental policies.

II. Method

The staff inspection unit will report directly to the chief of police or his designated command officer, and will continue to report to the chief of police their professional conclusions pertaining to the execution of the policies of this department.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-045
Subject		
SPECIAL PREFERENCE FOR EITHER LOCALS OR NON-LOCALS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	1

I. Purpose

To establish this department's policy in fairly applying traffic law enforcement measures.

II. Method

It is the policy of this department that traffic law enforcement procedures shall be applied without regard for the location of residence of the violator.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-046
Subject		
PURSUIT POLICY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish this department's philosophy in the use of "Fresh Pursuit."

II. Method

- A. It is the policy of this department that "fresh pursuit" at high speeds is justified only when the officer knows or has reasonable grounds to believe the violator has committed or attempted to commit a serious felony. A serious felony is one that involves an actual or threatened attack which the officer has reasonable cause to believe could result or has resulted in death or serious bodily injury, e. g., Aggravated Assault, Armed Robbery, Burglary I, and Arson of an Occupied Building.
- B. It is also the policy of this department that members of the force are permitted to resort to "fresh pursuit" at moderate speeds, if necessary, to apprehend motor vehicle operators who have committed traffic violations, other misdemeanors, or felonies that did not involve an actual or threatened attack which may have resulted in death or serious bodily injury, e. g., Unauthorized Use of a Vehicle; however, in so doing, the "fresh pursuit" must not be conducted at high speeds or to the same degree as when attempting to apprehend those violators enumerated in Section A

above. NO OFFICER, AT ANY TIME, SHALL OPERATE A MOBILE UNIT AT SUCH A RATE OF SPEED THAT MAY CAUSE HIM TO LOSE CONTROL OVER THE OPERATION AND/OR DIRECTION OF HIS VEHICLE.

- C. It is not inconsistent with "A" and "B" above to state that it is sometimes better to discontinue pursuit, than to continue pursuit and risk the consequences.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

VI-112

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-047
Subject		
MANPOWER TRAFFIC ASSIGNMENTS		
Reference		Special Instructions
Distribution		Reevaluation Date
F-2	December 31, 1975	No. Pages
		1

I. Purpose

It has been long established and scientifically determined that the motor vehicle accident rate, and therefore the corresponding traffic death rate, increases on certain days, at certain hours, and at certain locations.

II. Method

It shall be the policy of this department that traffic officers will be assigned to certain hours, on certain days, and at certain locations, to watch for the types of violations known to be accident-causing.

In recognition of the fact that this policy will cause some degree of inconvenience to some of our traffic officers, it is nonetheless determined that this type of manpower assignment will result in fewer traffic collisions and fatalities.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

VI-113

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-048
Subject		
RED LIGHT AND SIREN POLICY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish this department's policy on the operation of the rotating red (blue) warning light and/or the siren.

II. Background

The laws of our state require a motorist, when being approached by an authorized emergency vehicle from any direction to pull as far to the right as is practicable and to stop his vehicle for the purpose of yielding to the emergency vehicle.

Concurrently, the laws of our state do not exempt the police officer or any driver of an authorized emergency vehicle from liability should he fail to drive with due regard for the safety of all persons, even though the red (blue) light and/or siren may be in operation at the time.

III. Method

Therefore, officers shall not utilize the red (blue) light and/or siren without being authorized directly to do so by a superior, or by the nature of a dispatched assignment, or when situations confront him that, in his best judgment, indicate the need for the use of such equipment.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-049
Subject TRAFFIC AND PEDESTRIAN CONTROL AT SITUATIONS WHERE HOSTILE CROWDS ARE LIKELY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To establish the policy of this department in handling traffic and pedestrian control problems, in situations where it is likely that a hostile crowd will be encountered.

II. Method

Departmental intelligence activities can usually provide advance information on such occurrences.

The officer will approach these situations with the realization that his safety and well being, along with that of innocent bystanders, is of primary concern.

Such situations will be dealt with firmly, as any loss of control almost always results in a geometrical progression of further loss of control.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-050
Subject		
TRANSPORTING INJURED PERSONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

The handling and transporting of injured persons is, undoubtedly, one of the more important and critical tasks that a police officer must accomplish. To perform this task in any manner less than first-rate can have the effect of producing further injury or even death.

II. Method

It is the policy of this department that all such tasks will be accomplished with the well being of the person being transported in mind at all times.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-051
Subject		
RESEARCH AND PLANNING UNIT AND POLICY FORMULATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
A-1	December 31, 1975	1

I. Purpose

It is not inconceivable that, on some occasions, different units within this department may be working on identical or similar problems.

II. Method

To help reduce the likelihood of duplication of effort, department heads or other staff developing policy will submit drafts of such policy in its early developmental stage to the Research and Planning Unit for their review and comment.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-052
Subject		
HAZARDOUS ROADWAY AND ROADSIDE CONDITIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1975	2

I. Purpose

To establish this department's policy in the observation and reporting of hazardous roadway and roadside conditions.

II. Method

Many factors contribute to highway deaths. A leading factor, and only recently recognized through data analysis methods, is one pertaining to roadway and roadside hazards.

Departmental procedures clearly and positively spell out the ways and means by which these hazards are to be identified and eliminated.

HIGHWAY SAFETY POLICY

It is the policy of this department that all reporting procedures relating to roadway and roadside hazards are to be strictly adhered to.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-053
Subject		
PERSONAL APPEARANCE OF UNIFORMED PERSONNEL		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish a policy on this department's philosophy relating to the level of personnel appearance expected of members of this department.

II. Method

For the most part, the taxpaying citizen never comes into personal contact with a police officer.

For the small minority of citizens that do, this contact usually involves a minor traffic violation or a minimal request for information or some other service.

HIGHWAY SAFETY POLICY

For this reason, it is particularly important that each officer make a continuous and special effort to display his department in the most favorable light possible. Such an effort will make our dealings and subsequent relationships with our citizens considerably more productive and pleasant.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-054
Subject		
CITIZEN COMPLAINTS INVOLVING DEPARTMENT PERSONNEL		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-1	December 31, 1975	2

I. Purpose

To establish department policy in situations involving complaints issued by citizens involving department personnel.

II. Method

From time to time, we will face the unfortunate occurrence of citizens lodging complaints involving personnel from this department.

Some of these complaints will be unjustified and, unfortunately, some will be justified.

Citizen's complaints are never to be taken lightly. It will be the policy of this department that all citizens wishing to make a complaint will be accorded the utmost courtesy.

All citizens will be requested to sign the original copy of the complaint but, whether or not the citizen wishes to sign the complaint, or even if he declines to furnish his name, a copy of the complaint will be forwarded to the involved officer's supervisor and to the Traffic Commander. Should the complainant refuse to furnish his name and/or sign the complaint, this fact will be duly noted on said written complaint.

HIGHWAY SAFETY POLICY

This policy has the intended effect of not only exonerating wrongfully accused officers, but also of maintaining departmental stature and integrity by identifying those who are performing at less than an acceptable level.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-055
Subject		
PUBLIC EDUCATION AND VOLUNTARY COMPLIANCE		
Reference	Special In. actions	
Distribution	Reevaluation Date	No. Pages
FG-25	December 31, 1975	1

I. Purpose

Voluntary compliance, as opposed to arrest and citation, is our ultimate goal in traffic safety.

II. Method

It shall be the policy of this department, through the established traffic unit, to disseminate timely information and traffic accident data to the general public for the purpose of soliciting said voluntary compliance.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-056
Subject		
TRANSPORTATION OF PRISONERS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish this department's policy on transporting prisoners.

II. Method

The transportation of prisoners is one of the routine tasks frequently carried out by members of this department.

It shall be the policy of this department this task will always be performed with the safety and well-being of the officer and prisoner being of primary importance at all times.

HIGHWAY SAFETY POLICY

Our rule is that, whenever a subject is placed under physical arrest and is being transported to the station, for whatever reason, or a prisoner is being transported for the purpose of trial, preliminary hearing, or incarceration, then that person shall be handcuffed.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-057
Subject		
TRANSPORTATION OF FEMALE PRISONERS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish the policy of this department in the transportation of female prisoners.

II. Method

The task of transporting all prisoners, including female prisoners, will be accomplished with the safety of the officer and prisoner of primary importance at all times.

Transportation of female prisoners previously in custody will always be accomplished with the assistance of a police woman or police matron.

Transportation of female prisoners from a field location to the police station should, whenever possible, be accomplished with the assistance of a policewoman or policematron or, if a policewoman or police matron is not available, with the assistance of a second police officer.

