



INTERNATIONAL  
ASSOCIATION  
OF CHIEFS OF POLICE

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BUREAU OF  
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# model police traffic services

procedures

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International Association of  
Chiefs of Police

Bureau of Operations and Research

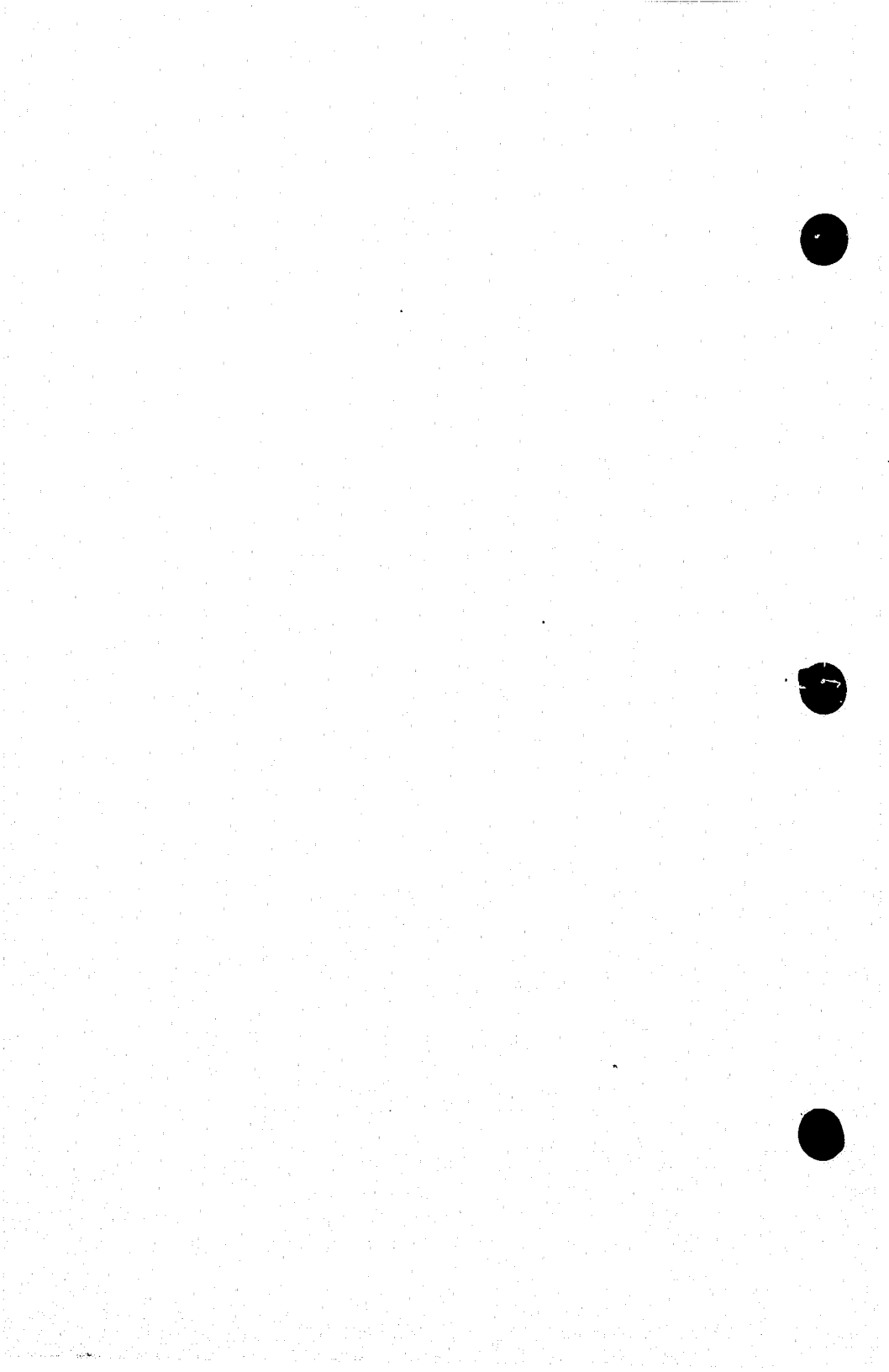
A MANUAL OF  
MODEL POLICE TRAFFIC SERVICES  
PROCEDURES

Prepared for the

United States Department of Transportation  
National Highway Traffic Safety Administration  
Under Contract DOT-HS-036-3-712

The opinions, findings and conclusions in this publication are those of the authors and not necessarily those of the National Highway Traffic Safety Administration.

BUREAU OF OPERATIONS AND RESEARCH  
INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE



## 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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## INTRODUCTION

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

One year later, IACP delivered to NHTSA the first of three volumes, A Manual of Police Traffic Services Policies. Phase Two was then initiated. Enclosed within these covers are the results of the second of a three-phase effort. Phase Three (Police Traffic Services Rules and Regulations) will be available in June, 1976.

When utilized, the police administrator and traffic planner will have as a general guide a comprehensive compilation of Policies, Procedures, Rules and Regulations that will assist them in the administrative, planning, and operational aspects of the traffic operation.

The product should not 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 will 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.

The staff of the IACP 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 1973-1974 IACP Highway Safety Committee is listed here, as well as a description of the Committee's goals and objectives.

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## 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.

## IACP

The Director of IACP's Highway Safety Division is Norman Darwick, who had the responsibility of final product approval.

The Project Director was Frank D. Roberson, Police Management Consultant, of IACP's Highway Safety Division.

Arthur V. Smith, Jr., Police Management Consultant, provided a substantial contribution to this document. Others of the IACP staff who provided important input to this effort are as follows:

Ronald H. Sostkowski, Assistant Director, Highway Safety  
Division

Dean R. Phillips, Police Management Consultant, Highway  
Safety Division



# 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 be 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 judgement 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. ☆

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."<sup>1</sup>

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."<sup>2</sup>

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 following form: "Violations of driving regulations cause traffic accidents, and accidents 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

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

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

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 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.



### 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 drivers, roadway, and vehicle 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 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
- Auxiliary 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 should also 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.



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.



IV

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.



## HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1976		PO 76-001	
Subject			
ADMINISTRATIVE ISSUANCE OF POLICIES, PROCEDURES, RULES AND REGULATIONS			
Reference		Special Instructions	
All Policies		Rescinds all previous	
All Procedures			
All Rules and Regulations			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	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 officer's 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 re-evaluation and the number of pages.

Approved By:

\_\_\_\_\_  
Chief of Police

I have read and understand this policy.

\_\_\_\_\_  
Signature

## CODING

The following Procedure offers some suggested guidance to the administrator in performing the important function of CODING procedures. Coding tells the originator as well as the reader, the who, what, when, where, why, and how of the procedure. The code may consist of one or two letters and numerals, but lends direction on a departmentwide basis.





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-001	
Subject			
CODING OF POLICIES, PROCEDURES, RULES AND REGULATIONS			
Reference		Special Instructions	
All Policies All Procedures <u>All Rules and Regulations</u>		Rescinds all previous	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	4

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 76-001 indicates that this Policy was the first issued in calendar year 1976.

PR 76-002 indicates that this Procedure was the second issued in the calendar year 1976.

RR 76-003 indicates that this Rule and Regulation was the third issued in calendar year 1976.

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, rules and regulations should be issued to. Example:

Primary Code

- A - All Command Personnel
- B - 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. Re-evaluation

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,

Page Four  
PR 76-001

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

MODEL POLICE TRAFFIC SERVICES PROCEDURES

The following section is composed of model police traffic services procedures. It was stressed in Phase I (Policies) and is stressed again here, that all policies and procedures must be carefully reviewed, and in some cases revised, before final adaptation within an agency.

Some procedures may need revision because of certain local conditions before final adaptation, but most are applicable in some form. In any case, they should not be regarded as all inclusive, but rather as a starting place for policy and procedure formulation and execution.

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

When Phase III is completed, the traffic administrator will have a comprehensive manual of policies, procedures, rules, and regulations that are completely adaptable to his agency's traffic program.

Some of the procedures' subsections are preceded by the major policy in that area as included in Phase I.



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TRAFFIC LAW ENFORCEMENT



HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1976		PO 76-002	
Subject			
TRAFFIC LAW ENFORCEMENT			
Reference		Special Instructions	
All Traffic Law Enforcement Procedures			
Distribution		Re-evaluation Date	No. Pages
FG-25		December 31, 1976	

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.

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



## HIGHWAY SAFETY PROCEDURE

Effective Date  January 1, 1976		Number  PR 76-002
Subject  TRAFFIC LAW ENFORCEMENT		
Reference PO 76-002 PR 76-003 PR 76-004 PR 76-005	Special Instructions	
Distribution  F-1	Re-evaluation Date  December 31, 1976	No. Pages  3

### I. Purpose

To establish the proper procedure for taking enforcement action applicable to traffic law violations.

### II. Method

Members of the department shall take appropriate enforcement action for each violation of the law witnessed by them. Such action shall be accomplished in a business-like, firm, fair, impartial, and courteous manner using one of the four following methods:

1. physical arrest
2. issuance of a notice to appear (citation)
3. issuance of a written warning
4. verbal warning

Officers are to use individual discretion, based upon professional judgment, as to what form of enforcement action will be taken. To facilitate uniformity in the application of traffic laws, the following guidelines should be used.

- Physical Arrest. Officers will effect the arrest of any person in violation of those traffic laws pertaining to driving while intoxicated or driving

under the influence of intoxicants; reckless driving (when willful and wanton intent of the driver are elements of the offense); traffic offenses committed in commission of other crimes (game laws, transporting contraband, etc.); and those violators who reside beyond the judicial limits of the jurisdiction in which the offense was committed (example - across state lines).

There may be other incidents in which a violator should be physically arrested. The decision to effect a physical arrest should be based upon sound legal principles as opposed to peripheral issues such as the violators "attitude."

- Notice to Appear (Citation). The issuance of a traffic citation is applicable in the majority of cases for those violators residing within the boundaries of the judicial jurisdiction in which the case will be adjudicated.

The traffic citation should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic including hazardous moving violations, parking violations, and operating unsafe and/or improperly equipped vehicles.

- Written Warning. A written warning is a proper alternative by officers in response to a minor traffic infraction committed in those areas where traffic accident experience is minimal. Written warnings are also appropriate for those violations which occur within tolerances generally allowed by the agency and endorsed by the courts. These tolerances would include speeds in excess of the legal limit but less than a speed for which a citation or arrest would result. It is also applicable to running a stop sign at a speed slower than walking at intersections where traffic accident experience is slight.

- Verbal Warning. A verbal warning is appropriate when the violator commits an act which may be due to ignorance of a local ordinance which may be unique or a violation of which the driver may not be aware. Examples of violations which warrant verbal warnings are a right turn on a red light, after a complete stop, when such movement is made with reasonable safety, and it is determined the driver is accustomed to driving in those jurisdictions where a right turn on red is permissible. Similarly, a verbal warning is appropriate for equipment failure (license plates not illuminated) of which the driver was unaware.



In any event, enforcement action does not provide the officer a privilege to scold, belittle, berate, or otherwise verbally abuse a traffic violator. The officer's action should demonstrate a professional attitude and serve to improve the relationship between the motoring public and law enforcement officers.

The enforcement of traffic laws and ordinances is a basic responsibility of the agency. The primary objective of this function is to achieve voluntary compliance with the laws by all motorists and pedestrians. The basic role of the police and traffic law enforcement is to observe, detect and prevent violations of the traffic laws and to take appropriate action when violations are observed.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-003	
Subject			
SELECTIVE TRAFFIC LAW ENFORCEMENT			
Reference PO 76-002 PR 76-002 PR 76-004 PR 76-005		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish the procedure for maximizing the impact of police resources directed at achieving the highest degree of highway safety.

To direct police traffic enforcement activity to preselected times, places, and toward types of traffic violations that are known to be accident-causing.

### II. Method

The key elements of a selective enforcement program are:

- Traffic accident data base
- Traffic accident analysis
- Traffic data dissemination
- Training for selective enforcement
- Effective planning
- Technical implementation

Traffic accident data is directly related to the quality and quantity of traffic accident reporting and investigations. Designated personnel in the support services

unit are responsible for the collection of data essential to a selective enforcement program for further analysis and distribution to uniformed officers. Ideally, the collection of this data is accomplished through computerized data processing resources. In agencies where this capability does not exist, a manual tally of selected data should be achieved.

The data, once collected, shall be analyzed by command personnel directly responsible for traffic law enforcement. This analysis should result in identifying those locations and times when traffic accidents frequently occur, and the predominant causes contributing to their occurrence. A summary of traffic accident experience by location, time, and major contributing cause should be developed for each beat and distributed to all personnel responsible for the enforcement of traffic laws.

In addition to the traffic accident experience summary, supervisory personnel will make specific assignments during roll-call directed to enhancing the traffic law enforcement effort. Additionally, spot maps indicating traffic accident experience will be reviewed by each patrol officer prior to assuming his tour of duty, with attention to planning his selective patrol effort. Supervisory personnel will, when necessary, adjust patrol procedures and enforcement efforts to achieve optimum results.

Officers, while on patrol, will manage their effort so it impacts directly on those areas more seriously affected by traffic accidents. Primary attention will be focused on those offenses which have been identified as major contributors to the traffic accident experience. To facilitate this patrol effort, officers will utilize all the technology available to them including electro-mechanical speed measuring devices and video tape equipment, when approved by their immediate supervisor.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-004	
Subject			
TRAFFIC LAW ENFORCEMENT IN TRAFFIC ACCIDENTS			
Reference		Special Instructions	
PO76-002 PR76-002 PR76-003			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish the procedure for taking enforcement action for violations resulting in a traffic accident and not occurring in an officer's presence.

II. Method

One of the primary purposes of a traffic accident investigation is to obtain evidence of violations and to record the information in such a manner that a complaint may be issued against the violator. Another primary purpose, of course, is to obtain traffic accident data that can be applied to selective traffic law enforcement efforts.

All elements of the violation must be established in order to sustain prosecution.

It is not necessary that one person witness all of the elements. A conviction can be sustained where several witnesses contribute only portions of the elements that together supply all of the elements. This procedure is often used in driving under the influence cases; police officers testify to intoxication only, and other parties or witnesses testify to driving.

At those traffic accidents in which an officer detects a violation of a traffic law or ordinance, and when evidence exists to satisfy all of the elements of the particular violation, then enforcement action should be taken.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-005	
Subject			
VISIBLE PATROL/OFF STREET OBSERVATION			
Reference		Special Instructions	
PO76-002			
PR76-002			
PR76-003			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To establish procedures for effective patrol with regard to visible patrol and off street observation.

II. Method

Based on the principle that the most effective deterrent to traffic law violations is visible patrol in a marked vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will be conducted accordingly.

- Officers shall drive patrol vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Extreme emergency conditions will be the only exceptions to the above practice.
- In those areas where fixed post observation is necessary to maximize the effectiveness of a selective enforcement effort, officers shall park in a conspicuous location and in such a manner that traffic flow is not impeded.

- Off-street observation is expressly prohibited except in extremely unusual circumstances and only upon the direction and approval of the shift commander.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-006	
Subject			
PURSUIT DRIVING			
Reference		Special Instructions	
PO 76-002 PR 76-021			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	8

### I. Purpose

To establish the department's procedure regarding police pursuit driving by officers of the department.

### II. General

- A. The definition of high and moderate speeds obviously depends upon the existing conditions.
  1. Every patrol vehicle has a maximum speed at which it may be operated safely. Some of the limiting factors include:
    - a. The type and condition of the tires and ambient temperature.
    - b. The brakes related to the known characteristic of fading under severe use.
    - c. The limit of the suspension system to support the vehicle at maximum side thrust.
  2. Every driver has a limit to his ability to safely operate a high speed vehicle on a given roadway. Some of the limiting factors include:

- a. Experience and training in high speed operation.
  - b. The degree of familiarity with the roadway being traveled.
  - c. The degree of understanding of the handling characteristics of the vehicle being operated.
  - d. The visibility and illumination available to the operator in the area being traveled.
  - e. The obstacles, both present and potential, that must be avoided.
3. Every roadway has a maximum speed at which a particular vehicle may be operated safely. Some of the limiting factors include:
- a. Lack of straight and level surface.
  - b. Condition and type of road surface.
  - c. The presence of rain, snow, ice, loose gravel or other foreign substance on the road surface.
  - d. The presence of intersections that could allow other vehicles to suddenly and unexpectedly obstruct the roadway.

When the speed of a patrol car nears 100 percent of the maximum of any one of the above limits or conditions, that speed is defined as HIGH SPEED regardless of the actual indicated miles-per-hour. There is little or no margin for error when a driver approaches 100 percent of an absolute maximum. A driver's lack of knowledge and understanding of these maximums is of itself a limiting factor.

When a driver operates a patrol car at a speed between 1/2 and 3/4 of any one of the above maximums, that speed is defined as MODERATE SPEED.