HIGHWAY SAFETY POLICY

Whenever a reasonable possibility exists that any prisoner may have upon his or her person a weapon that could cause injury or death to a police officer or any other person, then a search will be made of that person in a timely manner. In the case of a female prisoner, then it is preferable that such search be made by a policewoman or a police matron, but expediency may demand otherwise.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-058
Subject		
OPERATIONS BEYOND CITY LIMITS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish a departmental policy on operating outside of the corporate limits of this city.

II. Method

Ordinarily, operating outside of our city limits is not permitted.

When necessary to leave the City boundaries under non-emergency conditions, permission from the officer's immediate supervisor shall be obtained.

When necessary to leave the City boundaries under emergency conditions, (fresh pursuit, for example) the dispatcher shall immediately be notified and the dispatcher, in turn, will immediately notify the officer's supervisor and/or the shift commander.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-059
Subject		
COURTESY CARDS PROHIBITED		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-1	December 31, 1975	2

I. Purpose

To prevent the unprofessional and/or unlawful use of influence from affecting the appropriate use of discretion by officers of this or any other law enforcement agency by use of a "courtesy."

II. Defined

A "courtesy card" is any business card, writing, or other non-verbal communication issued by a member of this or any other law enforcement agency to any person for the purpose of dissuading a law enforcement officer from taking appropriate enforcement action upon its presentation.

III. Method

No member of this department shall either issue a courtesy card or honor a courtesy card issued by any other law enforcement officer.

Whenever any motorist attempts to use a courtesy card, the officer shall report this action to his immediate supervisor in writing, noting all particulars.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

STAFF AND ADMINISTRATIVE SERVICES

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-060
Subject		
DEPARTMENT/NEWS MEDIA RELATIONS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
FG-1	December 31, 1975	2

I. Purpose

To establish this department's policy in relations with all facets of the news media.

II. Method

This department acknowledges that accredited members of the press/news media are entitled to certain information concerning arrests and investigations made by this department. Information which will not jeopardize the further investigation or prosecution of a case or the ultimate apprehension of suspects may be given to members of the press.

HIGHWAY SAFETY POLICY

Certain information may properly be withheld, as itemized in the department's procedure regulating this policy, but in no case will information be released to the press/news media by any person other than the shift commander.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-061
Subject		
COURT APPEARANCES		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To establish this department's policy regarding courtroom attendance and demeanor.

II. Method

All members of this department shall appear in court on the day and date specified, and in a timely manner.

Failure to do so, without notifying the proper authority in a professional and timely manner, will blemish the professional reputation of this department. Repeated infractions will result in disciplinary measures.

HIGHWAY SAFETY POLICY

When appearing in court, whether on the stand or off, all members of this department will conduct themselves in the highest possible professional manner.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-062
Subject		
SPECIALIZATION AND GENERALIZATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-25	December 31, 1974	2

I. Purpose

Although this agency does currently utilize a specialized traffic unit, most street-traffic duties will continue to be performed by the motorized patrol division.

II. Method

It is recognized that police manpower is severely limited, and increased specialization in traffic as well as other areas can only result in a diminished level of general patrol.

HIGHWAY SAFETY POLICY

Therefore, to attain a proper balance between traffic and patrol functions, and keeping the safety of the taxpaying citizen foremost in our minds at all times, it is important that each member of this department realizes that the bulk of traffic enforcement and accident investigation duties must be performed by the patrol division.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-063
Subject		
COOPERATION WITH OUTSIDE INTERESTS IN POLICY FORMULATION		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
A-1	December 31, 1975	2

I. Purpose

All too frequently, policies pertaining to police traffic services are developed and disseminated with little or no regard for interfacing problems that may be encountered, with other department divisions, other police agencies, the courts, prosecutors, highway and traffic engineers.

II. Method

It shall be the policy of this department that when, in the judgment of staff preparing policy for the approval of the chief, such policy may have a direct or indirect effect on the above-named interests, such interests will be consulted.

It shall further be the policy of this department to cooperate fully with any and all outside agencies in the development of their policy when such policy may affect our agency.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-064
Subject		
TRAFFIC SAFETY EDUCATION RESPONSIBILITY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-2	December 31, 1975	1

I. Purpose

To delineate the responsibility for traffic safety education for the purpose of most effectively and efficiently directing the departmental resources aimed at traffic crash reduction through education.

II. Method

The primary responsibility for the department's public traffic safety education effort shall be that of the traffic unit. That responsibility shall include the coordination of the department's efforts in the traffic safety education area with schools, courts, public and private agencies, and the community.

The primary responsibility for the department's internal safety education effort shall be that of the training unit.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-065
Subject		
TRAINING RESPONSIBILITY		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To provide effective training for the purpose of constantly increasing the performance level and capabilities of departmental personnel.

II. Method

The training unit shall have primary responsibility for the determination of the department's training needs.

The training unit shall have primary responsibility for planning, organizing, staffing, directing, coordinating, and evaluating all formal training programs.

The responsibility of every supervisor to train, guide and direct his subordinates is not intended to be diluted in any way by the aforementioned primary responsibility assignments to the training unit.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

CONTINUED

2 OF 3

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-066
Subject		
ISSUANCE OF TRAFFIC BULLETINS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To establish this department's policy as it relates to the issuance of informational and training bulletins.

II. Method

It will be this department's policy that the traffic commander, the individual shift commanders and traffic supervisors (with the approval of the traffic or shift commanders) will, on a periodic basis, issue pertinent and timely traffic accident and enforcement data, to be used for selective enforcement purposes, and traffic training information.

All personnel are to strictly adhere to all contained instructions.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-067
Subject		
TRAINING REQUIRED BEFORE ASSIGNMENT TO SPECIALIZED TRAFFIC UNIT		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-1	December 31, 1975	1

I. Purpose

To provide specialist training for those officers assigned to the traffic unit.

II. Method

No officer shall be permanently assigned to the traffic unit without first receiving and successfully completing specialized training, which shall include, but not necessarily be limited to:

- Advanced accident investigation
- Operation of speed measuring devices
- Advanced DWI investigation
- Traffic engineering

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-068
Subject		
TRAFFIC LAW ENFORCEMENT TRAINING		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
F-2	December 31, 1975	3

I. Purpose

It is this department's philosophy that effective training is one of the better ways by which we can fulfill our objectives to the public we serve.

With this in mind, all personnel will remain versed and proficient, through roll-call, in-service and advanced training methods, in the following areas:

A. Police Driver Training

The motor vehicle and accessory equipment are introduced as major tools with which the officer works; their care and maintenance stressed. The police officer as a professional driver is emphasized through the use of defensive driving techniques. Students are required to demonstrate their effectiveness in application of theory to practice.

B. State Motor Vehicle and Traffic Law

Emphasis will be placed on the purpose of enacting traffic laws and why they are enforced; who is subject to traffic laws; where traffic laws apply; valid and invalid defenses. Each offense has certain basic elements which must be proven in court—stress will be placed on the elements of accident producing offenses.

C. Law for Police

An intensive review of the rules of evidence an officer will need to understand confessions, hearsay rule, etc. A study of: what is

an arrest, when can an arrest be made, traffic citations, and searches and seizures. Emphasis is placed on the state's Criminal Code, Code of Criminal Procedures, elements of offenses, parties to crime, and pretrial and trial procedure. Preparation of a case for trial is focused on making a good arrest, proper gathering of evidence, legal search; proving elements of an offense and proper presentation in court. How an officer should act and conduct himself in court is reviewed.

D. Court Organization and Operation

Acquaints the student with the structure of the state's Court System. Stress is placed on the jurisdiction of the various courts in the state and the recruit learns where to file his cases. The procedure followed in the trial of a case and the necessity of establishing venue is reviewed. The recruit becomes familiar with how an appeal is taken. The federal court system is reviewed briefly.

E. Police Reports

Emphasis is placed on the importance of an effective records-keeping operation. Police programs must be based upon factual information to be successful. An introduction to report writing techniques. A basic understanding of how to collect, summarize, record and use reports. Discuss basic forms and field reports used to record data.

F. Patrol Procedures

An introduction to police patrol procedures. To develop an understanding of the broad concepts and principles involved. Discusses various patrol techniques and their application to obtain maximum effect and efficiency.

G. Preliminary Investigation

The investigative role of the police is introduced with emphasis placed on specific techniques that the officer will be required to use in the field. Stresses the importance of these techniques in facilitating follow-up activity.

H. Scientific Aids to Investigation

A brief summation of some scientific aids frequently used in police investigations. It is a follow-up to the previous subject of preliminary investigation so that the student understands the need for better police investigation.