- B. The responsibility for the decision to pursue and the methods to be employed during "fresh pursuit" rests with the individual officer. In arriving at his decision he must carefully consider all factors involved, including the seriousness of the offense, all possible consequences, and most importantly the safety of citizens, whose protection is his major objective.
- C. The law permits officers who are engaged in "fresh pursuit" to exceed the speed limit and to violate other traffic regulations as necessary in order to maintain "fresh pursuit" for apprehending the violator, but only:
  - 1. If the emergency lights and siren are employed (designating an emergency vehicle), and
  - 2. If the utmost safety is insured for self and others.
- D. Even though the officer is legally engaged in "fresh pursuit" and complying with subparagraph C-1 above, he is neither relieved of his duty to drive with "due regard" for the safety of all persons nor protected from the consequences of any reckless disregard for their safety. He must exercise that degree of care which a reasonably prudent man in the discharge of similar duties and under like circumstances would use. It is understood that the officer's ability to supervise or control other motorists by the nature of existing circumstances is limited, but it is his duty to avoid contributing to the danger already created by the violating motorists.
- E. When attempting to stop a violator who has not yet begun to flee, the pursuing officer should keep in mind personal safety and try everything within his authority to apprehend the subject without resorting to a high speed chase. For example, officers should utilize their public address systems, spotlights, or wait until the subject parks or stops at a traffic light. It should be remembered that some individuals enjoy being chased by the police solely for the suspense and excitement that the experience may yield.

### III. Procedures for Fresh Pursuit

- A. When engaged in "fresh pursuit," the pursuing officer should remember that the sooner the subject is stopped or apprehended

the less the opportunity for an accident. Of the utmost importance, the officer should not endanger the public or himself as a result of his driving techniques.

- B. When the operator of a pursued vehicle increases his speed or drives in such a manner to endanger the safety of others, the pursuing officer shall immediately activate the siren and red light, and shall continuously use both throughout the pursuit. Officers are reminded that the warning effect of the siren will decrease rapidly as the speed of the pursuit vehicle increases.
- C. When safe to do so, the pursuing officer shall maintain communication with the dispatcher, relaying information such as the identity of his unit, location, direction of travel, exact reason for pursuit, and other details which will enable the other officers in the area, as well as the dispatcher, to assist. While the pursuit officer is transmitting information to the dispatcher and/or to other units, he must keep his voice as normal and coherent as possible and not shout. In the case of a two-man police car, the passenger should handle the radio transmissions. Units that have prisoners, witnesses, suspects, or complainants aboard shall not become engaged in pursuit situations.
- D. Units responding to assist should concentrate on covering the streets parallel to the one the pursuit is on, thus creating a "boxing in" effect which will, hopefully, if not capture, at least discourage the violator from continuing his flight. This technique is also advantageous in the event the violator is able to elude the immediate pursuit vehicle, or in case the violator abandons his vehicle and flees on foot. If the violator should abandon his vehicle and flee on foot, the pursuit officer should, before giving foot pursuit, notify the dispatcher of his location, remove his ignition keys, and quickly check the violator's vehicle for other occupants who may have hidden.
- E. To the fullest extent possible, detailed descriptions of the car, license number, and occupants should be obtained and broadcast. Even a partial license number is a valuable aid in quick identification. (In some cases, the license number could be obtained while following the motorist preparatory to directing him to stop.) If at all possible, the officer should note the license

number (on his clipboard or notebook). These notes are valuable in the event the subject is able to avoid immediate arrest.

- F. During pursuit, a safe distance shall be maintained between both cars, enabling the pursuing officer to duplicate any sudden turn and lessen the possibility of a collision in the event of a sudden stop. Deliberate physical contact between vehicles at any time will not be justified, except as necessitated at roadblocks and under the orders pertaining thereto.
- G. Because of the potential dangers involved, pursuing officers shall not pull alongside a fleeing motorist in an attempt to force the subject into a ditch, curb, parked car, or any other obstacle. It should be noted that if this occurred on a four-lane highway, the danger of a side swipe collision would be increased, and the opportunity for escape would become greater through quick application of the brakes and a sudden turn by the violator.
- H. To avoid being arrested, many motorists will take imperiling chances. Regardless of the extenuating circumstances, the pursuing officer shall not duplicate these hazards. In the apprehension of traffic offenders and other violators, an officer must be sensitive to the public's reaction. This means that in all cases he must operate this vehicle in a manner that shows consideration for his own safety, the safety of the violator whom he seeks to apprehend, and, above all, the safety of others who may be using the roadway. Because of the many handicaps he encounters, the pursuit officer must recognize and accept the fact that he will not be able to successfully apprehend every motorist he decides to stop.

1. Use of Firearms in "Fresh Pursuit"

- a. It is the policy of the department that each officer shall use only the minimum amount of force which is consistent with the accomplishment of his mission, and shall exhaust every other reasonable means of apprehension or defense before resorting to the use of firearms.
- b. An officer is justified in firing at or from a moving vehicle during fresh pursuit, only:

- (1) to defend himself or another from an attack which the officer has reasonable cause to believe could result in death or bodily injury, or
- (2) to effect the arrest or prevent the escape when every other means of effecting the arrest or preventing the escape has been exhausted, of a person who has committed a felony or has attempted to commit a felony in the policeman's presence, or when a felony has been committed and the policeman has reasonable grounds to believe the person he is attempting to apprehend committed the felony; provided, that the felony for which the arrest is sought involved an actual or threatened attack which the officer has reasonable cause to believe could result in death or serious bodily injury; and, provided further, that the lives of innocent persons will not be endangered if the officer uses his firearm.

(NOTE: This criteria would preclude the use of the service revolver to apprehend persons suspected of unauthorized use of a vehicle.)

- c. The safety of innocent bystanders is to be the primary factor by a police officer in his determination to discharge a firearm at or from a moving vehicle, and the following series of factors must be weighed first: ricochets, danger of a car out of control, and the safety of the hostages.
- d. When a suspect is fleeing from the scene of a crime in a moving vehicle, or the officer is himself in a moving vehicle, it is best to attempt to apprehend the subject through the use of police communications media and cooperative police work—rather than

by shooting at the vehicle. Except in the most extreme cases, shots fired at or from a moving vehicle are to be avoided.

2. Use of Roadblocks in Fresh Pursuit

- a. Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of this department that setting up roadblocks for the purpose of apprehending wanted suspects shall not be employed when it is apparent that innocent persons would be endangered.
- b. Once a roadblock has been ordered and a departmental vehicle has been stationed as part of a roadblock, no one shall remain in the vehicle.

3. When to Abandon Pursuit

- a. The pursuing officer must at all times use his best judgment in evaluating and reevaluating the chase and make a continuous appraisal of it in deciding whether he should continue the pursuit. Never should the element of any personal challenge to the officer enter into his decision. The proficient police officer is aware that the decision to abandon pursuit is, under certain circumstances, the most intelligence and most professional course of action. Officers of the force should discontinue any chase when:
  - (1) The hazards of exposing the officer and the public to unnecessary dangers are high, or
  - (2) The environmental conditions indicate the futility of continued pursuit, or
  - (3) The offense is a misdemeanor and the identity of the violator is known, or
  - (4) The pursuing officer knows, or is almost certain, that the fleeing vehicle is operated

by a juvenile and the offense constitutes a misdemeanor or a felony that did not involve an actual or threatened attack, such as Unauthorized Use of a Vehicle, and the safety factors involved are obviously greater than a juvenile can cope with.

- b. It is difficult to describe exactly how a fleeing motorist could or should be apprehended, except that it must be done legally and safely. It is also difficult to list any particular traffic regulations that pursuing officers could or should not disregard. Likewise, one cannot set a safe, maximum pursuit speed or designate the limit of the number of police vehicles involved. Each individual chase is unique within itself. The pursuing officer, in a short period of time, will have to use his own judgment; collect his total resources, including his training and overall experience, bearing in mind the policy, procedures, and guidelines outlined in this issuance; and apply them collectively to the existing circumstances. If the officer feels certain that his "fresh pursuit" is justified according to the established criteria and it can be performed safely, he should continue with the intent to apprehend the suspect but only while exercising the maximum of safety to all concerned. Officers should never be indifferent to the safety of the public, and every endeavor should be made to handle pursuit with such care and finesse that they can rationally be justified as a help, not a hazard, to highway safety.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number
January 1, 1976		PR 76-007
Subject		
STOPPING AND APPROACHING THE TRAFFIC VIOLATOR		
Reference PO 76-002 PR 76-006 PR 76-010 PR 76-008 PR 76-011 PR 76-009	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	3

I. Purpose

To establish proper procedure for stopping and approaching a traffic violator.

II. Method

The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of the particular traffic artery, the urgency to stop the violator (drinking driver), and the existing volume of traffic may dictate adjusting or altering the recommended procedure. These procedures are to be followed when possible, and are presented from the perspective that ideal conditions exist.

- The pursuit of a traffic violator has ended when the officer has positioned himself behind the violator to begin the stopping procedure.
- At this point, the officer should notify the communications center of the intended location of the traffic stop, the license number, and the number of occupants of the vehicle.
- The officer should note the license number of the vehicle on a note pad, to be left inside the patrol vehicle.

- The officer should be thoroughly familiar with the area, and anticipate the appropriate location to stop the violator. Consideration should be given to a location with ample space, appropriate lighting, and should avoid stops on hills, curves, intersections, private drives, and business locations which have limited parking.
- The officer should signal the violator to stop. This signal should be with the blue or red rotating dome light, hand signals, sounding the horn, and if necessary, the siren. These signals also alert other drivers of the intent of the officer and will usually facilitate securing the right of way for the stopping maneuver.
- The violator should be signaled and directed to the right side of the roadway close to the curb, or onto the shoulder if engineering design permits.
- On multi-lane roadways, the officer should insure the safety of the violator during lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.
- Should the violator stop abruptly in the wrong lane or in another undesirable location, he should be promptly directed to move to a safer location. Officers should use the public address system to instruct violators to move to a safer location if this equipment is available. If the patrol vehicle is not so equipped, and gestures are insufficient to bring understanding, the officer should quickly dismount from the patrol vehicle and give verbal instructions to the violator.
- The violator should not be permitted to move his vehicle once it has stopped, if it is suspected the driver is drinking to the extent that his driving ability is impaired.
- Once the violator has stopped in an appropriate location, the officer should position the police vehicle approximately one-half to one car length behind the violator's vehicle. The police vehicle should be positioned at a slight angle so the left front is offset approximately two feet to the left of the violator's vehicle and the right rear is near the curb. This position provides maximum safety to the violator, the officer, and all other traffic.

- The officer should dismount from the patrol vehicle and be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the violator's vehicle.
- The officer should approach from the rear of the violator's car, looking into the rear seat area, and stop at a point to the rear of the trailing edge of the left front door. This position should be maintained if there are only occupants in the front seat of the vehicle. From this position, the officer can communicate with the violator, keeping him in a slightly awkward position, and at the same time keep all occupants of the vehicle in view.
- In those cases where the violator's car has occupants in both the front and rear seats, the officer should approach to a point near the leading edge of the left front door, being especially alert for any unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon against the officer. From this position, the officer can communicate with the violator and keep all occupants in view.
- In those traffic stops made by two man patrol vehicles, the passenger officer should be responsible for all radio communications, writing all notes and messages relayed from the communications center, and during the traffic stop should dismount from the vehicle and act as an observer and cover for his fellow officer. At no time should the two officers approach the violator together.
- At night, the procedure is basically the same with the additional necessity of exercising caution in selecting an appropriate place for the traffic stop, signaling the violator (the spot light should not be used except in extreme situations), and positioning the police vehicle. After the stop the lights should be on low beam for the safety of oncoming traffic.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date  January 1, 1976	Number  PR 76-008
Subject  STOPPING A KNOWN OR SUSPECTED FELON	
Reference PO 76-002 PR 76-007 PR 76-009 PR 76-010	Special Instructions
Distribution  F-1	Re-evaluation Date  December 31, 1976
No. Pages  3	

### I. Purpose

To establish a procedure for stopping and arresting persons known or suspected to have committed a felony. This procedure is particularly applicable when the occupants of the suspect vehicle are known to be armed and dangerous.

### II. Method

When a vehicle driven by a known or suspected felon is located by a patrol officer, he will notify the communications center immediately. The officer will inform the center of the location, thorough description of the vehicle, and a description of the occupants.

The officer will keep the suspect vehicle in view and request sufficient assistance in making the stop. The officer will keep support units informed of the location and direction of travel to facilitate their approach with minimal use of emergency equipment.

The suspect vehicle will not be stopped, unless absolutely necessary, until adequate support is available and in position. The following procedures will be used in effecting the stop:

- The officer will plan to stop the suspect vehicle in a location which presents minimal danger to other citizens.
- When conditions are appropriate, and support units available, the officer will move into position to the rear of the suspect vehicle.

- The officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic.
- The violator will be stopped on the extreme right side of the road.
- If the violator is known to be armed and dangerous, the officer will have his weapon easily accessible and ready for immediate use.
- When the suspect vehicle begins to stop, the officer will turn off the siren and actuate the public address system.
- The officer will park the police vehicle so that it provides maximum protection and cover for him.
- At night, all lights will be focused on the interior of the suspect vehicle, including spot lights, to the disadvantage of the violator.
- The officer will dismount the police vehicle quickly, but remain behind the door and accessible to the public address system microphone.
- The officer in command will direct each occupant, utilizing the public address system, to remove himself from the vehicle individually according to specific directions and into the appropriate search position, after which the approach may be made.
- If a public address system is not available, the officer will give voice commands if they can be heard; if this fails, the officer will cautiously approach the vehicle, keeping all occupants in view, to a point where he can be heard.
- The officer will give instructions to the support officer, even if not needed, to assure the suspects that additional support is available.
- The support officer will cover the arresting officer and remain on the curb side of the vehicle until all occupants have dismounted and are in the search position.

- The support officer will not give additional commands as this would tend to confuse the suspects, but will make his presence known by commands given by the arresting officer.
- Extreme caution will be exercised by officers not to get within each other's line of fire.
- When all occupants have been removed from the vehicle, the support officer should move to a position to cover the arresting officer while the persons are searched.
- Arrestees will be searched and handcuffed prior to being transported.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-009	
Subject			
STOPPING THE APPROACHING VIOLATOR			
Reference PO 76-002 PR 76-007		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

### I. Purpose

To establish the proper procedure for stopping a traffic violator approaching the officer from the opposite direction.

### II. Method

In the event an officer observes a traffic violation occur in oncoming traffic, the officer should take the following actions:

- Drive the police vehicle safely to the extreme right portion of the roadway.
- As the violator approaches signal for the violator to stop.
- Do not leave the police vehicle in an attempt to stop the violator by hand signals, as this places the officer in an extremely hazardous position.
- If the violator observes the signal and stops, the officer should turn the police vehicle around and position it appropriately to the rear of the violator's vehicle.

- Should the violator fail to recognize the officer's signals, the officer should turn around, when this maneuver can be made safely, and pursue the violator, stopping and approaching as usual.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1978		PR 76-010	
Subject			
STOPPING THE FOLLOWING VIOLATOR			
Reference PO 76-002 PR 76-007		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	1

I. Purpose

To establish a proper procedure for stopping a traffic violator who is following the police vehicle.

II. Method

In the event an officer observes a traffic violation to the rear of the police vehicle, the following procedures will be followed:

- The officer will drive on the right shoulder of the road.
- As the violator approaches, the officer will remain in the patrol vehicle while he signals the violator to stop.
- If the violator fails to stop, the officer will initiate pursuit and stop the violator in the usual manner.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-011	
Subject			
STOPPING SPECIAL VEHICLES			
Reference		Special Instructions	
PO 76-002 PR 76-007			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish proper procedure for stopping vehicles which present special problems and hazards. These vehicles include large buses and trucks, tractor-trailers, and other vehicles or combinations which are especially long, high, or heavy.

II. Method

In the event officers observe a traffic violation committed by an unusually large or heavy vehicle, the following procedures will be followed:

- Pursue the vehicle from the rear in the usual manner.
- Position the police vehicle so that the violator's attention can be gained, and signal that he is to follow the police vehicle to a stop.
- Pull the police vehicle in front of the violator, and lead the violator to a position which is safe for, has sufficient space to contain, and is capable of supporting the weight of the special vehicle.

Page Two  
PR 76-011

• In this situation, the approach will be from the front.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-012	
Subject			
OFFICER/VIOLATOR RELATIONS			
Reference		Special Instructions	
PO 76-002			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

### I. Purpose

To establish procedures for officers in the conduct of their relations with traffic violators with emphasis on accomplishing two major objectives as follows:

1. Immediate objective: to take appropriate enforcement action.
2. Ultimate objective: favorably alter the violator's future driving behavior.

### II. Discussion

The attainment of these two objectives depends upon the officer's ability to evaluate the violator's position. This requires a thorough understanding of human relations and demands flexibility of the officer. The following procedures are recommended to minimize conflict which may develop between the officer and violator and assist in achieving the two major objectives.

### III. Method

Once the officer has stopped the violator and approached to a point where communications begin, the officer-violator relations are activated.

- Be alert at all times for the unexpected, but do not be obviously apprehensive.
- Be absolutely certain the observations of the traffic violation were accurate—without reservation.

- Present a professional image in dress, grooming, language, bearing, and emotional stability.
- Be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available.
- Decide on appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator. One exception would be an out-of-state driver performing a violation that would not be a violation in his jurisdiction, such as right turn on red light.
- Greet the violator with an appropriate title and in a courteous manner.
- Inform the violator what traffic law he has violated and the intended enforcement action; the violator should not be kept in suspense.
- Ask for the violator's driver license and vehicle registration, and accept only these forms.
- If the driver has no driver's license, obtain another document of identification.
- Allow the driver to discuss the violation. Do not argue, berate, belittle, or otherwise verbally abuse the violator.
- Complete the forms required for the enforcement action taken or exercise a verbal warning, if this is the decision.
- Explain to the violator exactly what he is supposed to do in response to the action taken and how this action will affect him. (Example - a written warning remaining on his driving record for one year.)
- If the enforcement action requires a court appearance make sure the violator knows where and when to appear. Explain any alternatives to the violator, but do not predict the actions of the court.



- Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.
- Return the violator's driver's license, registration, and a copy of the warning or citation.
- Assist the violator in safely reentering the traffic flow.
- Do not follow the violator.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-013	
Subject			
USE OF RADAR			
Reference PO 76-002 PO 75-013		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish proper procedure for the utilization of radar in traffic law enforcement.

### II. Method

The precise method for using a radar unit and the enforcement of those laws applying to speed will vary in accordance with the type of radar equipment used. Generally, the following procedures are applicable:

- The radar unit must be properly installed and connected to the appropriate power supply.
- The effective range of the particular radar unit must be thoroughly understood by the operator so visual observations can support the speed meter readings.
- The operator must choose an appropriate location in accordance with the directions of his commanding officer relative to traffic accident experience in which speed has been identified as a factor. The location will also be conducive to the effective and safe operation of radar.

- The radar unit will be properly calibrated to insure accuracy in checking speed. Prior to use at each location, this calibration will be confirmed. Most manufacturers recommend specific methods of checking calibration, and these should be followed without exception.
- A calibration check will be made upon arrival at the selected location for speed checks, and subsequently before departure from any location or anytime the police vehicle is moved from the original point of calibration check. If operating at a location for an extended period, periodic checks will be made utilizing the manufacturer's recommended and approved methods.
- The following elements must be established in court:
  1. The officer must establish the time, place, and location of the vehicle that was checked, the identity of the operator, the speed of the vehicle, and the visual and radar speed check.
  2. The officer must establish his qualifications and training.
  3. The officer must establish that the radar unit was operated properly.
  4. The officer must establish the unit was tested for accuracy prior to use and after use by an approved method.
  5. The officer must establish and identify the vehicle and should have made a visual observation of its apparent speed.
- It is the policy of this department that radar is not to be utilized for "filler" or "slack" officer time.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-014
Subject		
VOIDING THE TRAFFIC CITATION		
Reference PO 76-002 PO 75-008	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	3

I. Purpose

To establish the correct procedure for voiding traffic citations issued in error.

II. Method

A traffic citation may be voided if written in error or if extenuating circumstances surrounding the issuance of the citation deem it necessary. In voiding a traffic citation the following steps should be taken:

- The officer will contact his immediate supervisor as soon as possible to explain the reason the citation was voided and to permit the supervisor to review the officer's action.
- The officer shall print "void" and a concise statement of the reason for the voiding on all copies of the citation and given them to the supervisor.
- The supervisor shall forward all copies to the commanding officer for review, after which all copies of the citation will be channeled through the normal officer processing for accounting.

- All voided citations for Moving Hazardous Violations must be explained in open court.

The following are the most common reasons for voiding traffic citations:

1. Violator gave false information, such as wrong name, address, etc. When voiding the citation, indicate the number of the new citation issued.
2. Officer entered wrong information which caused the citation to be invalid. (When voiding the citation, indicate the number of the new citation.)
3. Violation occurred outside legal jurisdiction.
4. Vehicle parked in prohibited zone, but was broken down. Driver returned with assistance before officer completed citation.
5. Driver parked in prohibited zone but returned before the officer completed the citation. (Officer may warn and release subject, depending on the circumstances.)
6. Stopped wrong car.
7. Traffic signs missing or obscured.
8. Officer misread parking restriction.
9. Error in computing vehicular speed.
10. After issuing citation on parked vehicle officer discovered previous citation had been issued by another officer. (Officer must indicate on the voided citation the number of the citation previously written on that vehicle.)

11. Officer unable to complete citation because of receiving an emergency call, such as a robbery in progress, assist another officer, etc.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-015
Subject		
ARRESTS INVOLVING DRIVING WHILE INTOXICATED		
Reference	Special Instructions	
PO 76-002		
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	3

### I. Purpose

To establish departmental procedures for arresting persons on a charge of driving while intoxicated or driving under the influence of intoxicating liquors. (This procedure should be altered and/or expanded in accordance with local laws and judicial procedures.)

### II. Discussion

The arrest of a person for driving while intoxicated or driving under the influence of intoxicating liquor differs significantly from other traffic law violations. In most jurisdictions, implied consent statutes and legislation which defines intoxication in terms of blood alcohol levels have been enacted. These statutes include many provisions which affect an officer's authority and the procedures under which chemical tests are administered.

### III. Method

The following procedures are general and must be adjusted as necessary to the legal requirements in various jurisdictions.

- From the moment an officer suspects a driver of being under the influence of intoxicating liquor, he shall record his observations.

- Exercise care and caution in pursuit of a drinking driver, and summon adequate assistance due to the unpredictable reaction of many drinking drivers. During the pursuit of the drinking driver, the officer will be alert to the driving behavior of the violator.
- Pursuit should not be prolonged. There is a degree of urgency in getting the drinking driver off the road.
- Stop the violator in the safest possible location.
- Once stopped, do not allow the drinking driver to drive any further.
- Approach the drinking driver with due caution, but with minimal delay.
- Make sure the violator's vehicle is safe, engine turned off, and brake properly set.
- Get the violator out of his vehicle and to a safe location on the curb side of the police vehicle; very carefully observing his actions and statements.
- Observe and note any unusual occurrences or conditions relative to the driver.
- Obtain the person's driver's license or other identification.
- If it is determined the driver is under the influence of intoxicating liquor, an arrest will be made.
- If the officer feels another condition has affected the driver's behavior, other appropriate response shall be taken (medical aid).
- Once the person is arrested for driving while intoxicated, he will be transported to police headquarters, and his vehicle driven or towed to an impound area.
- The violator will be advised of his rights relative to the implied consent law, if applicable.

- If the violator submits to a chemical test for intoxication, it will be administered by a qualified person.
- If the chemical test for intoxication does not substantiate the officer's observations, other causes for the violator's condition will be examined. A drug other than alcohol may be considered.
- If the chemical test for intoxication substantiates the officer's observations, he will book and confine the violator as required.
- Departmental forms will be completed as required, thoroughly accounting for the incident and indicating the results of any tests (physical or chemical) that have been administered.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-016	
Subject			
TRAFFIC VIOLATIONS COMMITTED BY PHYSICIANS ENROUTE TO AN EMERGENCY			
Reference		Special Instructions	
PO 76-002			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish the procedure to be followed in traffic violations committed by physicians enroute to an emergency.

II. Method

In the event an officer observes a traffic violation committed by a physician enroute to an alleged emergency, the following procedures shall be taken:

- Upon determining the driver is a physician, the officer will obtain the identity and intended destination of the physician.
- If the emergency is extreme, the physician will secure his vehicle and be provided transportation by the patrol officer.
- In the event the emergency is not extreme, but is urgent, the physician will not be detained.
- In the event the traffic violation committed was of a serious and dangerous nature, the officer will verify the nature of the emergency and the physician's identity and, if appropriate, even though delayed, take appropriate enforcement action. At the officer's discretion, he may release the physician and take enforcement action at a later time.

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PR 76-016

- If, in the officer's judgment, the violation was of a minor, nonhazardous nature, a verbal warning may suffice.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-017	
Subject			
HANDLING ABANDONED VEHICLES, VEHICLES IN HAZARDOUS CONDITION, AND CUSTODIAL CARE OF VEHICLES			
Reference		Special Instructions	
PO 76-002			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	9

I. Purpose

To establish procedures to be employed when discovering abandoned vehicles, vehicles in hazardous condition, and custodial care of vehicles.

II. Authority

- A. The police are authorized to remove and/or impound vehicles under the following conditions:
1. When any vehicle is left unattended upon any bridge, viaduct, causeway, subway, tube or tunnel where such vehicle constitutes an obstruction to traffic.
  2. When a vehicle upon a street is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal.
  3. When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic.
  4. When a vehicle is found being driven upon the street and is not in proper condition to be driven.





**CONTINUED**

**1 OF 4**

5. When a vehicle is left unattended upon a street continuously for more than 48 hours and may be presumed to be abandoned.
6. When the driver of such vehicle is taken into custody by the police department and such vehicle would thereby be left unattended upon the street.
7. When removal is necessary in the interest of public safety because of fire, flood, storm, snow, or other emergency reasons.
8. When a vehicle is found parked in a "Tow-Away" zone and so marked with proper signs.

III. Method

A. Physically arrested persons

1. In the event the driver or owner of a vehicle is arrested, the vehicle shall be impounded and handled in the following manner:
  - a. If permission is obtained from owner or driver, and the manpower is available, the vehicle will be driven to the police pound.
  - b. Any other vehicle will be towed to the pound by the wrecker service on call for that month. The officer will sign the tow bill and list the complaint number thereon. Signed tow bills will be submitted to the police department for payment on a monthly basis.
  - c. The vehicle may be released to a responsible person designated by the arrestee after proper ownership has been established, and if vehicle is not needed for evidence, and after the tow bill, if any, has been paid.
  - d. Impounded vehicle will be entered in the Impounding Book.

B. Wanted person operating or believed to be operating a vehicle

1. Where the vehicle is moving and the driver is proved to be the wanted person - follow procedures:
  - a. "Physically arrested persons"
2. If the vehicle is parked:
  - a. Where stakeout is deemed advisable, follow that procedure, subject to supervisor's approval.
  - b. If stakeout is not required, make neighborhood investigation; attempt to locate the wanted person, owner or driver of the vehicle.

C. Stolen vehicles

1. Determine if vehicle is to be held for evidentiary purposes.
  - a. Notify police agency reporting the vehicle stolen.
2. If the stolen vehicle is not to be held for evidentiary purposes or other reasons:
  - a. Where practical and reasonable, contact the owner, have him come to the scene and claim car.
  - b. If the owner of the vehicle is unable to respond immediately, the car will be towed to the pound.
    - (1) Wrecker operator will leave towing bill
    - (2) Owner will pay the tow bill due when the car is released to him. A receipt will be given from the receipt book specifically designated on the cover for this purpose, noting on all copies the special account number listed on the cover.

- (3) Recovered stolen vehicles will be entered in the Impound Book and will be signed off upon release.

D. Vehicle held on request of other authorities

1. Vehicle parked:

- a. Where stakeout is advisable, follow that procedure.
- b. If stakeout is not required and where possible, contact requesting authority.
  - (1) If they can respond immediately, release vehicle to them.
  - (2) Obtain signed receipt for vehicle.
  - (3) If requesting authority cannot respond immediately:
    - (a) If vehicle is driveable, take to pound and notify them to pick up vehicle.
    - (b) If vehicle is not driveable, order wrecker, tow, and place appropriate hold on vehicle. Include all pertinent information on supplementary report.

2. Vehicle moving:

- a. Take driver and vehicle to station and follow procedure under paragraph A1.

E. Vehicles parked unlawfully on the streets:

1. If vehicle is parked:

- a. Take regular parking enforcement action.

- b. Although parked in violation, no vehicle will be towed or impounded except when authority exists to do so under II, A, 1-8 of this procedure.
2. Vehicles parked on the street unattended continuously for more than 48 hours and may be presumed abandoned.
  - a. Vehicle of this type will be marked with chalk, complaint report made with date and time vehicle was marked and entry made on officers daily activity report.
  - b. If license number is available, owner will be contacted and warned to move the vehicle. If not licensed, attempts will be made to locate the owner of the vehicle and have it moved.
  - c. After the owner has been notified to remove the vehicle and fails to comply, a City Ordinance Violation (C. O. V. ) notice will be issued with an early court date.
    - (1) The vehicle will not be impounded until after the court date when a C. O. V. is issued.
  - d. After the court date, if no owner appears or the vehicle is not moved, the car will be issued a parking violation and the vehicle towed to the police pound.
    - (1) Violation ticket will be noted with "Tow Bill Due. "
    - (2) Vehicle will be entered in Impounding Book.
3. Vehicle parked on private property:
  - a. If a vehicle is parked on private property or in a leased parking space, a parking violation may be issued with the property owner or lessee signing the back of the ticket

- (1) The name, address, and telephone number will be printed on the back of the ticket in addition to the signature.
  - b. If the property owner or lessee requests, the vehicle can be impounded and taken back to the police pound. This should be done only in cases of specific need, i. e., blocking vehicle, hazard, etc.
  - c. If the vehicle is parked on private property and appears to be abandoned, the following procedure will be followed:
    - (1) Attempts to locate the owner of the vehicle will be made to have the vehicle moved.
    - (2) If the owner of the vehicle cannot be located and the property owner requests the vehicle to be removed, he will pay to the police department the costs of removing, storing and disposing of the vehicle. Forms provided at the police department to remove said vehicle. A receipt will be given by the desk officer from the impound vehicle receipt book.
    - (3) The owner or person in charge of the property should be issued a copy of "NOTICE OF ABANDONED VEHICLE," form and given 30 days to comply. The original of the notice should be attached to the complaint and filed in abandoned car file.
      - (a) After 30 days, if the car has not been removed, a C. O. V. will be issued.
4. Vehicles with expired license plates:
- a. Vehicle being driven
    - (1) If a vehicle is being driven on the highway with expired license plates, a regular violation ticket (moving) will be issued.

- (2) Driver will be instructed to remove the vehicle from the street until a license is obtained.
- (3) The vehicle will not be impounded unless, in the officer's opinion, the violation is flagrant and his supervisor concurs.

b. Vehicles parked on the street

- (1) Issue parking violation for expired license plates.
- (2) If the vehicle appears to be abandoned, an attempt should be made to locate and warn the owner of the vehicle.
- (3) If not located and moved, the car will be marked for abandoned and the procedure noted; paragraph F, Section 3 will be followed.

F. Impounded vehicles

- 1. Vehicles which are impounded following the arrest of the driver, being parked causing a traffic hazard, blocking drives, fire exits, or requests to be towed off private property, an abandoned vehicle, will be towed to the pound.
  - a. Parking violations will be issued.
  - b. "Tow Bill Due" noted on the violation notice.
  - c. Vehicle will be secured and anything of value brought into the station and tagged with a property tag and entered in the property book.
  - d. Tow bill will be signed by officer, adding complaint number for submission by towing company to police department for payment at the end of the month.

- e. Vehicle will be entered in Impounding Book.
- f. Keys to vehicle will be tagged with either Property Tag or Evidence Tag and placed in the drawer marked for Keys to Impound Vehicles.
- g. All information will be entered in Complaint Report or Supplementary Report if needed.

2. Abandoned vehicles

- a. Vehicles which are impounded for being abandoned will be taken to the police pound.

G. Releasing impounded vehicles

1. Vehicles which are impounded with no "Holds" may be released as follows:

- a. Stolen vehicles may be released to owner or his agent upon showing proof of ownership.
  - (1) Must pay any charges due.
  - (2) Sign off on the Impound Book.
- b. Other vehicles as follows:
  - (1) Owner or his agent must show proof of ownership.
  - (2) If parking violation bureau is open he may pay the violation and tow bill and the vehicle will be released upon proof that the claim is settled.
  - (3) If parking violation bureau is closed, the desk officer will release the vehicle upon payment of fees as established by special order. A receipt will be made in the City



Receipt Book marked for that purpose on the cover. The white copy to act as a receipt.

(a) The money will be put in an envelope and released to the Clerk of the Court.

(4) Owner then signs off in the Impound Book.