I. Police Traffic Operations

Orientation of the recruit policeman to the total traffic problem. Discusses the broad scope of accident investigation, defining the difference between attending and reporting or investigation of the accident. Develops understanding of what traffic accidents are, how they occur, the multiple cause concept, and the relationship between causes. Identifies traffic law enforcement purposes and relationships with courts and other agencies. Underlines the importance of making all enforcement effort return the maximum deterrent effect. Introduces to the recruit officer the important fundamentals of traffic direction.

J. Standard First Aid Course

Emphasizes the police officer's responsibility for handling injured persons. Provides instruction and some practice to develop ability to give proper care to accident victims.

Nothing contained within this policy should be construed as being all-inclusive. The areas of study may be expanded, by proper authority, at any time deemed necessary, and personnel may be required to repeat selected areas when it is determined that an acceptable level of competence has not been attained.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1975		PO75-069	
Subject			
MAINTENANCE OF EQUIPMENT UTILIZED BY THE TRAFFIC UNIT			
Reference		Special Instructions	
Distribution		Reevaluation Date	No. Pages
F-2		December 31, 1975	2

I. Purpose

To provide for the responsibility of equipment maintenance and repair to optimize the times during which equipment is available for use and minimize down time and costs.

II. Method

The maintenance unit shall be primarily responsible for the maintenance and repair of all vehicles and the emergency warning devices with which they are equipped. Periodic inspections shall be a part of this responsibility.

The forensic laboratory shall be responsible for the maintenance, repair, and the supply of all equipment utilized for the purpose of determining sobriety. Periodic inspections shall be a part of this responsibility.

The communications unit shall be primarily responsible for the maintenance and repair of all radio equipment. Periodic inspection shall be a part of this responsibility.

The traffic unit shall be primarily responsible for the maintenance and repair of all speed measuring devices, including speedometers. Maintenance and repairs which can be properly performed by governmental personnel shall be done by them, otherwise such shall be performed by the equipment manufacturer or its authorized representatives. Periodic inspections shall be a part of this responsibility.

HIGHWAY SAFETY POLICY

Primary responsibility for reporting malfunctions discovered during the use of any equipment shall be that of the line. The report shall be prompt and the use of the equipment shall cease immediately when there is any reasonable cause to believe that further use may: damage the equipment itself; result in accidental damage or injury; and/or tend to produce evidence which would be misleading to the detriment of any criminal or civil defendant.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

Effective Date		Number
January 1, 1975		PO75-070
Subject PLANNING AND ANALYSIS OF SELECTIVE ENFORCEMENT AND TRAFFIC CONGESTION REDUCTION PROGRAMS		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
A-25	December 31, 1975	1

I. Purpose

To provide guidance and direction of the departmental resources for the purpose of effectively and efficiently minimizing the community's losses due to motor vehicle traffic crashes and congestion.

II. Method

The planning and analysis unit shall be primarily responsible for compiling data from accident investigations and by analysis of this data planning appropriate selective traffic law enforcement efforts. All programs shall include periodic evaluations.

The planning and analysis unit shall be primarily responsible for: (1) the department's data collection and analysis relative to the movement of traffic; and (2) planning the coordination of the department's efforts to reduce traffic crashes and congestion with the traffic engineer, the department of roads, and the community planning and development agency.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

HIGHWAY SAFETY POLICY

Effective Date		Number
January 1, 1975		PO75-071
Subject		
BUDGET FORMULATION AND CONTROL		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages
A-1	December 31, 1975	1

I. Purpose

To place responsibility for the budget formulation and control for the purpose of efficient and effective departmental operations.

II. Method

The primary responsibility for budget formulation and control shall be in the budget unit. Included will be: development of justification for all expenditures; financial recordkeeping; control of requisitions and disbursements; and budgetary planning.

This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

Approved By:

Chief of Police

I have read and understand this policy.

Signature

APPENDIX

FOREWORD

This manual is designed to serve as your guide in assisting you to achieve uniform enforcement of traffic laws. It is hoped that uniform enforcement of traffic laws will result in voluntary compliance by the motoring public.

It is not the intent of this manual to supplant your judgment for it is impossible to foresee every conceivable situation involving traffic violations. It is the intent to provide guidelines for uniform enforcement action, which have been approved for routine situations. In unusual circumstances, where normal procedures would not apply, you must decide for yourself what enforcement action is proper by drawing on your training, experience, and good judgment. It is necessary that you exercise caution in evaluating every situation to determine that unusual conditions do exist and have a bearing on the violation. At all times your decisions must serve the best interest of public safety.

Police agencies should keep the contents of this manual in strictest confidence. They should not divulge, refer, or allude to the contents of this manual to unauthorized persons under any circumstances.

Use this manual only as a guide to your traffic law enforcement duties.

Source: Not to be identified.
(Classified Information)

CLASSIFICATION OF TRAFFIC LAW VIOLATIONS

The following definitions, which have been approved by the International Association of Chiefs of Police, classify traffic law violations into two groups:

I. Hazardous Traffic Law Violations

Violations of any law or regulation affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. There are two types:

A. Unsafe Behavior

An action or omission in traffic which is hazardous even when vehicles, streets or highways, and people involved are in a legal condition.

B. Unsafe Condition

Causing or permitting an illegal and possibly hazardous condition of:

1. A driver or pedestrian in traffic.
2. Streets or highways used by traffic.
3. Vehicle used in traffic.

II. Other Traffic Law Violations

Violations of any law, ordinance or regulation affecting the use or protection of streets or highways, but not enacted primarily to regulate safe movement of vehicles and pedestrians.

Violation of laws specified in the laws and ordinances of this state have been classified according to these definitions. This list includes violations which relate to the condition of the driver, his vehicle, and the driver's behavior on the road.

The appropriate section numbers of the Statutes along with Administrative Code numbers appear under the heading, "Sections." An asterisk (*) in front of a section number indicates the HAZARDOUS VIOLATIONS which are recorded when making comparisons between violations and accidents for computing an Enforcement Index or Arrest Index.

POLICIES

I. General

Tolerances, listed in the following tables, are to be followed whenever possible. However, attendant circumstances may change the seriousness of the violation. Therefore, the provisions of this manual will not preclude the use of good judgment by the police officer in evaluating the seriousness of the violation in relation to the circumstances and conditions existing at the time of the violation.

II. Multiple Hazardous Violations

Enforcement of hazardous violations will follow established arrest and warning tolerances in multiple violations as well as in the single violations. It is the exception, rather than rule or policy, for a police officer to refrain from issuing a citation for a second hazardous violation when the violation is serious enough to fall within the arrest tolerances.

The exceptions, referred to, are those situations where the two violations, under consideration, are similar to the extent that one law exists for the purpose of compliance with the other law. For example: this would apply to some "right-of-way" violations. When a driver has failed to stop as required and his actions result in a "right-of-way" violations, the "right-of-way" citation would be issued and no action would be taken for failing to stop as required.

On the other hand, if a motorist fails to stop where required and pursuit reveals a speeding violation, both charges should be considered and appropriate action taken based on the established tolerance for each violation.

Further, a second citation would not be issued when the first citation is an all-inclusive charge and the specific violation for which a second citation is being considered is important evidence for the successful prosecution of the first charge. A motorist who has been charged with "Reckless Driving" would not be charged also with "Operating on the left side of the roadway" or "Speeding" if these are important factors in your case of "Reckless Driving."

III. Multiple Non-Hazardous Violations

Generally, one citation will be issued in the case of related, multiple, non-hazardous violations stemming from the same operation.

Some examples of related violations of this type are listed below:

Failure to Transfer Title and Non-Registration

Operating Unregistered Vehicle and Failure to Transfer Title

Illegal Towing Combination and Overlength

Load Extending Over-Side and Over-Width

Failure to Comply with Marking Regulations and Empty Weight Not Lettered on Vehicle

In cases such as this, where the elements of one offense are closely related to the element of the second offense, one citation will get compliance and the second should not be written.

IV. Multiple Hazardous and Non-Hazardous

In all instances, multiple violations found which can be classified separately as hazardous and non-hazardous will be dealt with independently. A motorist stopped for following too closely and subsequently found to be operating without a driver's license will be issued separate citations if seriousness of the first violation warrants arrest. If the hazardous violation falls within the warning tolerance, a written warning will be issued even when a citation is being issued for an unrelated violation.

V. Equipment Violation

When a vehicle is found to be in violation of several (four or more) equipment requirements, a citation should usually be issued for the one most serious violation. This action would be taken even when each violation independently is worthy of only a warning. Only one citation will be issued for such multiple equipment violations unless each warrants arrest action separately. Lighting violations during daylight hours, except stoplights and directional lights, will not be included in determining whether four violations requiring a citation are present. Whenever a fixture is missing and it is obvious that the owner is aware of the defective equipment, a citation should generally be issued even though this may be the only violation on the vehicle. Example of this would be: horn removal, parking brake disconnected, light fixture removed, etc.