IV. Disposition of Abandoned Cars

A. Information needed from abandoned cars. To be put on complaint and in Impound Book after car is impounded.

1. Year and make of vehicle
2. Vehicle or engine number
3. Style of body and color
4. Year of and license number
5. Place of abandonment
6. State of license
7. Time and date taken into custody
8. Location where vehicle is held

B. Vehicles may be sold at public auction in accordance with state and local legislation.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date	Number	
January 1, 1976	PR 76-018	
Subject		
OFFENSES INVOLVING FOREIGN DIPLOMATS AND CONSULAR OFFICIALS		
Reference PO 76-002 PR 76-014	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-25	December 31, 1976	5

### I. Purpose

To establish procedures relating to diplomatic and consular officials encountered in an incident by members of this department.

### II. Discussion

Diplomatic and consular officers should be accorded their respective privileges, rights, and immunities as directed by international law and federal statute. These officials should be treated with the courtesy and respect that befit their distinguished positions. At the same time, it is a well-established principle of international law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

#### A. Diplomatic Immunity

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families, and servants. Diplomatic officers should not be arrested or detained except for the commission of a grave crime. Family members of diplomatic officers, their servants, and employees of a diplomatic mission are entitled to the same immunities under current U. S. law (22 U. S. C. 252) if they are not nationals of or permanently resident in the receiving state.

Associated with this personal immunity is the inviolability enjoyed by the premises of the mission of the sending state and the private residence of a diplomatic agent, his property, papers, and correspondence.

B. Diplomatic Officers

Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attache. These officials are located either in Washington, D. C., or in New York City. Diplomatic officers, their families, official staff, and servants, who are not nationals of or permanently resident in the receiving state, are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense.

C. Consular Officers

Consular officers are Consuls-General, Deputy Consuls-General, Consuls, and Vice Consuls. They are also official representatives of foreign governments. Consular officers are required to be treated with due respect, and all appropriate steps are to be taken to prevent any attack on their person, freedom, or dignity. They are entitled to limited immunities as described below.

1. Immunities

Under prevailing international law and agreement, a foreign career Consular Officer is not liable to arrest or detention pending trial, except in the case of a grave crime (felony offense that would endanger the public safety) and pursuant to a decision by the competent judicial authority. His immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.

2. Identification

Career Consular Officers can be identified by credentials issued by the State Department and by other locally issued official identification papers.

- a. The State Department credential bears its seal, the name of the officer, his title, and the signatures of State Department officials.

D. Honorary Consuls

Often nationals or permanent residents of the receiving state are appointed and received as honorary consular officers to perform the functions generally performed by career Consular Officers. Such officers do not receive identification cards from the State Department of the type issued to career Consular Officers, though they may exhibit reduced-size copies of the exequatur or diplomatic note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention; they are also not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state, except as to official acts performed in the exercise of their consular functions. However, appropriate steps must be provided to accord to such officers the protection required by virtue of their official position. In addition, the consular archives and documents of a consular post headed by an honorary consul are inviolable at all times and wherever they may be, provided they are kept separate from other papers and documents of a private or commercial nature relating to the other activities of an honorary consul and persons working with him.

E. Families of Consular Officers

Family members of Consular Officers do not enjoy the same privileges and immunities with respect to the civil and criminal jurisdiction of the receiving state as do Consular Officers. However, they should be accorded appropriate courtesy and respect.

F. Consular Premises

Consular premises used exclusively for the work of the consular post cannot be entered without explicit permission of the head of the consular post or his designee or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.

G. Consular Archives, Documents, Records, and Correspondence

The consular archives and documents are inviolable at all times and wherever they may be. The official correspondence of the consular posts, which means all correspondence relating to the consular post and its functions, is likewise inviolable.

III. Method

Methods of Handling Selected Incidents, Violations, or Minor Offenses by Consular Officers

A. Moving Traffic Violations

When a Consular Officer is stopped for a moving traffic violation, the officer on the scene, upon being advised by the driver that he is a Consular Officer and ascertaining that he possesses the proper credentials, should exercise discretion based on the nature of the violation and either let him go with a warning of the danger of his actions or proceed with issuance of appropriate citation. Mere issuance of a traffic citation does not constitute arrest or detention in the sense referred to above.

B. Driving While Under the Influence

The primary consideration in this type of incident should be to see that the Consular Officer is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are available:

1. Take him to the station or a location where he can recover sufficiently to enable him to drive safely.
2. Take him to a telephone so that he can call a relative or a friend to come for him.
3. Call a taxi for him.
4. Take him home.

The official should not be handcuffed, subjected to any sobriety test, or mistreated in any way.

At best, this is a sensitive situation. The official should be treated with respect and courtesy. It should be impressed upon him that the officer's primary responsibility is to care for his safety and the safety of others.

C. Offenses Involving Family Members of a Consular Officer

Family members of a Consular Officer cannot claim immunity. However, consideration should be given to the special nature of this type of case. A violation should be handled, when possible, through the seeking of a complaint. The individual should be released once positive identification is made and relationship with the Consular Official is verified. If the relative is a juvenile, as in all juvenile cases, the subject should be released to the parent Consular Officer.

D. Reporting of Incidents to Office of the Governor

In the event that a Consular Officer or member of his family or personal staff should become involved in any actions taken by members of the department, the Office of the Governor shall be immediately furnished with all pertinent information through the office of the chief of police.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-019	
Subject			
TRAFFIC VIOLATIONS INVOLVING BICYCLES			
Reference		Special Instructions	
PO 76-002			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

### I. Purpose

To establish the proper procedure for enforcing those traffic laws regarding bicycles.

### II. Discussion

In recent years, the use of bicycles as a major means of transportation, both for business and recreation, has resulted in an increase in traffic accidents involving bicycles and an attendant increase in fatal and personal injury accidents. It is inherent in the role of the police to enforce those laws relating to the safe operation of bicycles. In this regard, officers have a unique challenge with regard to their discretion in applying those laws. The following procedures are guidelines to discretion which should result in a more uniform and consistent application of the law.

### III. Method

- In those areas where congestion and the frequency of traffic accident experience involving bicycles has been predominant, those laws pertaining to the proper operation of bicycles shall be strictly enforced.
- On those arteries with a substantial flow of vehicular traffic, and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws shall be enforced.

- In those areas where traffic flow is minimal, visibility is unobstructed, and traffic accident experience low, officers should exercise discretion in the application of those laws regarding the safe operation of bicycles.
- Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-020	
Subject			
TRAFFIC VIOLATIONS INVOLVING PEDESTRIANS			
Reference		Special Instructions	
PO 76-002			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To establish the proper procedure for applying those laws relative to pedestrian traffic.

II. Method

The enforcement of traffic laws pertaining to pedestrians necessitates broad discretion from individual officers. To provide guidance in this discretion the following procedures are established, which should result in more uniform and consistent application of the law.

- Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns will be conducted by the administration. This is particularly true in those jurisdictions where pedestrian laws have previously received minimal attention.
- Officers shall concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and severe.

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PR 76-020

- With regard to pedestrian traffic laws, the "spirit" of the law shall supersede the "letter" of the law and application be made accordingly.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-021	
Subject			
UTILIZATION OF AIRCRAFT IN TRAFFIC LAW ENFORCEMENT			
Reference		Special Instructions	
PO 76-002 PR 76-006			
Distribution		Re-evaluation Date	No. Pages
ABDF-25		December 31, 1976	4

I. Purpose

To establish departmental procedure with regard to utilizing aircraft in the enforcement of traffic laws.

II. Method

Police agencies utilizing aircraft as a part of their patrol effort have found they have a wide range of utility. The following procedures are restricted to those applications of aircraft patrol relative to traffic surveillance and supervision.

A. Traffic Surveillance:

Surveillance by aircraft is to observe certain high volume stretches of major arteries near urban areas for the primary purpose of detecting temporary impediments to traffic and directing action to alleviate the conditions. Such action includes directing a ground police unit or units immediately to the scene for corrective action and, when appropriate, informing drivers on the traffic artery, through commercial radio or otherwise, of the obstruction and how to detour it. Principal impediments are (1) traffic accidents, (2) stalled vehicles in the traffic flow, (3) any temporary incident such as a load lost on the highway, an explosion or other such incident, (4) vehicles that are broken down or stalled on or near the pavement, and (5) other congestion.

B. Traffic Patrol:

Police traffic patrol with aircraft consists primarily of line patrol over a designated section of highway where violations are frequent for the primary purpose of detecting traffic law violations, abandoned vehicles, vehicle breakdowns, road hazards, and directing a ground unit or units working in conjunction with the aircraft to the scene. The principal violations are speed law violations, passing violations, right-of-way violations, stop sign and signal violations.

C. Pursuit:

1. In the event a high speed pursuit develops between a ground unit and a violator, the aircraft will join in pursuit when practical. The aircraft team shall advise the pursuing unit when it has joined in pursuit and has the violator in view. The ground unit shall relay all necessary information to assist the aircraft in this effort. During pursuit, the aircraft team will advise the ground unit of upcoming traffic congestion, road hazards, and other factors which might endanger the safety of the pursuing unit or others. When the pursued vehicle is lost or the pursuit terminates and the suspect flees on foot, the aircraft unit shall broadcast information which may assist the ground unit.
2. When an aircraft is available and has visual contact with the pursued vehicle, the ground unit should consider discontinuing emergency operation (red lights and sirens) and allow the aircraft to continue surveillance of the suspect and assume the responsibility of directing the ground units so as to apprehend the suspect without the dangers involved in a high speed surface pursuit.

D. Utility

1. Aircraft may be used regularly, weather permitting, for patrol over any traffic artery. Generally, it will be used on line patrol over a designated stretch of highway. The

traffic artery should have a high volume of traffic and a rather high violation and accident experience. Basically, the aircraft will be used as an observation and communication platform from which violations, congestion problems, and road hazards are observed and information relayed to ground police units for proper action. The aircraft is more effective when used in conjunction with two ground units, one toward each end of the designated section of the traffic artery; however, it can work with one ground unit. An officer will ride as an observer in the aircraft to observe the road and traffic and to communicate violator information or other pertinent data to the ground units for appropriate action. The pilot's responsibility and duty will be to fly the aircraft. The pilot will fly at the most desirable position in relation to the traffic artery and at the altitude recommended in his training. Variations in these procedures are permissible if found more effective in a specific situation.

2. The use of the aircraft is likely to be more productive on a two-lane, heavily traveled artery where there is considerable opportunity for passing zone violations and intersection violations. It may, however, be used on an expressway or a lightly traveled artery. The commanding officer should select those portions of traffic arteries on which the aircraft will be used for traffic patrol. These arteries should include the areas that have high accident experience and high violation experience including, as previously stated, no passing zones and intersections with traffic control devices.
3. To facilitate the enforcement of speed laws, sections of the traffic artery should be marked in 880 foot segments. The officer who will be testifying should measure the distance or should observe the measure for purpose of testifying in court. Semipermanent markings should be used to designate the boundaries of the measured sections, and should be painted on the roadway so they are easily seen by the observer. The observer should be equipped with a stop watch and a time-speed table based on the 880 foot distance to facilitate computing speed. A speeding violator observed by the aircraft team should be communicated to a ground unit who will take enforcement action.

E. Legal Considerations:

In most jurisdictions, the courts will uphold speeding cases made if the following elements are proven:

1. If the complaint uses the words "has good reason to believe and does believe" it is legal on the basis of the information transmitted from the observer, and with both officers (observing and stopping officer) testifying, proof will be sufficient.
2. The accuracy of the stop watches on speeding cases.
3. The accuracy of the measured distance.
4. The mathematical calculations by which the speed is computed.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-022
Subject		
TRANSPORTING PERSONS IN CUSTODY		
Reference	Special Instructions	
PO 76-002		
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	2

I. Purpose

To establish departmental procedure for transporting persons in custody.

II. Method

To maximize the safety of officers, the following procedures will be utilized in transporting persons in custody.

- All persons in custody will be searched prior to being placed in a police vehicle.
- In all cases, felons will be handcuffed prior to being transported.
- Officers shall exercise individual discretion as to whether handcuffs should be placed on persons arrested for misdemeanor offenses.
- When transported in vehicles equipped with safety screens, arrested persons will be placed in the rear seat area of the vehicle.
- When being transported in one-man patrol vehicles not equipped with safety screens, the person will be handcuffed from behind, and seat belted in the right front of the vehicle. In two-man patrol vehicles without screens, the arrested person will be placed in the rear seat behind the passenger's position, and the second officer will place himself behind the driver.

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- In no case will a lone officer, in vehicles not equipped with screens, transport more than one prisoner without prior approval from his supervisor.
- Excepting extreme and unusual circumstances, female persons in custody and being transported will be accompanied by a female police officer or matron.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

ACCIDENT INVESTIGATION



## HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1976		PO 76-025	
Subject			
ACCIDENT INVESTIGATION			
Reference		Special Instructions	
All Accident Investigation Procedures			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	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 improvement; 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 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

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-023	
Subject			
TRAFFIC ACCIDENT INVESTIGATION BACKGROUND AND PHILOSOPHY			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	7

### I. Purpose

To provide the traffic division commanders, supervisors and line personnel with sufficient background information so that a firm grasp on A.I. philosophy will be possible.

### II. Background

Police Practices in General. In theory, police personnel investigate every motor vehicle accident in their jurisdictions, the occurrence of which is known to them. In reality, however, the presence of police personnel at a collision scene, the extent of emergency and investigative services provided, the time spent, and the information recorded vary greatly from department to department.

In practice, the extent of police information gathering (investigative reporting) depends mainly on the seriousness of personal injuries or the extensiveness of vehicle damage resulting from the accident. Judgments are made by individual officers directed to the scene as to how much and what kind of information is wanted or may be useful. Attitudes and practices existing within a police department about motor vehicle accidents influence these judgments. Individual investigators further modify such practices. This makes it difficult to define exactly what is meant by "investigate" and to determine when an "investigation" is complete.

Vehicle accident investigation has not been defined adequately by law, by operational standards, or by professional associations to serve as a universally

accepted performance guide. In practice, vehicle accident investigation begins with basic reporting and is carried as far, for a particular accident, as special interest by the investigative reporter or department procedures or limitations on personnel resources dictate. In so doing, information vital to meeting the objectives of the department is often lost. This situation demands policy decisions and plans to provide uniform and appropriate emphasis on the various aspects of accident investigation.

No single police traffic accident report form can provide for all the selected data required by the special "need to know" requirements of motor vehicle accident research and related groups. To get the wanted data, a temporary special data collection system as required by objectives may be operated by police, and the cooperative participation of non-police personnel from other disciplines may be a feature of such special data collection programs.

### III. Factors Bearing on the Problem

Traditional Guides to Performance. Three traditional guides for the police accident investigative reporter are available:

- A. The report form (often provided by a state agency) for recording data.
- B. Discretionary authority of a supervisor to require additional investigation.
- C. A prosecutor's request for special investigation (additional information) required to assist in presenting evidence to support a criminal charge arising from the motor vehicle collision.

As a guide for providing police service (emergency or investigative), motor vehicle accidents can be grouped by such methods as severity of personal injury, extent of vehicle disablement and property damage or extent of traffic interruption resulting from the collision.

Every reported occurrence of a motor vehicle accident, however, does not justify the dispatching of investigative personnel who are highly trained to observe and record information about various elements contributing to a collision such as the driver, vehicle, road, environment, or controls.



Departments should assign personnel, if available, to the scene of every motor vehicle accident reported to them. Upon arrival, the officer will determine if additional investigative skill is required. A record will be made of every motor vehicle accident reported to police.

When personnel are not available and a number of accidents are reported and awaiting service, decisions will be made regarding the priorities of accidents. These priorities will be based on the need for police services at the scene. Alternative reporting procedures will exist to address these happenings.

A fourth guide to collection of data at the scene is proposed. Essentially, the guide classifies accidents into three categories and investigation into levels which describe the kind of information the investigator-reporter is expected to try to obtain. Then, depending on the accident category, the level of investigation is prescribed. The guide may be modified to the requirements, resources, desires, and capabilities of a particular department.

IV. Objectives of Police Traffic Services Relative to Motor Vehicle Collisions

- A. Provide non-investigative emergency services at scene of each motor vehicle collision occurring within the jurisdiction consistent with availability of uniform personnel, the expectation of the community for such services, and the need to request additional services from others to reduce the emergency.
- B. Obtain data about vehicle, roadway, driver (pedestrian), and result of collision in a manner which permits tabulation of such data according to standard classifications and in amounts needed to support planning and coordinated programs of motor vehicle accident countermeasures within the department and by other agencies as required.
- C. Systematically provide a trained investigator-reporter at scene of each motor vehicle collision involving personal injuries and/or vehicle disablement to obtain and record collision data which is basic and that which could be quickly obliterated by traffic, clearing the scene, or weather conditions.

- D. Engage in special temporary investigation programs to gather additional data about driver (pedestrian), vehicle, roadway controls or related collision information as may be required for special research studies of the highway transportation system.
- E. Take enforcement action (verbal, written warning, citation, arrest) when, in the opinion of the attending officer, he has evidence to support a prosecution.
- F. Protect persons and property involved in, or in the vicinity of, the accident.

V. Policy

Classification of Accidents. Three categories in the classification of motor vehicle accidents can be defined for general purpose data collection:

- A. At least one vehicle is disabled<sup>1</sup> or one person incapacitated,<sup>2</sup> and, in addition, at least one of the following circumstances exists:
  - 1. A person is dead at the scene or appears likely to die soon as a result of the accident.
  - 2. A public passenger-carrying vehicle in which the disabling injury occurred is involved.

<sup>1</sup>"Any damage to a motor vehicle such that it cannot be driven or, in the case of trailers, towed from the scene of the accident, in the usual manner by daylight after simple repairs." (Manual on Classification of Motor Vehicle Traffic Accidents, second edition, 1970, National Safety Council.)

<sup>2</sup>"Any injury other than fatal, which prevents the injured person from walking, driving, or normally continuing activities which he was capable of performing prior to the motor vehicle traffic accident." (Manual on Classification of Motor Vehicle Traffic Accidents, second edition, 1970, National Safety Council.)

3. A government owned vehicle is involved, and there are disabling injuries of others than occupants of that vehicle.
4. The disabled vehicle in a multi-vehicle-incapacitating-injury-accident is a three or more axle or a combination vehicle.
5. Destructive damage to a major structure, for example a collapsed bridge, extensive burning of a building, the grounding of high tension wires, etc., has been caused by the accident.

All accidents to be reported.

- B. At least one vehicle is disabled or one person incapacitated, but none of the circumstances in Category A are present, or a government owned vehicle is involved.

All accidents to be reported.

- C. None of the following factors is involved:

1. A disabled vehicle
2. An incapacitated person
3. Assistance required to clear the scene
4. Blockage of traffic necessary while awaiting police

Reporting of all accidents not contemplated.

Special efforts must be made to ensure a report, even if incomplete, of every accident in Categories A and B. Because Category C accidents will always defy complete reporting, a record can be made of such of these as come to the attention of authorities.

A - Category Service. This category requires the same information as B Category and additionally, the following:

- Photographs of the final positions of the vehicles, damage to vehicles, results of the accident on the roadway such as tire marks, debris, damaged objects. (Use sequence photographs for large distances.)
- Preliminary field examinations of specific vehicle components for failures or damage.
- Preliminary matching of vehicle damage to the damage of other vehicles involved, of marks on the road with parts of the vehicle that might have made them.
- Skid tests when appropriate.
- Observations of visibility and view obstructions.

This category demands special attention as indicated above due to the severity of the accident and protection of the parties involved.

B - Category Service. This category aims to get data required by the standard form (state approved) plus that required by forms for any special data-collection programs being conducted. An officer at the scene is expected to obtain and record most of the information while there. In addition to that required to complete a uniform state approved form or forms, information in the following areas should be obtained:

- Trip plans of each driver or pedestrian involved.
- Events, maneuvers, and anticipated actions just prior to collision.
- Accurate descriptions and measurements of all vehicle damage, marks on roadway, final positions of vehicles, debris.
- Identification and preliminary statements from drivers and witnesses.

Any other information or condition of temporary nature related to the accident should be recorded to ensure the completeness of the investigation.

C - Category Service. For accidents in this category, only basic information, mainly from drivers, is needed. A simplified form may be completed by an officer at the scene, completed and returned to the department by the involved parties, completed by departmental personnel from information telephoned to the department by one or more of the involved parties, or completed by one or more of the involved parties who appear at the station for this purpose.

Services - General. The foregoing requirements for services in the categories are minimum and aimed at getting all information of temporary nature in minimal time. Obviously, if more time is available to the investigating officer, for example, while waiting for tow trucks, more information should be collected. With all of the temporary information documented, data of more permanent nature can be gathered, such as road dimensions and configurations, locations and descriptions of traffic control devices, and so on.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-024	
Subject			
PREPARING FOR ACCIDENT INVESTIGATION DUTIES			
Reference		Special Instructions	
PO 76-025 PR 76-023			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish a procedure for officers in preparing for patrol activity relative to traffic accident investigation to insure they are properly equipped and prepared for duty.

### II. Method

Prior to assuming patrol, each officer will make an inspection to insure he has the necessary equipment, and that the equipment is easily accessible and functional. The inspection will include the following:

- The officer will have a sufficient supply of forms necessary in completing traffic accident investigations and an adequate supply of writing materials.
- The emergency equipment on each patrol vehicle will be checked to insure it is in proper working order, including red (blue) lights, horn, siren, public address system, spotlight, and other safety equipment which may be installed.
- In addition to the emergency equipment installed on the police vehicle, each car will be additionally equipped with the following:
  1. Two blankets in a container to insure cleanliness.

2. First aid kit (contents of the first aid kit should be outlined by a list in each kit).
  3. Fire extinguisher
  4. Several traffic cones
  5. An adequate supply of flares (minimum of 12)
  6. An accident investigation kit containing:
    - a. Clipboard
    - b. 100 foot measuring tape
    - c. Lumberman's crayon
    - d. Traffic template
    - e. Speed nomograph
    - f. A sharp knife
  7. A wrecking bar
- Each officer is responsible for checking equipment in each vehicle prior to beginning his tour of duty. Equipment that is missing will be replaced with new equipment obtained through proper channels.
  - The first-line supervisor will conduct weekly a complete inspection of all equipment required in patrol vehicles.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date  January 1, 1976	Number  PR 76-025	
Subject  TRAFFIC ACCIDENT REPORTING		
Reference  PO 76-025	Special Instructions	
Distribution  F-25	Re-evaluation Date  December 31, 1976	No. Pages  3

I. Purpose

To establish proper procedure for the reporting of traffic accidents.

II. Discussion

Some variance exists between each legal jurisdiction as to minimum requirements for reporting traffic accidents. In many jurisdictions, this is determined by the presence of personal injury and the amount of property damages. Each jurisdiction should report in accordance to the legal requirements in that jurisdiction. Accident reporting is limited to determining who and what was involved, and noting the factual data relative to conditions and events contributing to the accident.

III. Method

Although conditions may dictate flexibility in the sequence of traffic accident reporting, the following procedures are recommended:

- Upon learning of a traffic accident, proceed to the scene quickly and safely.
- Upon arrival, park properly and in such a manner as to provide maximum protection to the scene.
- Check for injuries and render first aid, if necessary.

- Make the scene as safe as possible by arranging for temporary traffic direction and crowd control, if necessary.
- Contact each driver to get his driver's license and again determine if anyone in his vehicle has a complaint of an injury.
- Observe the position of each vehicle and other physical evidence, and get a brief explanation from each driver as to how the accident occurred.
- If the drivers' accounts of the accident generally agree, and do not conflict with the physical evidence, have each driver move his vehicle to a safe location and restore traffic flow.
- In the event a vehicle cannot be removed, assist in arranging for towing.
- After the vehicles have been moved to a safe location, furnish each driver with an information exchange form and ask him to complete it at his vehicle.
- While the driver information exchange form is being completed, go to each driver and ask for complete details of how the accident occurred—making appropriate entries on the traffic accident reporting form.
- If the detailed accounts of how the accident occurred agree generally, bring the drivers together and relate in the presence of both the officer's perception of how the accident occurred.
- Explain thoroughly the responsibility of each driver in submitting individual reports in the accident and how to obtain personal copies of the officer's report, if applicable.
- Check the driver information exchange forms for accuracy and exchange them.
- If a major cause of the accident has been revealed and/or a violation of the law or ordinance has been discovered, take appropriate enforcement action.

- Arrange for each driver to be safely on his way and offer any assistance necessary.
- Insure the scene is safe for traffic flow.
- Complete all necessary reports.
- Resume patrol.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-026
Subject		
TRAFFIC ACCIDENT INVESTIGATION		
Reference	Special Instructions	
PO 76-025		
Distribution	Re-evaluation Date	No. Pages
F-25	December 31, 1976	4

I. Purpose

To establish proper procedure for traffic accident investigation.

II. Discussion

Traffic accident investigation, as opposed to traffic accident reporting, is the thorough examination of all elements contributing to the accident, resulting in a well-founded explanation of the series of events which occurred based upon the factual data. An officer's opinion, based upon collected and perceived information, is an appropriate inclusion in the written account of the accident, but it should be separated from the factual data and labeled as "officer's opinion." Accidents which should be investigated include all fatal, serious personal injury, extensive property damage, and those accidents which are difficult to explain.

III. Method

Generally, the following procedures are necessary in a complete traffic accident investigation:

- Upon learning of the traffic accident, the officer should be informed as to the exact location, the severity of the accident, whether traffic is blocked, and other units assigned, including ambulance, wrecker, and fire apparatus.

- The officer should choose the best possible approach route to the scene, considering traffic flow and congestion problems based upon his knowledge of the conditions normally existing in his beat.
- The officer should drive safely.
- Enroute to the scene, the officer should be alert for vehicles which give an indication of involvement in the accident.
- Upon approaching the scene, the officer should be alert for unusual conditions including visibility and view obstructions, condition of traffic control devices, and hazards which may have contributed to the accident.
- Upon arrival at the scene, the officer should park the police vehicle in such a way as to provide maximum protection to the scene.
- The officer should be alert to hazards including fire, chemicals, and electrical. If these conditions exist, appropriate agencies should be notified and the hazard minimized as quickly as possible.
- The officer should summon adequate assistance to protect the scene and detour traffic as necessary.
- The officer should administer first aid and summon necessary assistance for injured persons.
- The officer should locate the drivers and principals involved in the accident, and locate and identify witnesses to the accident.
- Locate and collect short-lived evidence.
- Arrange for photographs to be taken at the scene.
- Examine and question each driver, being alert for indications of shock, confusion, extreme nervousness, and intoxication.

- Question witnesses and arrange for statements to be taken if necessary.
- Make a thorough examination of each vehicle, and arrange for it to be held for further examination if necessary.
- Make a thorough examination of the road and weather conditions including traffic control devices.
- Make test skids if necessary.
- Clear the roadway and resume traffic flow.
- Explain to drivers their individual responsibility in reporting the accident.
- Take appropriate enforcement action.
- Assist drivers and other principals as necessary.
- Complete a thorough written account of the traffic accident to include the required traffic accident report, investigative report, and a scale diagram of the accident.
- Get a medical report on the injured persons.
- Notify relatives of the dead and injured persons.
- Submit evidence, specimens, and photographs to the laboratory.
- Make additional supplemental reports.
- Reconstruct the accident to determine the series of events.
- Follow-up to obtain additional information and verify facts gathered during the initial inquiry.
- Submit the case for prosecution.
- Participate in pretrial conference with prosecution witnesses.

- Be thoroughly prepared for testifying in court.

The order in which things are done changes with conditions. The urgency of each condition determines priority and must be determined by officers at the scene.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-027	
Subject			
FATAL TRAFFIC ACCIDENTS			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish proper procedure in fatal traffic accidents with emphasis on those conditions which are unique due to death.

### II. Method

When death occurs as the result of a traffic accident, several additional duties and responsibilities become involved in the investigation. The following procedures are in addition to those included in traffic accident investigations which do not involve death.

- Upon arrival at the scene, the officer should check injured persons to identify those more seriously injured or dead.
- The officer should summon medical assistance necessary to the scene, and assist in getting those who are seriously injured removed to medical facilities as quickly as possible.
- If there is any question as to whether a person is dead, that person should be removed to a medical facility.
- In those cases where death is evident, the officer should notify those persons who have a responsibility at the scene. This would include the immediate supervisor, medical examiner or coroner, and sheriff (if required by law).

- The officer should summon sufficient assistance to handle traffic and crowd control problems which tend to intensify at fatal traffic accident scenes.
- Officers should be alert to pilferage and theft problems which frequently occur at scenes where emotions are extreme.
- Officers should note the exact location and condition of the body or bodies so details may be included in the investigative report and diagram.
- Officers should attempt to have the body or bodies identified. If identification involves handling personal property or valuables, it should be done in the presence of witnesses, and those witnesses identified in the written report.
- Any property or valuables released to another person or agency should be properly receipted by the officer.
- The identity of the body or bodies should not be released until proper notification of the next of kin.
- Those investigation duties directly related to the body or bodies should be conducted with early priority to facilitate early removal of the body or bodies to the proper facility.
- An investigative hold should be placed on each vehicle involved in the fatal accident and properly impounded to permit a later, more thorough examination for defects.
- Follow-up duties to the traffic accident investigation should include prompt notification of the next of kin.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-028	
Subject			
HIT-AND-RUN ACCIDENTS			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	3

### I. Purpose

To establish proper procedure for the investigation of hit-and-run (leaving the scene) accidents.

### II. Discussion

Hit-and-run refers to the evasion of responsibility by a driver who is involved in a traffic accident. The responsibility of each driver involved in an accident is prescribed by law and varies in different jurisdictions. The challenge to investigators in accidents where a driver has left the scene is twofold: (1) investigate the accident in accordance with usual procedures to identify causes, and (2) locate and identify the missing driver and vehicle.

### III. Method

Although each accident presents unique problems demanding flexibility, the following duties and responsibilities remain with the accident investigator:

- To be thoroughly familiar with the laws relative to hit-and-run and driver responsibility.
- Upon verifying an accident is a hit-and-run, the investigator should get the best possible description of the car, probable damage to the car, the driver, passengers, and the direction of travel.

- The descriptive information will be relayed to the communications center for dissemination to other field units and other law enforcement agencies.
- If a license number is received in the description, the dispatcher will check for vehicle registration utilizing state computer networks if available, and National Crime Information Center data, if evidence suggests that the vehicle may be stolen.
- Units in neighboring beats should be coordinated in a perimeter search for the missing vehicle by shift command personnel.
- In hit-and-run accidents of a serious nature, roadblocks will be established in an effort to locate the missing vehicle.
- The investigator at the scene should locate, photograph, collect, and preserve all physical evidence which may be useful in the identification of the missing vehicle. Types of physical evidence include, but are not limited to, blood, hair, soil, fabric, automotive parts and accessories, and paint.
- The investigator will record statements from the witnesses at the scene and conduct a neighborhood canvass to locate and identify other witnesses who may have information relating to the hit-and-run accident.
- Officers will be assigned to canvass all garages, service stations, and check public parking lots in an effort to locate the missing vehicle.
- Form letters will be mailed to garages and paint shops in an effort to gain information relative to the missing vehicle.
- Disseminate all the information collected relative to the accident to other officers and agencies through form letters, roll-call briefings, and written memoranda.

- Check the location where the accident occurred each day during the same general time frame, the same day of the week, and, if necessary, the same day of the month on which the accident occurred.
- Use news media resources in seeking additional information relative to the hit-and-run accident.
- When a suspect vehicle is located, establish positive identification utilizing physical evidence collected at the scene.
- Interview the owner and determine the identity of the driver at the time of the accident.
- Take the appropriate enforcement action.

Success in bringing a hit-and-run traffic accident investigation to a successful conclusion depends upon the effective gathering and disseminating of accurate and factual information, diligence in pursuing available leads, and the gathering and protecting of physical evidence to associate the vehicle and driver with the accident. The coordination of effort within the department and the cooperation of other law enforcement agencies in the search for the missing driver and vehicle are essential to this investigation.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-029	
Subject			
TRAFFIC ACCIDENTS INVOLVING HAZARDOUS MATERIALS			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

### I. Purpose

To establish the procedure for handling those duties associated with traffic accidents involving hazardous materials.

### II. Discussion

Explosives, flammable and combustible liquids, flammable solids, oxidizing materials, corrosives, flammable and nonflammable compressed gases, poisons and poison gases are shipped daily. Many federal, state, and local agencies are involved in establishing and enforcing rules and regulations regarding hazardous materials.

### III. Method

The following procedures should be performed by officers responding to a traffic accident in which hazardous materials are involved.

- Upon arrival at a traffic accident scene, the officer must be alert for hazardous materials.
- If a recognized hazard is potential, take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, and calling appropriate technical resources including fire department and civil defense units if necessary.

- If the hazard is existing, rescue those persons in the hazard area, if possible, avoiding physical contact with the dangerous substance.
- The officer should look for sources of information identifying the particular substance and its characteristics (hazard). These sources of information include:
  - (1) The shape and type of transporting vehicle
  - (2) The driver of the vehicle
  - (3) If the driver is not available, the officer should look for placards on the truck, search the truck for shipping papers and kem-cards, and examine labels which may be on containers in the vehicle.
- Eliminate possibility of sparks from smoking, flares, electricity, etc.
- Summon firefighting services.
- Summon assistance for traffic and crowd control.
- Evacuate the surrounding area depending upon the degree of hazard.
- Maintain isolation of the area until the hazard is cleared.
- Carefully control the movement of vehicles within the area—detouring traffic if necessary.
- Contact the shipping source or the receiving agency for recommendations in handling the emergency.
- Warn and evacuate the public in the affected area in the event of a drifting cloud of toxic, flammable, or explosive gas, or if radioactive materials are involved.
- Notify the health department, hospitals, ambulance services, and civil defense units if radioactive materials are involved and/or a large number of persons are affected by the hazardous substance.