VI. Speed Enforcement

It will be the practice to issue warnings for speed violations up to and including five miles per hour over posted limits. Any person exceeding the

limit by six to nine mph may be warned or cited, dependent on the seriousness of the violation as determined from the attendant conditions and circumstances.

It will be the policy that when speeds exceed the legal limits by ten or more mph, citations will be issued. However, hard fast adherence to a set policy is not to be substituted for common sense or human understanding.

VII. Hours of Darkness

For the purpose of enforcing any statute in which hour of darkness is an element, a tolerance of 15 minutes shall be granted.

VIII. Newly Created Statutes and/or Regulations

It will be the policy to issue warnings for a period of 90 days after the date a law or regulation becomes effective in lieu of special orders to the contrary.

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Failure to carry reciprocity permit	All violations after warning	First contact with carrier or vehicle
Failure to carry trip permit	As above	As above
Failure to comply with marking regulation	As above	As above
Fails to comply with special marking requirements	As above	As above
Fails to carry registration certificate	As above	As above
Fails to remove obsolete markings	As above	As above
Defective steering and suspension	Violation after warning or cause of accident	As above
Defective left front tire wheel and rim	As above	As above
Defective right front tire wheel and rim	As above	As above
Defective left rear tire wheel and rim	As above	As above
Defective right rear tire wheel and rim	As above	As above
Defective brakes	As above	As above
Defective exhaust and fuel system	As above	As above
Defective headlamp	As above	As above
Defective front parking lamp	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Defective front directional signal	Violation after warning or cause of accident	First contact with carrier or vehicle
Defective tail lamp	As above	As above
Defective brake lamp	As above	As above
Defective rear directional	As above	As above
Defective registration plate lamp	As above	As above
Defective back up lamp	As above	As above
Defective horn	As above	As above
Defective windshield	As above	As above
Defective vent or windows	As above	As above
No or defective windshield wipers	As above	As above
No or defective mirrors	As above	As above
No or defective speed indicator	As above	As above
Defective safety belts and seats	As above	As above
Defective bumper or fender	As above	As above
Defective lock or latches	As above	As above
Defective registration plate	As above	As above
Improper space for inspection	As above	As above
No certified inspector on duty	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Failure to comply with additional requirements	Violation after warning or cause of accident	First contact with carrier or vehicle
Failure to comply with minimum requirements	As above	As above
Unlawful acts	As above	As above
Failure to comply with general requirements	As above	As above
Failure to meet minimum driver requirements	All violations	None
Failure to comply with driving rules	As above	As above
Failure to comply with vehicle requirements	As above	As above
Failure to comply with additional requirements	As above	As above
Speed violation carrier of explosives	As above	As above
Unlawful transportation of detonators	As above	As above
Inadequate emergency brake system	Violation after warning or cause of accident	First contact with carrier or vehicle
Inadequate brake hose or tubing	As above	As above
Inadequate brake hose or tubing connections	As above	As above
Inadequate brake lining	As above	As above
Inoperative trailer brake	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper brake valve installation	Violation after warning or cause of accident	First contact with carrier or vehicle
Improper warning device or gauges	As above	As above
Improper brake connections (electrical)	As above	As above
Improper brake performance	As above	As above
Improper trailer hitch or coupling	As above	As above
Inadequate trailer hitch or coupling	As above	As above
Inadequate stay chains or cables	As above	As above
Inadequate leveling bars	As above	As above
Failure to return license-salvage dealer	Violations after warning	First contact with salvage dealer
Improperly marked junked title	As above	As above
Improper bill of sale-junked vehicle	As above	As above
Improper records	As above	As above
Refused record inspection	As above	As above
No or improper lease carried	Failure to carry lease (regular carrier) or previous warning	First contact with carrier or vehicle
Failure to meet lease requirements	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Lease not approved by Department of Motor Vehicles	Failure to carry lease (regular carrier) or previous warning	First contact with carrier or vehicle
Inadequate display area (showroom)	At direction of State Headquarters or district commander or after warning	At direction of State Headquarters or district commander
Maintaining inadequate records	As above	As above
Improper business sign	As above	As above
Using studded tires when prohibited	15 days beyond legal dates use	Within 15 day period
No school bus drivers license	Violation after warning use	First contact with carrier or vehicle
Failure to meet physical requirements	Upon direction of district commander. When standard is also a statutory violation use statute numbers for violation	As above
Permitting smoking on bus	As above	As above
Fail to maintain order	As above	As above
Failure to check vehicle	As above	As above
Failure to remain with bus	Violation after warning	As above
Loading and unloading violation	As above	As above
Failure to follow start and stop law	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Leaving vehicle unattended	Violation after warning	First contact with carrier or vehicle
Allows unauthorized passengers	As above	As above
Illegal transportation of articles	As above	As above
Failure to guide children crossing road	As above	As above
Failure to cooperate with officers	As above	As above
Allowing standing in vehicle	As above	As above
Failure to stop at railroad crossings	All violation	None
Speeding school bus	General speed tolerance	General speed tolerance
Brake violation (large bus)	After warning or no brakes	First contact with carrier or vehicle
Exhaust system violation	After warning	As above
Horn violation	As above	As above
Instrument violation	As above	As above
Rear bumper violation	As above	As above
Color violation	As above	As above
Emergency equipment violation	As above	As above
Fire extinguisher violation	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
First aid kit violation	After warning	First contact with carrier or vehicle
Identification violation	As above	As above
Lamps and signal violation	As above	As above
Windshield and window violation	As above	As above
Windshield wiper violation	As above	As above
Brake violation (small bus)	As above	As above
Exhaust system violation	As above	As above
Horn violation	As above	As above
Instrument violation	As above	As above
Color violation	As above	As above
Emergency equipment violation	As above	As above
Fire extinguisher violation	As above	As above
First aid kit violation	As above	As above
Identification violation	As above	As above
Lamp and signal violation	As above	As above
Windshield and window violation	As above	As above
Windshield wiper violation	As above	As above
Brake violations (automobile)	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Exhaust system violation	Violation after warning	First contact with carrier or vehicle
Horn violations	As above	As above
Instrument violation	As above	As above
Color violation	As above	As above
Emergency equipment violation	As above	As above
First aid kit violation	As above	As above
Identification violation	As above	As above
Lamps and signal violation	As above	As above
Windshield and window violation	As above	As above
Wind shield wiper violation	As above	As above
Failure to have school bus inspected	As above	As above
No or improper headgear (motorcycle)	After warning or convinced violation deliberate	First contact with new rider or out of state rider unfamiliar with regulations
Failure to wear chin strap	As above	As above
Failure to surrender driver school license	Upon direction of State Headquarters and/or district commander	First contact or unfamiliar with regulation
Failure to maintain records	As above	As above
Violate rules for conducting driver schools	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Violate rules pertaining to minors	Upon direction of State Headquarters and/or district commander	First contact or unfamiliar with regulation
Preservation of records	As above	As above
Rates, tariffs, and freight bills	As above	As above
C. O. D. Account	As above	As above
Time schedules for common passengers	As above	As above
Operating on restricted highways	After warning, Impeding or conflict with traffic. Carriers known to be familiar with regulation.	New or strange carrier and no conflict or impediment of traffic
Illegal common mingling freight	All violations regular carriers or second trip any carrier	Warn on first trip only
Dangerous articles tariff	As above	As above
No signature or identification lease	As above	As above
Lack of control and responsibility lease	As above	As above
Improper sub-lease	As above	As above
Time-compensation provisions lease	As above	As above
Failure to file sample lease	As above	As above
No signature on papers	All violations after warning	Warn on first contact with carrier or vehicle

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No provision for control	All violations after warning	Warn on first contact with carrier or vehicle
No start on end time on agreement	All violations after warning	First contact with carrier or vehicle
Sample copy not on file	As above	As above
Agreement not carried on motor vehicle	As above	As above
Notice of intended use as school bus	As above	Unintentional violation or new operator
Operating improperly equipped vehicle - MVI	Refer to tolerance on equipment violations	
Failure to stop for motor vehicle inspection	All violations	None
Failure to comply with motor vehicle inspection order	As above	As above
Subvert intent of motor vehicle inspection program	As above	As above
Itinerant merchant truckers license	Upon direction of district commander or State Headquarters	Upon direction of district commander or State Headquarters
Fail to display itinerant merchant license	As above	As above
Improper use of itinerant merchant license	As above	As above
Improper marking	Placards not displayed or after warning	New carrier or first contact with carrier or vehicle

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Failure to allow inspection	All Violations	None
Unreasonable charge common carrier	Upon direction of district commander or State Headquarters	First offense if determined to be unintentional and restriction is forthcoming
Accepting or receiving rebates	As above	As above
Unauthorized tariff change common carrier	As above	As above
No authority or permit common carrier	All violations	None
Illegal transfer of authority	Upon direction of district commander or State Headquarters or after warning	Upon direction of district commander or State Headquarters
Abandonment of service	As above	As above
Off route common carrier	All violations	None
Failure to file reports common carrier	Upon direction of district commander or State Headquarters or after warning	Upon direction of district commander or State Headquarters
Failure to allow record inspection common carrier	All violations	None
Trailer bus restriction common carrier	As above	As above
No authority or permit contact carrier	Transporting for hire, no authority, except if hauling an ICC exempt commodity or any repeated violation	First trip hauling ICC exempt commodity. Take application and fee and submit to P, S, C.