- Contact CHEMTREC for advice in handling the emergency and in locating the shipping and receiving source of the hazardous material. CHEMTREC has a toll free, 24-hour service that can be reached through telephone number 800/424-9300.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-030	
Subject			
"TRAFFIC ACCIDENTS" INVOLVING AIRCRAFT			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

I. Purpose

To outline procedures to be followed in the event of an accident involving aircraft.

II. Method

The responsibility for the investigation of aircraft accidents resides with the National Transportation Safety Board (NTSB) if the accident involves civil aircraft and the military if the accident involves a military aircraft, each service branch investigating its own crashes.

A crash involving an aircraft in motion under its own power or in flight and a motor vehicle or pedestrian on a highway is not a motor vehicle traffic accident, and no death, injury, property damage, or other data arising from the incident will be carried or reported as highway or motor vehicle related. However, when accidents involving aircraft occur within the jurisdiction of this agency several emergency duties and responsibilities reside with this department.

In the event of an accident involving an aircraft, department employees are responsible for the following:

- Notify the nearest office of the National Transportation Safety Board. (Each agency should list the address and phone number of the nearest available office.)
- Render humane assistance to casualties.

- Cordon a 2,000 foot area from the accident scene.
- Protect the area from looting.
- Remove the bodies from the wreckage, establishing a temporary morgue if necessary.
- A complete pathological and toxicological study is required whenever pilot injuries are fatal.
- The favorable results of an accident investigation is predicted on the prompt notification of any aircraft accident which will permit an inspector to arrive at the scene as soon as possible.
- If the aircraft is a civil craft or it cannot be readily ascertained whether the craft is civil or military, the shift supervisor will contact the nearest FAA facility, which may be an airport control tower, flight service station, or the flight standards district office. The district office maintains a 24-hour accident standby schedule. Upon notification of an accident, a general aviation district office inspector will contact the department to establish security of the wreckage and coordinate the investigation.
- If the aircraft involved is military and the branch of service operating the aircraft can be readily ascertained, the shift supervisor will contact the command post of the nearest unit of that branch of service to begin arrangements for establishing security of the wreckage and cooperative efforts between that service branch and the department.
- If the aircraft involved is military but the branch of service operating the aircraft cannot be readily ascertained, the shift supervisor will contact the

Page Three  
PR 76-030

command post of the nearest military unit of any branch of the services to begin arrangements for establishing security of the wreckage and cooperative efforts between the services and the department.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-031	
Subject			
TRAFFIC ACCIDENTS OCCURRING ON PRIVATE PROPERTY			
Reference		Special Instructions	
PO 76-025			
Distribution		Re-evaluation Date	No. Pages
DF-25		December 31, 1976	2

I. Purpose

To establish procedures relative to the reporting and investigating of traffic accidents occurring on private property.

(This procedure is general and agencies should adjust the procedure to agree with existing state and local legal requirements.)

II. Method

The following procedures are applicable to those accidents occurring on private property:

- On private property which is not normally open to the general public, such as a private residence, and where no injuries have occurred, and when the involved parties request a report, the officer will assist in exchanging relative information between the drivers and complete a departmental incident report which will identify the parties involved and include a brief description of the event.
- Accidents occurring on private property which is not normally open to the general public, such as a private residence, involving injury or excessive property damage will require a complete report of the incident.

- Accidents occurring on private property normally open to the general public such as a shopping center parking lot, will be processed as if they had occurred on the public street and the necessary forms completed.
- In any of the above cases, appropriate enforcement action should be taken in accordance with local laws and ordinances.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-032	
Subject			
TRAFFIC ACCIDENTS INVOLVING TRAINS			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish procedures relative to the investigation of traffic accidents involving trains.

II. Discussion

Traffic accidents involving trains present several unique problems to traffic accident investigators. These problems arise from the need of trains to maintain certain schedules, their importance in the transportation of commodities, and because they may block numerous intersections creating traffic congestion problems in other areas.

III. Method

In the event of a traffic accident involving a train, the following procedures are necessary in addition to the usual traffic investigation effort.

- Upon arrival attend to the needs of injured persons.
- Locate and identify the engineer.
- Record the engineer's name, train number, and engine number.
- If deemed necessary, and if allowable under local laws, the officer may have the right to request the engineer to submit to a blood-alcohol test.

- Take the necessary photographs.
- Mark key points for measurements and diagrams.
- Clear the track and right of way.
- Allow the train to continue with minimal delay.
- Conduct a thorough examination of the railroad crossing, including grade, visibility, and condition and operation of control signals.
- Coordinate follow-up effort with railroad investigators and the conductor to determine personnel on the train, their assigned responsibility, and their location at the time of the accident.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

	Effective Date  January 1, 1976	Number  PR 76-033
Subject  TRAFFIC ACCIDENTS INVOLVING DEPARTMENTAL VEHICLES		
Reference  PO 76-025 PR 76-025	Special Instructions	
Distribution  F-1	Re-evaluation Date  December 31, 1976	No. Pages  2

I. Purpose

To establish procedures in the event of a traffic accident involving a departmental vehicle.

II. Method

In the event an officer is involved in a traffic accident, the following procedures will be taken:

- An officer who is involved in a collision while driving a city-owned vehicle shall, by the quickest means practical, notify his immediate supervisor of the location of the collision, the extent of injuries to persons involved, and the extent of property damage.
- The officer shall obtain the names, addresses, driver's license numbers, registration numbers, and insurance information of all the drivers involved in the collision. The names and addresses of all witnesses to the collision shall be obtained when possible.
- The supervisor of the officer involved in the traffic accident will investigate the accident or cause the accident to be investigated. This responsibility will not be delegated to a subordinate unless conditions make it impractical for the supervisor to personally investigate the collision.

- Supervisors shall report such collisions to their superiors.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-034	
Subject			
TRAFFIC ACCIDENTS INVOLVING ARMED FORCES PERSONNEL			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
DF-25		December 31, 1976	2

I. Purpose

To establish a procedure to be followed when armed forces personnel involved in a traffic accident are uninjured, killed, or injured to the extent they require hospitalization.

II. Method

In the event a member of the armed forces becomes involved in a traffic accident, the following procedures shall be followed:

- The investigating officer shall cause the liaison officer of the nearest military installation to be notified.
- Armed forces personnel includes regular members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and reservists who are on active duty.

- This procedure will also apply to civilian employees of the armed forces while acting within the scope of their employment.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-035	
Subject			
LATE REPORTED ACCIDENTS			
Reference		Special Instructions	
PO 76-025			
PR 76-024			
PR 76-025			
Distribution		Re-evaluation Date	No. Pages
DF-25		December 31, 1976	2

### I. Purpose

To establish procedures relative to late reported accidents. (This procedure is general in nature, and must be adapted to each jurisdiction in keeping with state and local legal requirements.)

### II. Method

Officers who are assigned to complete the traffic accident report of an accident that is reported late, and cannot be investigated at the scene, will perform the following:

- The officer assigned should check with records personnel to determine if the accident has been reported by another party.
- The officer shall contact the reporting party and confirm what information is given relative to the traffic accident.
- A traffic accident report shall be completed as required.
- The first line of the accident report summary shall contain the phrase "Late Reported Accident, Not Investigated at the Scene."

- In the event the late reported accident involves excessive property damage and/or injury, an in-depth investigation will be conducted including an examination of the scene where the accident is alleged to have occurred.
- Officers should take appropriate enforcement action in accordance with state and local legislation.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-036	
Subject			
QUESTIONING DRIVERS AND WITNESSES			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish a procedure for questioning drivers and witnesses.

### II. Discussion

Once drivers and witnesses have been located and identified, they will be given an opportunity to relate their account of how the accident occurred. Efforts to obtain the driver's or witness' entire account of the accident requires questioning them as to certain aspects of the accident and their involvement or perception. Officers should continuously strive to develop and improve their ability in questioning drivers and witnesses. The following procedures are basic to this skill development.

### III. Method

- Officers will question drivers and witnesses separately and individually concerning the traffic accident.
- If the questioning is directed toward determining the driver's involvement as a violator, or if the driver is likely to make an incriminating statement, he will be advised of his constitutional rights as prescribed by the Miranda decision prior to questioning.
- In minor traffic accidents which are reported, the questioning of drivers and witnesses is usually conducted at the scene.

- In accidents of a serious nature requiring an investigation a brief account will be obtained at the scene, and subsequently a formal and comprehensive statement should be taken at a more suitable location, preferably the police headquarters.
- When questioning drivers and witnesses the officer will be objective, exhibiting emotional stability, diplomacy, and understanding and reflecting a professional attitude and demeanor.
- Officers will avoid conflict, profanity, and sarcasm.
- Officers will question drivers and witnesses as soon as practical following the accident. However, the questioning may be delayed until the person has received medical attention, regained emotional stability, or attended to other urgent personal business.
- Officers will discourage drivers and witnesses from discussing the accident among themselves.
- When questioning drivers, the officer will be alert to any physical or emotional impairment (temporary or permanent) which may have affected the driving ability of the person.
- The officer should question the driver relative to trip plan, emotional experience (aggravation with traffic during rush hour), at what point danger was first perceived, what the driver was doing at the time, evasive action taken, and the condition of his vehicle.
- Witnesses will be questioned, when available, as to their exact location when they witnessed the accident, what they were doing at the time, what called their attention to the accident, and what they saw, heard, or performed in response.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-037
Subject		
EXAMINING ROAD AND WEATHER CONDITIONS		
Reference	Special Instructions	
PO 76-025 PR 76-025		
Distribution	Re-evaluation Date	No. Pages
F-25	December 31, 1976	2

### I. Purpose

To establish the procedure for examining road and weather conditions for factors which may have contributed to a traffic accident.

### II. Discussion

A principal purpose in investigating traffic accidents is to identify causes which thoroughly explain how the accident occurred in an effort to prevent future accidents. An important part of the investigation is the examination of road and weather conditions which may have contributed to the accident. A thorough examination includes the following procedures

### III. Method

- The investigating officer will note all conditions of the road during his investigation at the scene for inclusion in the investigative report.
- In examining the condition of the road officers will be alert for any foreign substance on the surface (sand, loose gravel, oil, etc.), note the condition of the surface (dry, slippery, wet, etc.), note the markings for clarity or obscurity, note the grade and superelevation, width of each lane, alignment (offsets, narrowing), and the condition of the edge (rough, drop off, cracks).
- Investigating officers will check the road for any obstructions which existed at the time of the collision, if possible. This

includes parked vehicles, glare, background lighting, foliage, and structures (permanent and temporary).

- Investigating officers will check the control devices present, to include speed limit signs preceding the accident scene; presence conditions, size, and conspicuousness of other control signs; and the proper functioning of traffic signal lights.
- In checking these conditions, the officer will approach the scene from the same direction as each driver and from the same position in the roadway as the driver, if possible.
- Officers will record any unusual weather conditions existing at the time of the collision to include rain, snow, fog, etc.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-038	
Subject			
EXAMINING VEHICLE CONDITION			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To establish procedure for examining vehicles involved in traffic accidents.

II. Method

To assist in determining why an accident occurred, an inspection of the vehicle condition and its damage is essential to the investigator. To assure a complete and thorough examination of the vehicle, the following conditions should be checked:

- The tires will be checked for proper inflation, tread, and any indication of blow out. Side walls will be checked for recent scrapes, cuts, or marks which indicate breaking or a sideward sliding action of the vehicle. Wheels will be checked for recent damage, marks, and dents.
- The lights of the vehicle will be checked to determine if they were on or off during the accident, if they are functional, and the position of the switches.
- The vehicle will be checked for proper visibility, including windshield and all windows, for evidence of any impairment to the driver. The glass will be checked immediately (short lived evidence) for obscurity due to fogging, snow, or frost. The glass will also be checked for old cracks, discoloration, and stickers which may have created view obstructions.

- The interior of the vehicle will be checked for any loose materials that may have interfered with the driving ability of the driver.
- Rear view mirrors will be checked for their presence and condition.
- The frame and body will be checked for any indication of alterations in the frame, suspension, and steering mechanism.
- The mechanical controls will be checked and their condition noted relative to the position of the gear shift level, position of accessory switches, light switches, position of speedometer, proper operation of pedals, operation of horn, the presence and condition of seat belts, and the presence and condition of sun visors.
- Officers who note faulty equipment that warrants a more thorough and in-depth examination will place an investigative hold on the vehicle as evidence and arrange for qualified personnel to examine the vehicle, particularly if defects are suspected in the braking and steering mechanisms of the vehicle.
- A significant challenge to the investigator is to determine whether the deficiencies noted in the vehicle existed prior to the accident, contributed to the accident, were a result of the accident, or merely a circumstance which was present but not a contributing factor.
- Investigators will also check the damage obviously sustained in the collision of each vehicle. A thorough examination and evaluation of the damaged areas may coincide with other evidence and statements as to how the accident occurred.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-039	
Subject			
PHOTOGRAPHY AT TRAFFIC ACCIDENTS			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-245		December 31, 1976	2

### I. Purpose

To establish departmental procedure for photographing traffic accident scenes.

### II. Discussion

Photographs are extremely important in effective traffic accident investigation. Photographs serve to assist the investigator in formulating well founded opinions and in establishing the sequence of events occurring in the accident. The following procedures shall be followed in photographing traffic accident scenes:

### III. Method

- The photographer will be thoroughly familiar with the rules of evidence as they apply to photographic evidence and insure the photographs taken meet approved standards.
- The photographer shall maintain a "shot chart" identifying the type of camera, "F" stop and shutter speed, film ASA rating, and the position from which the photograph was taken.
- The location from which photographs are taken will be marked for later inclusion in the traffic accident scene sketch.
- Photographs will be taken of an overview of the accident scene with permanent fixed objects included to establish location.

- The photographer will take photographs from all angles establishing a 360° photographic coverage of the accident scene.
- Photographs will be taken of short-lived and temporary evidence (tire marks, skid mark shadow, spillage from the vehicle, etc. ).
- Photographs will include close-up shots of physical evidence including marks on the roadway, impact damage to vehicles, view obstructions, traffic control signs and signals (from the viewpoint of the driver), and skid marks.
- A strict chain of custody must be maintained over photographs, negatives and polaroid prints.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-040	
Subject			
TRAFFIC ACCIDENT SCENE RECONSTRUCTION (DIAGRAMS)			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish departmental procedure for traffic accident scene reconstruction utilizing field sketches and approximate scale diagrams.

### II. Method

Sketches are useful in assisting the investigator and explaining the accident, enabling the investigator to reveal facts, to locate again any given point at the scene, and to serve as a basis for an accurate scale drawing. The following procedures shall be used in preparing field sketches and scale diagrams:

- The sketch shall contain a legend including the case number, location, date and time of the accident, officers preparing the sketch, and compass points.
- Officers shall begin the sketch by preparing a map containing the physical characteristics of the scene, pertinent contributing factors (view obstructions, control devices) and fixed points to be used as a base from which measurements will be taken.
- The sketch shall contain the final position of the vehicles, position of persons not in the vehicle, damage to property other than the vehicles, debris and vehicle marks, and skid and scuff marks.
- Measurements shall be taken by the triangulation and/or coordinate system for locating each item in the sketch.

- Utilizing the information on the sketch, a diagram to approximate scale shall be prepared utilizing standardized symbols. (Each agency should adopt uniform symbols. Those recommended by the Northwestern University Traffic Institute are endorsed by the IACP).
- The completed diagram shall include a legend stating the case number, location, date and time of the accident, name of the officer preparing the diagram, scale of the diagram, and compass points.
- All field notes and sketches shall be maintained by the investigating officer for compliance with the best evidence rule.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-041	
Subject			
COMPUTING SPEED FROM SKID MARKS			
Reference		Special Instructions	
PO 76-025 PR 76-042 PR 76-043			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	4

I. Purpose

To illustrate the procedure for computing speed from skid marks.

II. Method

The skidmarks left on the pavement by automobiles are useless to the accident investigator unless he knows how to convert them to the minimum speed that the vehicle which left the skidmarks was traveling. Either of the two formulae shown can be used for this computation.

Formula Number 1

$$S = 5.5 \sqrt{d(F \pm f)}$$

S=Speed

d=Length of skidmarks

F=Coefficient of friction

f=Grade of roadway in percent

Illustration

Find the calculated speed when an automobile slides, leaving 65 feet of actual skidmarks. The coefficient of friction is 75 percent. The grade is level or 0 percent. In substituting this information into the formula it would take the following form:

$$S = 5.5 \sqrt{65(.75 \pm .00)}$$

$$S = 5.5 \sqrt{65 \times .75}$$

$$S = 5.5 \sqrt{49}$$

$$S = 5.5 \times 7 = 38.5 \text{ mph}$$

S=Speed to be computed  
d=65 feet of skidmarks  
F=Coefficient of friction, 75 percent  
f=Grade, .00 or 0 percent

Thus, this automobile which left 65 feet of actual skidmarks on a pavement and had a coefficient of friction of 75 percent would be traveling a speed of approximately 38.5 mph. If this automobile hits another vehicle after leaving the 65 feet of actual skidmarks, then this would indicate a speed of 38.5 mph plus the speed lost at impact.