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Excess of authority contract carrier	Upon notification from State Headquarters after they have checked inspection report and it is determined violation has been committed	First trip hauling FCC exempt commodity. Take application and fee and submit to P.S.C.
Unjust rates or service contract carrier	As above	As above
No insurance on file	All violations	None
No permit private carrier	None	None
No lessor permit private	All violations	None
No dealers or salesman license	At direction of State Headquarters or district commander or after warning	At direction of State Headquarters or district commander
Used car dealer selling new motor vehicle	As above	As above
Failure to report new location	As above	As above
Failure to report out of business	As above	As above
Fraudulent misrepresentation	As above	As above
Bushing-increase price above contract	As above	As above
False advertisement	As above	As above
Motor vehicle dealer selling on his Sabbath	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Non acceptance penalty over 5 percent	At direction of State Headquarters or district commander or after warning	At direction of State Headquarters or district commander
Fail to notify buyer of insurance coverage	As above	As above
Fail - zero speedometer - show sellers statement	As above	As above
Refuse previous owners name	As above	As above
Sell to minor - no consent statement	As above	As above
No mobile home dealer license	As above	As above
Fail - conduct bus continuous through year	As above	As above
No Salesman license	As above	As above
Fail to display or return salesman license	As above	As above
No salvage dealers license	As above	As above
False statement application salvage dealer	As above	As above
Improper records and titles	As above	As above
Fail to maintain records	As above	As above
No auction dealer license	As above	As above
Fail to furnish or maintain bond	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Sell to other than licensed dealer	At direction of Headquarters or district commander or after warning	At direction of State Headquarters or district commander
Failure to furnish acceptable title	As above	As above
Failure to make payment after sale	As above	As above
Operate unregistered vehicle	All violations	None
Operating improperly registered vehicle	Empty weight exceeds registered weight or gross weight exceed registered weight by 1000# or warning	Exceeds registered weight by 500# but less than 1000# no previous warning
Register application without parents consent	All violations	None
Failure to carry registration certificate	After previous warning	First contact with vehicle, driver, or carrier
License plates improperly mounted	As above	As above
License plates not securely mounted	As above	As above
Failure to display plates	Fail to display both plates and/or validation stickers after 30 days opportunity to do so	As above
Plates inconspicuously displayed	After previous warning	As above
Illegible plates	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Fail to destroy illegible plates	Fails to destroy or surrender illegible plates on original request	Oral instructions
Fail to surrender original plates	As above	As above
Failure to carry reciprocity registration certificate	Permit not in vehicle	None
Fail to apply for dealer registration	All violations	None
Improper use of dealer plates - dealer	All violations	None
Improper use of dealer plates - person	All willful violations	Where owner has no knowledge of violation
Improper use of transport plate - transporter	All willful violations	As above
Improper use of transport plates - person	As above	As above
False statement - finance company	As above	As above
Unauthorized use of finance plates	As above	As above
Improper use of plates - finance company	As above	As above
Fraudulent application for registration	All violations	None
Lending of plates	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Unlawful display of plates	Plates on wrong. No possibility of unintentional error	Less than arrest tolerance
Altered license plates	All violations	None
False evidence of registration	As above	As above
Failure to return suspended plates	Failure or refusal to comply with order or directive within reasonable time	None
Operation without title	Has undated title or title application dated previous to the date stopped	As above
False application for title	All violations	As above
False application for taxicab title	As above	As above
Failure to surrender title	As above	As above
Fail to deliver title	As above	As above
Owner fails to send title to department	As above	As above
Fail to return special use plates	After previous warning	First contact with vehicle, driver, or carrier
Dealer fails to transfer title	Upon direction of State Headquarters or district commander or after warning	Upon direction of State Headquarters or district commander

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Dealer fails to keep records	Upon direction of State Hdqrs. or district commander or after warning	Upon direction of State Hdqrs. or district commander
Secured parties duties and requirements	As above	As above
False application for title	As above	As above
Fails to attach identification number to vehicle	As above	As above
Failure to report abandoned vehicle	As above	As above
Unlawful sale of taxicab	As above	As above
Notification of junking of vehicle registration	Junked for more than 30 days by dealer	10 to 30 days
No valid drivers license	Never issued license and/or cycle validation or expired over 30 days or beyond period required for filing proof.	None
	New resident of State over 90 days after residence established	Less than arrest tolerance issue oral instructions for compliance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Violation of restricted license under 18	All violations	None
Violation of occupational license	All Violations	None
No school bus license	All violations	None
No valid chauffeurs license	All violations	None
Permitting operation without chauffeurs license	All violations when employer has knowledge or after warning	Unintentional or no knowledge
False application for driver license	All violations	None
Securing another to appear for examination	All violations	None
Appearing for another person's examination	All violations	None
No signature on license	Failure or refusal to comply with order to sign license	Require driver to sign license
Driver license not carried	All violations	None
Failure to return original license	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Fail to notify department of change of address	Aggravated case	Oral instructions
Failure to surrender license	Failure or refusal to comply with order or directive	None
Alters driver license	All violations	None
Permits use of driver license by another	All violations	None
Using another person's driver license	All violations	None
Violates restriction on driver license	All violations	None
Permit unlawful use of driver license	All violations	None
Reproduced copy of driver license	All violations	None
Driving after license revoked or suspended	All violations	None
Permitting child or ward to operate vehicle	All violations	None
Permitting unauthorized persons to operate motor vehicle	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Rented vehicle to unlicensed person	All violations	None
Fail to verify signature on license	Aggravated case	None
Failure to keep records	All violations	None
Conduct drivers school without license	All violations	None
No instructors license	All violations	None
Fail to surrender instructors license	All violations	None
Fail to record student's name and address	All violations	None
Fail to record type of instruction	All violations	None
Fail to keep written agreement	All violations	None
Agree to give improper refresher lessons	Aggravated case	Less than arrest tolerance
Agree to give unlimited drivers lessons	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper refund clause	As above	As above
Verbal statement or promise not excluded	As above	As above
Violation of office location requirement	As above	As above
Training in road test area	As above	As above
Advertising that license is assured	As above	As above
Improper sign display	As above	As above
Improper wording and advertising	As above	As above
Fail to identify driver school vehicle	As above	As above
Fail to register driver school vehicle	Aggravated case	Less than arrest tolerance
No approved dual controls	As above	As above
Failure to surrender license or registration after suspension	Failure or refusal to comply with order or directive	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Unlawful transfer of vehicle after suspension or revocation	All violations	None
Operating vehicle after suspension of registration	All violations	None
Forged proof of financial responsibility	All violations	None
Failure to file proof of financial responsibility -- rental	All violations	None
False statement	All violations	None
Failure to obey officer	Intentional violations	Did not understand, see or hear
Fail to obey official sign	Intentional violations or causes serious interference with traffic	Less than arrest tolerance
Fleeing an officer	All violations	None
Fail to keep right	Interference with traffic by driving over center or in restricted sight area	Over center -- no interference with other traffic
Slow moving vehicle not in right lane	Fails to travel in right lane after being warned	Other traffic is restricted due to slow operation in other than right-hand lane

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Wrong side meeting vehicle	Fails to remain on right half of roadway when meeting vehicle and evasive action is required to avoid collision	Over center, other vehicle has clearance to pass safely
Failure to give audible signal	Failure to warn operator being passed results in accident or evasive action	Minor conflict
Improper passing (cutting off)	Caused accident or caused overtaken vehicle to take evasive action	Less than arrest tolerance
Acting improperly when being passed	Obviously increased speed while being passed or left of center line	Fail to yield, Obvious interference
Passing against oncoming traffic	Caused accident or required other vehicle to deviate or brake sharply	Requires other vehicle to slow, less than arrest tolerance
Unlawful passing on curve or hill	Any portion of pass was made in an area where there would have been serious conflict had any other traffic been present	Less than arrest tolerance

VIOLATION

ARREST/CITATION

WARN

Passing in no passing zone

Causes opposing traffic to take evasive action, or starts pass after entering no passing zone except when passing a very slow moving vehicle and there is little or no hazard

Optional - (Arrest or Warn) Either an arrest or warning may be used if the pass is begun before entering the zone depending on existing circumstances, such as the distance a driver should anticipate that a no passing zone is ahead, the speed of the vehicle involved, and such other conditions which would increase or decrease the potential hazard.

No action shall be taken in the passing vehicle returns to the right lane after a short distance, and the potential hazard created is negligible.

Unlawful passing of vehicle signaling left turn

Disregarded signal, conflict resulting in accident or requiring evasive action

When no evasive action required

Unlawful pass railroad crossing

In left lane at RR crossing where hazardous condition exists. (Only one lane allocated for his direction)

Left of center on approach, less than arrest tolerance

VIOLATION

ARREST/CITATION

WARN

Unlawful pass at intersection

At left lane within intersection, only one lane allocated

None

Unlawful pass rural marked intersection

In left lane at section, when "no passing" line or "no passing" sign present

In left lane at intersection. Highway identification or junction sign posted

Fail to stop -- signal frightened animal

Disregarded distress signal, accident resulted

Disregarded signal, no accident

Driving through or over safety zone

As above

As above

Unlawful lane usage

Causes accident or requires evasive action to avoid collision

Any type evasive action less than arrest tolerance

Improper use of center lane -- 3 lane highway

In center lane when no passing or turning left, other traffic approaching and/or in center lane when view obstructed by hill or curve

Not overtaking or turning but no other traffic affected, clear view ahead

Failure to drive in lane designated

Conflicted with other traffic

Partly or wholly in wrong lane, no conflict with other traffic

VIOLATIONARREST/CITATIONWARN

Follow closer than reasonable or prudent

Arrest if distance between vehicles is less than one vehicle for every 20 mph of speed

When distance is less than one vehicle length for each 10 mph of speed

Following too close vehicle over 10,000 lbs.

Less than 150 feet, not overtaking

150 to 300 feet, not overtaking

Wrong way on divided highway

All violations

None

Crossing median at other than crossover

All violations interfering with other traffic

Intentional or unintentional violation, but no interference with other traffic

Unlawful entry or exit from expressway

Vehicle entering to travel upon or cross highway

None

Pedestrian on freeway or I-system

Interferes with traffic

No interference with traffic

Fail to yield right of way at intersection

If involved in accident or if it causes serious interference with other vehicles

Lesser interference with lawful movement of other vehicle

Fail to yield right of way when turning left

If involved in accident or if it causes serious interference with other vehicles

Lesser interference with lawful movement of other vehicle

VIOLATIONARREST/CITATIONWARN

Failure to yield right of way after stop

As above

As above

Fail to yield right of way from alley or drive

As above

As above

Fail to yield right of way from park position

As above

As above

Fail to yield at right of way sign

As above

As above

Fail to yield entering drive or alley

As above

As above

Failure to yield right of way to emergency vehicle

Impeded progress emergency vehicle

Failed to yield as required, did not delay emergency

Funeral or convoy fail yield right of way

As above

As above

Funeral or convoy fail to yield right of way

All violations

None

Funeral or convoy passing traffic signal

As above

As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Driving between funeral or convoy prohibited	Crossed between vehicles	None
Improper procession	All violations	None
Fail to yield right of way -- livestock	Collision with animal, driver responsibility	None
Fail to yield at controlled intersection	Driver causes accident or pedestrian must run or jump to avoid being struck. Pedestrian crossing on Green or walk signal	Pedestrian must stop or step aside to avoid vehicle
Fail to yield controlled intersection on divided highway	As above	As above
Failure to yield right of way to pedestrian	Involved in accident or pedestrian must run or jump to avoid being struck	Person must stop or step aside avoid vehicle
Sudden movement of pedestrian into roadway	Sudden movement causes motorist to take evasive action or causes accident	Less than arrest tolerance
Passing vehicle stopped for pedestrian	All violations interference with safe movement of pedestrian traffic	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Crossing at place other than crosswalk	Seriously interfered with vehicular movement	Less than arrest tolerance
Fail to yield right of way to blind pedestrian	Struck pedestrian or passed closer than 10 feet in unsafe manner when pedestrian's cane is held in a raised position	Stopped closer than 10 feet of blind pedestrian holding cane in a raised position
Illegal use of white and red cane	All violations	None
Fail to yield to persons working on highway	Disregard flagman or warning signal and accident occurs or workman must jump or run to avoid being struck	Flagman or warning sign present. Failed to yield as required. No serious hazard.
Walking on wrong side of highway	Serious conflict with vehicles moving in either direction or after warning	Failure to walk on left. Less than arrest tolerance
Soliciting ride from roadway	Standing on concrete or bituminous portion, caused serious conflict with traffic	Standing on concrete or bituminous portion, little or no conflict with traffic

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Interfered with traffic --loitering in roadway	Seriously conflicted with vehicles moving in either direction	Conflict minor
Fishing or swimming where prohibited	Standing on roadway. Repeated violation after warning or caused accident	Any violation less than arrest tolerance
Fail to follow turn marker -- buttons -- sign	Caused other vehicle to take evasive action or caused accident	Less than arrest tolerance
Unlawful right turn	Turned from wrong lane or wide turn which interfered with other traffic travelling in same direction	Obvious violation but little or no interference.
Improper left turn approach	As above	As above
Improper position intersection	As above	As above
Improper left turn completion	As above	As above
Unlawful left turn on 3 lane highway	Turned from wrong lane and interfered with other traffic travelling in same direction	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper turn into private driveway	As above	As above
Unlawful U-turn at intersection (2 lane highway)	U-turn at any intersection controlled by traffic signals or traffic officer when other traffic affected	Same as arrest, except no other traffic affected
Unlawful U-turn at intersection (4 lane highway)	Interferes with other traffic	As above
Unlawful U-turn mid-clock residence area	All violations	As above
U-turn prohibited by signs (I-system)	All violations	As above
Unlawful U-turn where prohibited by signs	All violations where traffic affected	As above
Unlawful U-turn backing into intersection	Vehicle backed to turn around other traffic affected	As above
Unlawful left turn (position or signal)	Action seriously interfered with other traffic	No signal or late signal. Could have affected traffic present

VIOLATIONARREST/CITATIONWARN

Fail to give stop or slow signal

Action seriously interfered with other traffic

No signal or late signal
Could have affected traffic present

Fail to yield right of way at signal light

Caused evasive action or accident

Less than arrest tolerance

Fail to stop on yellow light

None

Signal turned red while in intersection

Fail to stop for red light

Had not reached stop line when signal turned red

None

Walking against red light

Had not left curb when signal turned red and traffic affected

When no traffic affected

Fail to yield on green arrow

Caused evasive action or accident

Less than arrest tolerance

Walking against green arrow

Had not left curb when signal turned red and traffic affected

When no traffic affected

Walking against "wait" or "don't Walk" signal

Stepped on road and crossed after "Wait" signal visible, serious conflict with traffic

Stepped on road and crossed after "Wait" signal visible. No vehicular conflict

Failure to stop for flashing red light

Slowest speed greater than walk speed (3 mph)