Formula Number 2

$$S = \sqrt{(d)(F \pm f)(30)}$$

S=Speed  
d=Length of skidmark  
F=Coefficient of friction  
f=Grade of roadway in percent

Illustration

In using the same information given in illustration number 1, the formula is used in this manner:

$$S = \sqrt{(65)(.75 \pm .00)(30)}$$

$$S = \sqrt{65 \times .75 \times 30}$$

S=Speed to be computed  
d=65 feet of skidmark  
F=.75 percent or .75, coefficient of friction  
f=.00 or 0 percent, grade of roadway in percent

$$\begin{array}{r}
 38.24 \\
 S = \sqrt{1462.5000} \\
 9 \\
 60 \overline{)562} \\
 68 \overline{)544} \\
 760 \overline{)1850} \\
 762 \overline{)1524} \\
 7640 \overline{)32600} \\
 7640 \overline{)30576} \\
 \hline
 2024
 \end{array}$$

$$S = 38.24 \text{ MPH}$$

To fully understand the above formula, the terms of coefficient of friction and grade of roadway, are defined as follows:

- (a) Coefficient of Friction. The coefficient of friction is the quotient (answer) obtained by dividing the weight of the vehicle by the force (expressed in the same weight unit used for the vehicle) required to move the vehicle across a surface with its wheels locked and sliding. The rougher, the drier, and the cooler the roadway surface is the greater the coefficient of friction. In short, the coefficient of friction expresses the degree of resistance between pavement and sliding tires, and the higher the number the greater the resistance. It is expressed as a percent.
- (b) Grade of a Roadway. The grade of a roadway indicates the number of feet the roadway rises or falls within 100 feet and is expressed as percent. For example, if a roadway drops six feet per 100 feet it is known as a 6 percent downgrade. The percent of grade is subtracted from the coefficient of friction during computation unless the coefficient of friction has been determined from test skids conducted on that same grade, in which case the effect of the grade is already included within the coefficient of friction.

Illustration

Compute the coefficient of friction at a point with 6 percent downgrade of a roadway on which the coefficient of friction is 75 percent on the level.

$$.75 - .06 = .69 \text{ or } 69 \text{ percent coefficient of friction}$$

Page Four  
PR 76-041

By the same token, if the roadway slopes upward, the percent of grade would be added to the coefficient of friction of the level roadway.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date	January 1, 1976	Number	PR 76-042
Subject			
DETERMINING BRAKING DISTANCE OF VEHICLES			
Reference PO 76-025 PR 76-043 PR 76-025 PR 76-041	Special Instructions		
Distribution	Re-evaluation Date	No. Pages	
F-25	December 31, 1976	2	

### I. Purpose

The purpose of the following formula is to determine the braking distance of a vehicle. This information is generally used in courts, both traffic and civil. The investigator is sometimes asked the stopping distance of vehicles by the prosecutor, the plaintiff's attorney, or the defense attorney.

### II. Method

In order to solve the mathematical formula at least two factors have to be known:

- (a) The speed of the automobile, and
- (b) The coefficient of friction

#### Formula Number 1

$$BD = \frac{S^2}{(F)(30)}$$

BD=Braking Distance  
F= Coefficient of friction  
S= Speed of vehicle

#### Illustration

Find the braking or stopping distance of an automobile traveling at 30 mph on a street having a coefficient of friction of 70 percent.

$$BD = \frac{S^2}{(F)(30)} = \frac{(30)^2}{(.70)(30)} = \frac{900}{21}$$

BD 42.85 feet

In this situation the automobile would leave skidmarks of approximately 42.85 feet.

Formula Number 2

$$BD = \frac{0.033 S^2}{F}$$

BD=Braking Distance  
S=Speed of vehicle  
F=Coefficient of friction

Illustration

Using the above facts the substitution in the formula is as follows:

$$BD = \frac{0.033 \times 900}{.70} = \frac{29.7}{.70}$$

BD = 42.42 feet

As in formula number 1 the answer of 42.85 feet is quite close to the answer of 42.42 feet in formula number 2. Either formula can be used in computing the stopping distance of an automobile.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-043	
Subject			
DETERMINING THE COEFFICIENT OF FRICTION			
Reference		Special Instructions	
PO 76-026 PR 76-042 PR 76-025 PR 76-041			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish the procedure for determining the coefficient of friction through test skids and the appropriate formula.

### II. Method

In conducting an investigation of a vehicular accident the best method of determining the coefficient of friction of a pavement is to run the test at the scene of the accident.

The test is conducted with the automobile involved in the accident or the investigator's vehicle. Generally the test has to be conducted with the investigator's vehicle as the vehicles involved in the accident are usually disabled.

Testing for the coefficient of friction of a pavement is done by running a test skid. Generally the speed of the test vehicle is run at 30 mph. Any increase above this speed may cause the rear of the automobile to swing in a sideways motion when the brakes are applied. The speed of the vehicle is generally increased above the test speed. The vehicle is then allowed to decrease to the test speed. At this instant the brakes are locked and held in this position until the vehicle slides to a stop. The length of the actual skidmarks is measured for use in the formula.

Formula Number 1

$$F = \frac{0.034 S^2}{d}$$

F=Coefficient of friction  
S=Test Speed  
d=Actual length of skidmarks

Illustration

Determine the coefficient of friction of a pavement when an automobile slides 43 feet at 30

$$F = \frac{0.034 S^2}{d}$$

$$F = \frac{0.034 (30)^2}{43} = \frac{0.034 \times 900}{43} = \frac{30.6}{43}$$

$$F = .71 \text{ or } 71 \text{ percent}$$

Formula Number 2

$$F = \frac{S^2}{BD \times 30}$$

F=Coefficient of friction  
S=Test Speed  
BD=Braking Distance

Illustration

Using the same facts as listed above, they substitute into formula number 2 as follows:

$$F = \frac{S^2}{BD \times 30} = \frac{(30)^2}{43 \times 30} = \frac{900}{1290}$$

$$F = .697 \text{ or } .70 = 70 \text{ percent}$$

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-044	
Subject			
CONVERTING MILES PER HOUR TO FEET PER SECOND			
Reference		Special Instructions	
PO 76-025 PR 76-025 PR 76-045			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To illustrate the procedure for converting miles per hour to feet per second.

II. Method

There are 5,280 feet in one mile and 3,600 seconds in one hour (60 minutes x 60 seconds = 3,600 seconds). With these two facts miles per hour can be converted to feet per second by the following method:

$$\frac{5,280 \text{ feet}}{3,600 \text{ seconds}} = 1.47 \text{ feet per second per each mile per hour}$$

Therefore, fps = 1.47 (mph)

Illustration

How many feet per second is an automobile traveling at 40 mph?

$$\text{fps} = (1.47) (\text{mph}) = 1.47 \times 40$$

$$\text{fps} = 58.8$$

An automobile traveling at 40 mph would be traveling at 58.8 feet per second.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-045	
Subject			
CONVERTING FEET PER SECOND TO MILES PER HOUR			
Reference		Special Instructions	
PO 76-025 PR 76-025 PR 76-044			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To illustrate the procedure for converting feet per second to miles per hour.

II. Method

There are 5,280 feet in one mile and 3,600 seconds in one hour (60 minutes x 60 seconds = 3,600 seconds). With these two facts feet per second can be converted to miles per hour.

$$\frac{5,280 \text{ feet}}{3,600 \text{ seconds}} = 1.47 \text{ feet per second per each mile per hour}$$

$$\text{Therefore, MPH} = \frac{\text{fps}}{1.47}$$

Illustration

If an automobile is traveling at 58.8 feet per second, what is its speed in miles per hour?

$$\text{MPH} = \frac{\text{fps}}{1.47} = \frac{58.8}{1.47}$$

$$\text{MPH} = 40$$

This knowledge is especially useful in checking an automobile through a marked speed check when the officer is using a stop watch. By using the formula below, the officer can compute the speed of the vehicle after timing the vehicle through the marked speed check.

$$\frac{GD}{T}$$
$$MPH = 1.47$$

GD = Given distance or length of speed check in feet  
T = Time taken by target vehicle to traverse GD in seconds  
MPH = Miles per hour

Illustration

How fast is an automobile traveling when it covers 110 feet in 2.5 seconds?

$$MPH = \frac{GD}{T} = \frac{110}{2.5} = 44$$
$$MPH = 1.47 = 1.47 = 1.47$$

$$MPH = 29.93$$

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-046	
Subject			
COMPUTING THE CRITICAL SPEED OF A CURVE			
Reference		Special Instructions	
PO 76-025 PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	3

### I. Purpose

To illustrate the procedure used in computing the critical speed of a curve.

### II. Method

Many accidents are caused by loss of control at curves when drivers exceed the speed at which it is possible to maintain control and skid.

Investigating officers need to be able to compute the maximum speeds at which curves can be negotiated. The formulas listed below serve this purpose. The first formula is used to compute the radius of the curve so that this figure can be used in the MPH formula.

#### Formulas

$$R = \frac{CO^2}{8M} + \frac{M}{2}$$

$$MPH = 3.9 \sqrt{(F+E)(R)}$$

R=Radius of curve

CO=Chord of the arc

M=Middle ordinate of the arc

F=Coefficient of friction

E=Elevation of curve (The grade of the curve, which is measured by the same process and expressed in the same terms as grade of roadway)

The arc is the curve of the roadway, the chord a line or the distance between two points on the arc, and the middle ordinate is the line or measurement between the midpoint of the chord and the arc measured at right angles to the chord.

The roadway's arc, chord, and middle ordinate.

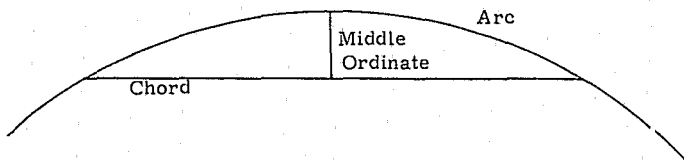


Illustration of formula

If the chord of a curve is 50 feet and the middle ordinate is 1 foot, compute the radius and the maximum safe speed for the curve. Elevation of the curve is level, F = 70 percent.

$$R = \frac{CO^2}{8M} + \frac{M}{2} = \frac{(50)^2}{8 \times 1} + \frac{1}{2} = \frac{2,500}{8} + \frac{1}{2}$$

$$R = 312.5 + .5 = 313.0 \text{ feet radius}$$

$$\text{MPH} = 3.9 \sqrt{(F \pm E)(R)}$$

$$\text{MPH} = 3.9 \sqrt{(.70 \pm .00)(313)}$$

$$\text{MPH} = 3.9 \sqrt{219.10}$$

$$\text{MPH} = (3.9) (14.8)$$

$$\text{MPH} = 57.72$$



Page Three  
PR 76-046

Thus, the maximum speed for a level curve with 70 percent coefficient friction and a 313 foot radius is 57.72 MPH. Any driver attempting to negotiate such a curve at higher speed will probably lose control of his vehicle because the centrifugal force of the vehicle is equal to or greater than the drag resistance which keeps it on course.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



**CONTINUED**

**2 OF 4**



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-047	
Subject			
COMPUTING SPEED FROM KINETIC ENERGY FROM IMPACT			
Reference		Special Instructions	
PR 76-025			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	3

I. Purpose

To illustrate the procedure for computing speed from kinetic energy at impact.

II. Method

The energy of a body due to motion is called kinetic energy. The kinetic energy of a speeding automobile enables it to ascend a hill after the power is shut off or to break off a fence post in a collision. Also, in a collision the kinetic energy of the striking vehicle is immediately transferred to the vehicle struck.

In order to compute the speed of the striking vehicle at impact, the transfer of energy to the vehicle struck must be measured by the deviation from the original path of travel of the struck vehicle. To better clarify this fact, suppose car A is traveling east and car B is traveling north. Car A strikes car B and causes it to travel in a northeasterly direction. After stopping, car B has traveled 20 feet to the east from its original northbound path of travel due to the transfer of kinetic energy from car A.

It is also necessary to know the weights of both vehicles involved and to know the definition of the word mass in order to work the mathematical formula.

The definition of mass is that mass itself is a measure of tendency to resist a change of velocity. In other words, it is the motion of an automobile against the forces of gravity.

Three formulas are used to complete the computation. The first is used to compute the mass (M) of the striking vehicle, the one whose speed is to be eventually determined.

$$M = \frac{W \text{ of Veh \#1}}{32.2}$$

M = Mass of striking vehicle  
F = Coefficient of friction  
W = Weight of vehicle in pounds  
D = Distance of deviation of impacted vehicle in feet  
Veh #1 = Striking vehicle  
Veh #2 = Impacted vehicle  
fps = Feet per second

The second formula is used to compute the speed of the striking vehicle in feet per second.

$$1/2MV^2 = F(W \text{ of Veh \#2})D$$

V = Velocity in feet per second

or

$$V = \sqrt{\frac{F(W \text{ of Veh \#2})D}{1/2M}}$$

The third formula is used to convert the feet per second velocity of the striking vehicle into miles per hour.

$$\text{MPH} = \frac{\text{fps}}{1.47}$$

#### Illustration

A vehicle weighing 3,220 pounds strikes broadside a vehicle weighing 2,000 pounds on a street with 70 percent coefficient of friction. The deviation of the impacted vehicle is 50 feet. Compute the speed of the striking vehicle.

#### Step One

$$M = \frac{3,220}{32.2} = 100$$

Step Two

$$V = \sqrt{\frac{.70 \times 2,000 \times 50}{1/2 \times 100}} = \sqrt{\frac{70,000}{50}} = \sqrt{1,400}$$

$$V = 37.41 \text{ fps}$$

Step Three

$$\text{MPH} = \frac{37.41}{1.47} = 25.25$$

Thus, the speed of the impacting vehicle at initial contact was 25.45 MPH.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-048	
Subject			
COMBINING SPEED ESTIMATES			
Reference PO 76-025 PR 76-047 PR 76-025 PR 76-041		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To illustrate the procedure for combining speeds determined from skid marks and kinetic energy at impact or combining speeds determined from skidding across two surfaces with different coefficients of friction.

II. Method

If a vehicle skids a certain distance and then strikes another vehicle or skids across surfaces with different coefficients of friction, two speed estimates can be obtained. However, to compute the initial speed the two speeds cannot be added, rather the square root of the sum of their squares is the initial speed. The formula is:

$$SC = \sqrt{S^2 + (S_2)^2}$$

SC = Speed combined or initial speed  
 S = First speed estimate or speed calculated from skidmarks  
 S<sub>2</sub> = Second speed estimate, speed from impact estimate, or speed estimate from skid on different coefficient of friction surface

Illustration

A vehicle collides after skidding 103 feet and is estimated to be going 25 MPH at impact by kinetic energy from impact computation. The speed from skidmark computation shows an estimated 49 MPH from the 103 feet of skidmark. Find the combined speed.

$$SC = \sqrt{(49)^2 + (25)^2} = \sqrt{2,401 + 625} = \sqrt{3,026}$$

$$SC = 55 \text{ MPH}$$

The same computation would be involved if skidmarks across pavement were computed to show a speed of 49 MPH with continuation of skidding across grass which computes to 25 MPH.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-049	
Subject			
DISTANCE TRAVELED DURING REACTION TIME			
Reference PO 76-025 PR 76-045 PR 76-025 PR 76-044		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	3

### I. Purpose

To discuss and illustrate the formula used in determining the distance traveled during reaction time.

### II. Method

Reaction time is that period which elapses between a driver's perception of a factor which affects his vehicle operation and his application of physical force to his vehicle's control system in response to that factor.

There are four classifications of reaction time. They are as follows:

(a) Reflex actions -- These are instinctive and require the shortest time because they involve no thought. An eye blink is usually a reflex action. Most driving does not involve reflex actions. In fact, when the stimulus is so sudden and so strong as an imminent collision that reflex action results the act is usually wrong and disastrous. It is a hysterical or convulsive response that may push the accelerator instead of the brake. Tire blowouts sometimes cause reflex action.

(b) Simple reactions -- These reactions are the most common kind in driving because they are expected and the driver knows what he will do when the event occurs. They are often a matter of habit. For example, putting on the brakes when a signal turns yellow is a simple reaction. This reaction takes normally about a quarter of a second with another quarter of a second needed to move the foot to the brake.

(c) Complex reactions -- Generally reactions in this category involve any one of several stimuli and call for the correct one of several responses. The driver knows which responses to make and must be expecting a stimulus. For example, an arm signal which tells him the driver ahead intends to turn right or left or to slow down. Complex reactions are slower than simple reactions. How long a complex reaction takes depends on how complex the stimulus is and how many choices there are for reaction. Normally, from one-half to two seconds may be required. Much driving is done by habitual complex reactions.