Less than arrest tolerance

VIOLATIONARREST/CITATIONWARN

Failure to slow for flashing yellow light

All violations

None

Displaying unauthorized sign or signal

Knew or should have known interference would result or after warning

Less than arrest tolerance

Unlawful advertising

Repeated violation after warning

As above

Interfering with signs or signals

All violations

None

Fail to stop railroad crossing -- officer or employee signal

Could have stopped after stop signal displayed

Less than arrest tolerance

Failure to obey railroad signal

As above

As above

Drives around railroad crossing barrier

All violations

None

Fail to stop bus at railroad crossing

Failed to stop. Slowest speed was faster than walk speed

Less than arrest tolerance

Fail to stop school bus at railroad crossing

As above

As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Fail to stop flammable liquid carrier at rail-road crossing	Failed to stop. Slowest speed was faster than walk speed	Less than arrest tolerance
Improper stop at railroad crossing	Stops closer than 5 feet or further than 75 feet from nearest rail or shifts gears while crossing or stops so visibility restricted	Less than arrest tolerance
Fail to stop at stop sign	Failed to stop. slowest speed was faster than walk	No stop; slowest speed was less than walk speed
Fail to stop at stop line	Caused evasive action or accident	Less than arrest tolerance
Fail to stop before cross walk	As above	As above
Fail to stop before entering intersection	As above	As above
Fail to stop for stop sign at railroad crossing	Fail to stop. Slowest speed faster than walk	Less than arrest tolerance
Fail to stop for stop sign in mid-block	Failed to stop. Slowest speed was faster than walk	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Failed to stop emerging from alley or driveway	No stop. Crossed existing sidewalk or alley at greater than walk speed	Less than arrest tolerance
Fail to stop at intersecting alley	As above	As above
Failure to stop for school bus	All violations	None
Used school bus lights in load-in area	After warning	Less than arrest tolerance
Used school bus lights -- curb -- sidewalk	As above	As above
Improper use of school bus markings	All violations	None
Unlawful parking on roadway	Illegally parked vehicle not disabled	Less than arrest tolerance
Unlawful stop within intersection	All violations where driver left vehicle or created hazard except disabled vehicle	Less than arrest tolerance
Unlawful stop on crosswalk	As above	As above

VIOLATIONARREST/CITATIONWARNUnlawful stop
on sidewalkAll violations
where driver left
vehicle or cre-
ated hazard ex-
cept disabled vehicleLess than arrest
toleranceUnlawful stop-
ping -- consturction
zone

As above

As above

Double parking

As above

As above

Illegal stop-
ping fire station
or driveway

As above

As above

Stopping where
prohibited by
signs

As above

As above

Improper stop
adjacent to
school

As above

As above

Parking in
loading zone

As above

As above

Parking in alley
in business
district

As above

As above

Parking in front of
fire hydrant

As above

As above

Parking near
entrance to
alley or drivewayAll violations
where driver
left vehicle or
created hazard
except disabled
vehicleLess than arrest
toleranceVIOLATIONARREST/CITATIONWARNParking near
crosswalk

As above

As above

Parking where
prohibited by
signs

As above

As above

Vehicle not
parked parallel
to streetAny violation
which affects
other trafficLess than arrest
toleranceUnlawful park-
ing on one-way
roadwayFacing wrong way,
angle parked when
affecting other
traffic

As above

Unlawful angle
parkingParked parallel,
occupied two
spaces, unattended

As above

Unlawful parked
positionMoved into others
marked space or
affected traffic

As above

Unlawful parking
left side of
highwayInterference with
other traffic

As above

Vehicle on high-
way displayed
for salePerson obviously
trying to make
sale, using lo-
cation to better
display car, after
warning

As above

Illegal parking
on public or
private propertyAll violations
on complaint of
property owner

None

VIOLATIONARREST/CITATIONWARN

Unreasonable and imprudent speed

Accident or near accident where speed is direct cause. Other traffic affected. Any speed greater than is safe or reasonable and prudent under the existing conditions, any accident where speed is a direct cause.

Excessive speed to posted limit, but no accident or near accident, no other traffic affected. Any speed less than arrest tolerance

Fail to reduce speed appropriately

Special hazard, hills, curves, pedestrians, weather, roads, or other traffic requires reduced speed. Fails to reduce speed, accident or near accident

Less than arrest tolerance

Speeding in school zone

Refer to speed enforcement policy

Speeding through school crossing

As above

Speeding past safety zone

As above

Speeding in alley

As above

Speeding on city streets

As above

VIOLATIONARREST/CITATIONWARN

Speeding in outlying districts

Refer to speed inforcement policy

Speeding night-time 55 mph

As above

Speeding day-time 65 mph

As above

Speeding in public park

As above

Speeding on built up town road

As above

Speeding night-time I-System 60 mph

As above

Speeding Day-time I-System 70 mph

As above

Speeding I-System excess of posted limit

As above

Speeding in zoned area 25 mph

As above

Speeding in zone area 30 mph

As above

Speeding in zone area 35 mph

As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Speeding in zoned area 40 mph	Refer to speed enforcement policy	
Speeding in zoned area 45 mph	As above	
Speeding in zoned area 50 mph	As above	
Speeding night-time freeway 60 mph	As above	
Speeding Day-time freeway 70 mph	As above	
Speeding truck freeway 10,000 lbs. 55 mph	As above	
Speeding truck I-System 10,000 lbs. 55 mph	As above	
Speeding vehicle solid metal rubber tire	As above	

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Speeding truck over 10,000 lbs. 45 mph	Refer to speed enforcement policy	
Impeding traffic	Continues to impede after warning by trooper	Less than arrest tolerance
Slow moving vehicle fail to yield right of way	Continuing violation in aggravated situation. No opportunity for traffic to pass	As above
Improper lane usage by cyclist	All violations	None
Illegal riding sidesaddle	As above	None
No or improper use of foot pegs (passenger)	After warning	Less than tolerance
Passenger seated in front of driver	All violations	None
Headlamps on cycle not lighted	After warning	Less than arrest tolerance
Reckless driving	All violations	None
Reckless driving causing injury	As above	None
Driving vehicle while intoxicated	All violations	None
Habitual user of dangerous narcotic drugs	All violations	None
Person subject to epilepsy	All violations	None
Driving vehicle while intoxicated causing injury	All violations	None
Employment of drunken operator	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Failure to discharge drunken operator	All violations	None
Fail to stop and give information after involved in accident	All violations None	
Fail to report accident (unattended vehicle)	All violations	None
Fail to report accident (property damage)	All violations	None
Failure to report accident	All violations	None
Failure to file report of accident	All violations	None
Occupant fails to file report of accident	After warning	Less than arrest tolerance
Filing false accident report	All violations	None
Failure of coroner to report death	All violations	None
Failure to submit blood sample	All violations	None
Fail to keep accident records (garage)	All violations	None
Permit unauthorized operation (parent)	All violations	None
Play vehicle on roadway	Causes accident or near accident or after warning	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Illegal bicycle operation-- no seat	Causes accident or near accident or after warning	Less than arrest tolerance
Illegal bicycle operation-- passenger	Causes accident or near accident or after warning	Less than arrest tolerance
Illegal bicycle operation-- load restriction	As above	As above
Bicyclist clinging to vehicle	As above	As above
Fail to keep to the right-- bicyclist	As above	As above
Fails to ride in single file	As above	As above
Fail to use bicycle path	As above	As above
Improper or no lights on bicycle	As above	As above
Improper or no brakes on bicycle	As above	As above
Unsafe backing	Causes accident or interferes with traffic	As above
Operate vehicle with view obstructed	Vision completely obscured to front, or sides	As above
Obstruct operators view (passenger)	Obvious interference	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
View obstruction (signs or stickers)	Object seriously obscure in any direction, or failed to remove after so ordered	As above
View obstruction front window	Object placed or suspended, seriously obscures view through front windshield or failed to remove after so ordered	As above
View obstruction rear	Object obscures rear vision--no outside rear view mirror	As above
Dirty windows or windshield	Obvious failure to clean windows or condition caused accident or near accident	As above
Inattentive driving	Causes accident erratic driving	As above
TV illegally installed in vehicle	All violations	None
Following emergency vehicle	Closer than 300 feet	300-500 feet
Following emergency vehicle (parking)	All violations	None
Crossing fire hoses	All violations	None
Driver allows unlawful riding	Hazard for passenger or other traffic	Less than arrest tolerance
Illegal riding	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Intoxicant in vehicles carrying minors	All violations	None
Driving on sidewalk	All violations	None
Speed-endurance contest (racing)	All violations	None
Leading animal from motor vehicle	Interfered with traffic or mistreatment of animal	Less than arrest tolerance
Throwing missile in or at vehicle	Object thrown at moving vehicle caused operator to lose control or repeats violation after warning	As above
Placing pamphlets in or on vehicle	All violations after warning or citizens complaint	First violation, no citizens complaint
Placing injurious substance on highway	All violations	None
Throw debris or littering	Throws or deposits bags of waste, can, bottle, or paper in quantity	Less than arrest tolerance
Permitting littering of debris	As above	As above
Spilling of load or foreign matter	Spilling of load creates a hazard or evidence of obvious improper loading	Visible debris less than arrest
Transporting pass in mobile home or boat	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Alight or board vehicle in motion	Created hazard or caused injury	Less than arrest tolerance
Cyclist clinging to vehicle	All violations	None
Towing sleds, etc.	All violations	None
Sale of prohibited equipment	All violations	None
Driving without lights--hours of darkness	All violations except in well lighted areas	Less than arrest tolerance
Failure to clean lamps and reflectors	Deficiency has existed for some time or after warning	As above
Headlamp restrictions	All violations	None
Improper color or light to front	Continued use after warning	Less than arrest tolerance
Improper lamp on rear	As above	As above
Improper display of flashing light	As above	As above
Vehicle not equipped with headlamp	Fixture missing or known malfunction	Less than arrest tolerance
Motorcycle not equipped with headlamp	As above	As above
Motor driven cycle no headlamp	As above	As above
Improperly located headlamps	Failure to relocate as ordered	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper high beam	After warning	As above
Improper low beam	As above	As above
No beam indicator for headlight	As above	As above
Improper headlamp--cycle	After warning	Less than arrest
Improper headlamp beam--cycle	As above	As above
Improper low or high cycle	As above	As above
Improper single beam headlamp	As above	As above
Fail to dim lights meeting vehicle	Aggravated circumstances or after warning	Less than arrest tolerance
Fail to dim lights following vehicle	As above	As above
No tail lights	Refer to equipment violation policy	
Improper located taillights	After warning	Less than arrest tolerance
Defective license plate light	As above	As above
Improper taillight or license light hookup	As above	As above
No or defective stoplamps	Refer to equipment violation policy	

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper wired stoplamp	After warning	Less than arrest tolerance
Defective or no signal lamps	Refer to equipment violation policy	
Improper signal lamps-- location or intensity	After warning	Less than arrest tolerance
No turn signal indicator	As above	As above
No clearance lamps front	Refer to equipment violation policy	
No clearance lamps back	Refer to equipment violation policy	
No reflectors rear	After warning	Less than arrest tolerance
Clearance lamps truck tractor	Refer to equipment violation policy	
Reflectors trailer or semitrailer	After warning	Less than arrest tolerance
Improper color lamps-- reflectors rear	As above	As above
Improper location of reflectors	As above	As above
Improper location of clearance lamps	As above	As above
Visibility of reflectors	As above	As above
Visibility of clearance lamps	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No lamps on projecting load	Extends over 5 feet	Less than arrest tolerance
No flag on projecting load	As above	As above
Improper lamps on farm vehicles	Refer to equipment violation policy	
No flags on vehicle train	After warning	Less than arrest tolerance
No flags on towed truck	As above	As above
No lights on farm tractor	Refer to equipment violation policy	
Improper lights on farm tractor	As above	
Improper lights on maintenance equipment	After warning	Less than arrest tolerance
Lights on maintenance equipment left side of highway	As above	As above
Improper lamps on non motor vehicles	Refer to equipment violation policy	
No slow moving vehicle (SMV) emblem	Refer to equipment violation policy	
Improper lamps on emergency vehicles	After warning	Less than arrest tolerance
Improper lamps on school buses	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper spotlight	More than 2	As above
Improper use of spotlight	Focused so as to interfere with traffic	As above
Improper fog lamps	After warning	As above
Improper use of fog lamps	As above	As above
Improper backup lamps	As above	As above
Improper use of backup lamps	As above	As above
Improper identification lamps on taxicabs and buses	As above	As above
Improper use of warning lamps on tow trucks	After warning	Less than arrest tolerance
Improper warning lamps on highway vehicles	As above	As above
Improper lights--mail carrier	As above	As above
Improper warning lamps on utility vehicle	As above	As above
Improper location--flashing warning lamps	As above	As above
Lighting equipment on parked vehicle	As above	As above
Bright headlamps on parked vehicle	As above	As above

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No flares, torches or reflectors	All violations	None
No red flags	After warning	Less than arrest tolerance
No or improper warning devices on special carrier	All violations	None
No or improper display of warning devices	All violations	None
No or improper display of warning devices	All violations	None
No or improper display of warning devices	All violations	None
Improper warning device--view obstruction	All violations	None
Improper warning device divided highway	All violations	None
Improper warning device divided highway	All violations	None
Improper warning device divided highway	All violations	None
Improper warning device divided highway	All violations	None
Improper display of warning device--petroleum carriers	All violations	None
Improper display of flags	All violations	None
No or defective brakes	All violations	None

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No or defective parking brake	Refer to equipment violation policy	
No or defective brake on cycle	All violations	None
No or defective brake on trailer	All violations	None
No or defective brake on mobile home	All violations	None
Substitute standard brake fluid	All violations	None
Brake fluid improperly labeled	All violations	None
No or defective horn (equipment)	Refer to equipment violation policy	
No or defective horn (unnecessary use of horn)	Aggravated situation	Less than arrest tolerance
Improper siren or whistle	All violations	None
Emergency vehicle not equipped with siren	After warning	Less than arrest tolerance
No or defective muffler	Refer to equipment violation policy	
Cut out or modified exhaust system	All violations	None
No rear view mirror	Refer to equipment violation policy	
No or improper speedometer	As above	

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No or defective windshield wiper	As above	
Operation without safety glass	All violations	None
Sale without safety glass	All violations	None
School bus body improperly painted	After warning	Less than arrest tolerance
School bus trim improperly painted	As above	As above
No or improper school bus lettering	As above	As above
No or improper school bus warning signal	After warning	As above
Non school bus painted school bus colors	After warning	As above
Improper tire	After warning	As above
Use of tires with improper	As above	As above
Regrooved tires	All violations	None
No fenders on tractors	After warning	Less than arrest tolerance
No fenders or mud flaps	After warning	As above
Improper location of fenders or mud flaps	After warning	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper size of fender or mud flaps	After warning	As above
Improper draw bar length	Over 13 feet	Less than arrest tolerance
Improper trailer hitch	Separates from towing vehicle or fails	As above
No or improper safety chains, bars, cables	Refer to equipment violation policy	
Substitute standard safety chains, bars, cables	Separates from towing vehicle or fails	Less than arrest tolerance
No seat belts	All violations	None
Substitute standard seat belts	After warning	Less than arrest tolerance
No helmet worn cycle	All violations	None
Sale of defective headgear	All violations	None
Operate cycle without eye protection	All violations	None
Unlawful renting or loaning of cycle	All violations	None
Rental of unclean or unusable headgear	All violations	None
Illegal handle bars	All violations	None
Modified handle bars	All violations	None
Improper muffler on cycle	Refer to equipment violation policy	

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
No or inadequate seats--foot rest--pegs (persons)	All violations	None
No or inadequate seats--foot rest--pegs (seats, foot rest--pegs)	After warning	Less than arrest tolerance
Improper marking on inflammable load	All violations	None
Overwidth	More than 1 foot in excess or after warning	Less than arrest tolerance
Overheight	More than 1/2 foot in excess or after warning	Less than arrest tolerance
Overlength	More than 1 foot in excess or after warning	Less than arrest tolerance
Vehicle train (no permit needed)	More than 1 foot in excess or after warning	Less than arrest tolerance
Vehicle train (tour train)	All violations	None
Vehicle train (agricultural)	After warning or conflict with traffic	Less than arrest tolerance
Load extended sides	More than 1/2 foot on left, more than 1 foot on right	Less than arrest tolerance
Load extends more than 3 feet to the front	More than 1 foot in excess	Less than arrest tolerance
Spilling load on highway	Appreciable amount or injurious to other traffic	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Improper vehicle combination	All violations	None
Loaded to cause sidesway	After warning or conflict with traffic	Less than arrest tolerance
Fail to secure load on trailers or mobile home	As above	As above
Boats not secured to trailer	As above	As above
Less than 35 lbs. imposed on hitch	As above	As above
One end of axle	In excess of 100 lbs.	None
Single axle overload	As above	None
Axle group overload	As above	None
Axle group overload over 73,000 lbs.	As above	None
Exceeding class "B" highway weight limits	As above	None
Excess of class "B" highway axle weight limits	In excess of 100 lbs.	None
Excess of special weight limits	As above	None
Fail to stop operation as ordered	All violations	None
Empty weight not lettered on vehicle	After warning	Less than arrest tolerance

<u>VIOLATION</u>	<u>ARREST/CITATION</u>	<u>WARN</u>
Refuse to weigh	All violations	None
Failure to carry permit	All violations	None
Improper operation on highway	All violations	None
Operating under age	After warning or conflict with traffic	Less than arrest tolerance
Improper possession of firearms or bows	All violations	None
Driving deer or bear with snowmobile	All violations	None
Permit operation by persons under influence or incapable	All violations	None
Operating on or along highway--no tail or headlamp	Refer to equipment violation policy	
Improper or unreasonable speed	All violations	None
Careless operation endangering person or property	All violations	None
Operate snowmobile under influence	All violations	None
Excessive or unusual exhaust noise	Muffler missing or amplifying device attached	Less than arrest tolerance
No functioning muffler	As above	As above

END