(d) Discriminative reactions -- This occurs when a driver is required to make a quick choice between two or more actions which are not habitual or practiced. For example, deciding whether to turn to the right or the left of a vehicle which is straddling two lanes. This is the slowest of all reactions and requires as much as a minute if the situation is complicated and the urgency slight.

Reaction time is affected by many things, such as:

(a) Age -- Very young and especially very old drivers have slow reaction time.

(b) Strength of stimulus -- Somewhat quicker reaction results from stronger stimuli, but the reaction is also somewhat more likely to be the wrong one with strong stimulus.

(c) Physical condition -- Fatigue, sickness, and poisons usually increase reaction time or decrease the accuracy of reactions.

(d) Habits -- Well formed habits, as a result of training and experience, reduce reaction time, especially complex reaction time.

Reaction time is an important element to consider in the reconstruction of accidents. Estimating it will indicate how far a car would travel at a given speed from the point of perception before the brakes could be applied.

The formula for computing simple reaction time of distance is as follows:

Formula

$$RD = (S)(1.47)(.75)$$

RD=Reaction distance

S=Known speed

.75=Average reaction time

1.47=fps at 1 mph

Illustration

If an automobile is traveling at 40 mph and the driver notices the danger of an accident, lifts his foot from the accelerator and applies the brake, what is the reaction distance?

$$RD=(S)(1.47)(.75)=40 \times 1.47 \times .75 = 44.1 \text{ feet}$$

Thus, the distance traveled by the automobile from the time the driver lifted his foot from the accelerator and applied the brake was 44.1 feet. This figure would be added to the braking distance for the total stopping distance of the vehicle.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-50	
Subject			
DRAG FACTOR TABLE			
Reference PR 76-025 PR 76-041		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	3

I. Purpose

To present a drag factor table presenting possible ranges of pavement drag factors for rubber tires.

II. Table

Refer to Page Two of this procedure.

Possible Ranges of Pavement Drag Factors for Rubber Tires

Description of Road Surface	DRY				WET			
	Less Than 30 mph		More Than 30 mph		Less Than 30 mph		More Than 30 mph	
	From	To	From	To	From	To	From	To
Portland cement								
New, Sharp . . . .	.80	1.20	.70	1.00	.50	.80	.40	.75
Traveled . . . . .	.60	.80	.60	.75	.45	.70	.45	.65
Traffic Polished .	.55	.75	.50	.65	.45	.65	.45	.60
Asphalt or Tar								
New, Sharp . . . .	.80	1.20	.65	1.00	.50	.80	.45	.75
Traveled . . . . .	.60	.80	.55	.70	.45	.70	.40	.65
Traffic Polished .	.55	.75	.45	.65	.45	.65	.40	.60
Excess Tar . . . .	.50	.60	.35	.60	.30	.60	.25	.55
Brick								
New, Sharp . . . .	.75	.95	.60	.85	.50	.75	.45	.70
Traffic Polished .	.60	.80	.55	.75	.40	.70	.40	.60
Stone Block								
New, Sharp . . . .	.75	1.00	.70	.90	.65	.90	.60	.85
Traffic Polished .	.50	.70	.45	.65	.30	.50	.25	.50
Gravel								
Packed, Oiled . . .	.55	.85	.50	.80	.40	.80	.40	.60
Loose . . . . .	.40	.70	.40	.70	.45	.75	.45	.75
Cinders								
Packed . . . . .	.50	.70	.50	.70	.65	.75	.65	.75
Rock								
Crushed . . . . .	.55	.75	.55	.75	.55	.75	.55	.75
Ice								
Smooth . . . . .	.10	.25	.07	.20	.05	.10	.05	.10
Snow								
Packed . . . . .	.30	.55	.35	.55	.30	.60	.30	.60
Loose . . . . .	.10	.25	.10	.20	.30	.60	.30	.60
Metal Grid								
Open . . . . .	.70	.90	.55	.75	.25	.45	.20	.35



Page Three  
TR 76-050

The actual drag factor or coefficient of friction of a pavement of a given description may vary considerably because quite a variety of road surfaces may be described in the same way and because of some variations due to weight of vehicle, air pressure in tire, tread design, air temperature, speed and some other factors. These figures represent experiments made by many different people in all parts of the United States. They are for straight skids on clean surfaces. Speeds referred to are at the beginning of the skid.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



CONTROL AND DIRECTION OF TRAFFIC



## HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1976		PO 76-031	
Subject			
CONTROL AND DIRECTION OF TRAFFIC			
Reference		Special Instructions	
All Control and Direction of Traffic Procedures			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	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 enforcement 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 countermeasures may be initiated.

The department will maintain intersection control when and where necessary to direct vehicular and pedestrian traffic and to provide information and assistance to the public 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

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-051	
Subject			
TRAFFIC DIRECTION			
Reference		Special Instructions	
PO 76-031			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish the procedure for directing vehicular and pedestrian traffic.

II. Method

The control and direction of traffic is generally affected by signs, signals, and mechanical engineering devices. When these devices fail, or traffic flow exceeds that amount normally expected, the manual direction of traffic becomes necessary. The major objectives of the officer directing traffic are to minimize traffic congestion problems and maintain the safe flow of vehicular and pedestrian traffic. Specifically, the officer is responsible for the following:

- Regulating the flow of traffic
- Control of turning movements
- Coordinating vehicle movements with the flow at adjacent intersections
- Detouring traffic as necessary
- Controlling pedestrian movements
- Arranging for the removal of obstructions to traffic flow

Page Two  
PR 76-051

- Providing for emergency vehicle movements
- Rendering aid and assistance to motorists and pedestrians

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-052	
Subject			
MANUAL DIRECTION OF TRAFFIC			
Reference		Special Instructions	
PO 76-031 PR 76-051			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	8

I. Purpose

To establish the procedure for directing traffic by hand.

II. Method

When an officer is directing traffic it is necessary that the people using the highway know he is there for that purpose and that the officer knows and utilizes standardized, appropriate gestures and audible signals to stop, start, and turn traffic.

To indicate that the officer is present for the purpose of directing traffic he should: position himself so that he can be seen clearly by all, usually in the center of an intersection or street; stand straight with weight equally distributed on both feet; allow hands and arms to hang easily at his sides except when gesturing; stand facing or with his back to traffic which he has stopped and with his side toward traffic he has directed to move.

To stop traffic the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped. (Illustrations 1-4.)

Page Two  
PR 76-051

- Providing for emergency vehicle movements
- Rendering aid and assistance to motorists and pedestrians

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-052	
Subject			
MANUAL DIRECTION OF TRAFFIC			
Reference		Special Instructions	
PO 76-031 PR 76-051			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	8

I. Purpose

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To stop traffic the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped. (Illustrations 1-4.)

To start traffic the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. Second, with palm up, the pointing arm is swung from the elbow, only, through a vertical semi-circle until the hand is adjacent to the chin. If necessary this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction. (Illustrations 5 and 6.)

Right turning drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows: if the driver is approaching from the officer's right side his extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn (Illustrations 7-9); if the driver is approaching from the officer's left side, either the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver's intended turn.

Left turning drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start while avoiding left turn gestures directed at turning drivers, which will lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture, then the extended left arm and index finger and officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go. (Illustrations 10-12.)

In order to clear the lane occupied by a driver who intends to make a left turn, but cannot because of oncoming traffic, he can be directed into the intersection and stopped adjacent to the officer's position until the left turn

can be safely completed. The driver should be directed into the intersection by pointing toward him with the extended arm and index finger, which is then swung to point at the position at which the officer wishes the driver to stop and wait for clearing traffic. In the alternative, the driver may be directed to move with one arm and hand gesture while the other arm and hand are utilized to point to the position at which the driver is to stop. (Illustration 13.) After the driver is positioned within the intersection, the officer may either halt oncoming traffic and direct the completion of the turn or permit the driver to effect the turn during a natural break in the oncoming traffic.

### Signalling Aids

The whistle is used to get the attention of drivers and pedestrians. It is used as follows:

1. One long blast with a STOP signal.
2. Two short blasts with the GO signal.
3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

The whistle should be used judiciously. It should not be used to indicate frustration, but the volume should be just that sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go, or to gain attention, and when its purpose has been achieved the officer should cease sounding the whistle. If the whistle is utilized continuously it ceases to hold meaning for drivers and pedestrians.

The voice is seldom used in directing traffic. Arm gestures and the whistle are usually sufficient. There are numerous reasons why verbal commands are not used. Verbal orders are not easy to give or understand and often lead to misinterpretations which are dangerous. An order which is shouted can antagonize the motorist.

Occasionally a driver or pedestrian will not understand the officer's directions. When this happens the officer should move reasonably close to the person and politely and briefly explain his directions. No officer shall exhibit loss of temper by shouting or otherwise indicate antagonism toward those who do not understand or who do not wish to obey the officer's directions.

The baton is confusing unless properly used. To stop a driver with the baton, the officer should face the oncoming traffic, hold the baton in the right hand, bend the right elbow, hold the baton vertically, then swing the baton from left to right through an arc of approximately 45 degrees. (Illustration 14.)

The go signal and the left turn direction are the same gestures as those previously described except that the baton acts as an extension of the hand and index finger. (Illustrations 15 and 16.)

Signals and directions given with the aid of the baton should be exaggerated and often need to be repeated because of the poor visibility existing. The baton's light should be turned off when it is not being actively utilized to give directions.

A flashlight can be used to halt traffic. To stop traffic slowly swing the beam of the light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped arm signals may be given in the usual manner, the vehicle's headlights providing illumination. (Illustrations 17 and 18.)

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

Approved By:

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Chief of Police

I have read and understand this procedure.

---

Signature

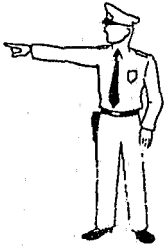


Illustration #1  
Point

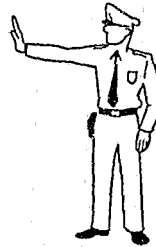


Illustration #2  
Stop

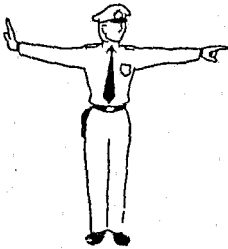


Illustration #3  
Point

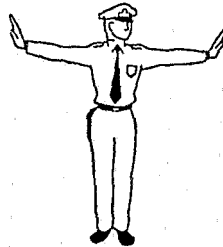


Illustration #4  
Stop

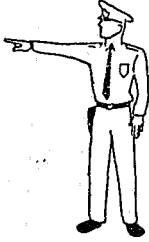


Illustration #5  
Pointing



Illustration #6  
Starting



Illustration #7  
Point at  
the driver



Illustration #8  
Arm Swing



Illustration #9  
Point where  
driver is to go



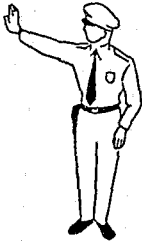


Illustration #10  
Halt opposing  
traffic with  
right hand



Illustration #11  
Hold opposing  
traffic and point  
to turning driver



Illustration #12  
Give turn  
signal with left  
hand



Illustration #13  
Direct  
driver into  
intersection

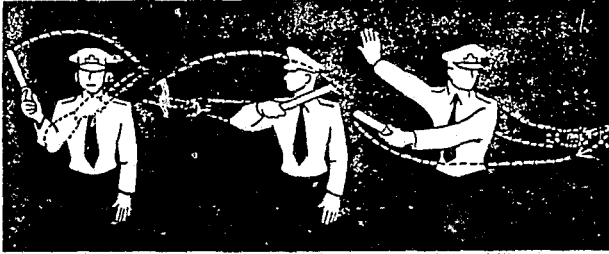


Illustration #14  
Stop signal

Illustration #15  
Go signal

Illustration #16  
Left turn

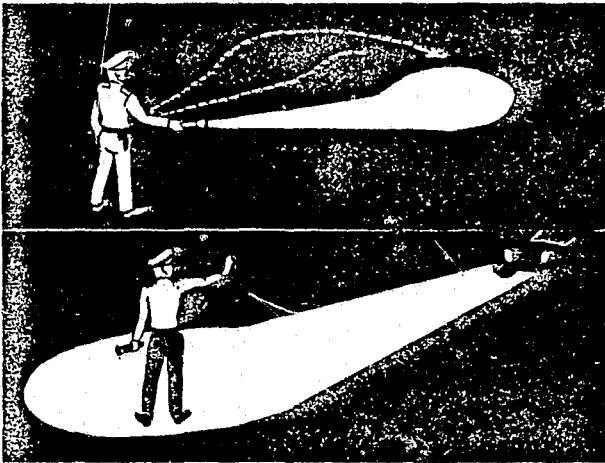


Illustration #17

Illustration #18

## HIGHWAY SAFETY PROCEDURE

	Effective Date  January 1, 1976	Number  PR 76-053
Subject  TRAFFIC DIRECTION AT ACCIDENT SCENES		
Reference PO 76-031 PR 76-051 PR 76-052	Special Instructions	
Distribution  F-25	Re-evaluation Date  December 31, 1976	No. Pages  2

I. Purpose

To establish departmental procedure for directing traffic at traffic accident scenes.

II. Method

Minor traffic accidents requiring an accident report do not present a major problem relative to traffic direction. In these cases the officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring normal traffic flow, and then complete the report. In serious traffic accidents requiring a thorough investigation, the scene may need protection for an extended period. In these cases, investigators shall follow these procedures:

- Summon sufficient manpower to handle traffic direction responsibilities.
- Utilize sufficient equipment to protect the scene (barricades, traffic cones, flares, reflectors, rope, etc.).
- Detour traffic as necessary
- Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.

- Restore the scene to a safe condition (replace damaged traffic control signs) and restore traffic flow.
- Continue traffic direction duties until traffic flow is normal.

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

Approved By:

\_\_\_\_\_  
Chief of Police

I have read and understand this procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-054	
Subject			
TRAFFIC DIRECTION AT SPECIAL EVENTS			
Reference		Special Instructions	
PO 76-031 PR 76-051 PR 76-052			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

### I. Purpose

To establish departmental procedure for directing traffic at special events.

### I. Method

Traffic direction at special events creates unusual problems for the police. Vehicular and pedestrian congestion problems become complex, emergency situations are more likely to occur, and the safety of those attending the special event becomes a more critical police problem. In meeting these needs, relative to traffic problems, the following procedures will be utilized:

- Upon learning of the special event, a command level officer will be assigned to participate in planning for the event.
- The time, location, and anticipated attendance shall be determined.
- If the event is a parade, the route will be determined and coordinated with other public service and transportation agencies, including railroad, mail, and public works, to provide an opportunity in adjusting the normal schedules for their services.
- The perimeter streets of the special event shall be used to maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning officers to key intersections for control.

- Provide for adequate emergency service access to the scene of the event, including fire and ambulance services.
- Provide for adequate crowd control. If the event is a parade, ropes may be used along the parade route with officers stationed at intervals as needed.
- Insure adequate publicity for any changes or alterations in street utilization, parking availability, public transportation services, and the location of the event or parade route.
- Provisions should be made for identifying those persons working directly with the event to assist them in crossing police lines. This includes promoters of the event, vendors, and press personnel.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

MOTORIST SERVICES





## HIGHWAY SAFETY POLICY

Effective Date		Number	
January 1, 1976		PO 75-035	
Subject			
MOTORIST SERVICES			
Reference		Special Instructions	
All Motorist Services Procedures			
Distribution		Re-evaluation Date	No. Pages
FG-1		December 31, 1976	2

### I. Purpose

The public relies upon the police for assistance and advice when faced with the many routine and emergency situations which can and do develop in an urban society. Often there is no other public or private agency available to provide such services. Therefore, the police regularly respond to incidents where it is not contemplated that an arrest will be made or that unlawful activity is directly involved.

### 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 the conditions which prevail when a motorist becomes stranded often endanger both the stranded motorist and other traffic, it shall be the policy of this

Page Two  
PO 76-035

department to offer reasonable assistance at all times to any motorist who appears to be in need. This will apply at all hours, but particularly during darkness or inclement weather 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:

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Chief of Police

I have read and understand this policy.

---

Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-055	
Subject			
REPORTING HAZARDOUS CONDITIONS			
Reference		Special Instructions	
PO 76-035			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

### I. Purpose

To establish a procedure to identify and report hazardous highway conditions and hazardous roadside conditions.

### II. Definitions

#### A. Hazardous Highway Conditions

1. Defects in the roadway itself (holes, ruts, or dangerous shoulders).
2. Lack of, or defects in, highway safety features (center and side-of-the-road striping and reflectors).
3. Lack of, improper, damaged, destroyed or visually obstructed traffic control and informative signs (curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification).
4. Lack of, improperly located, or malfunctioning mechanical traffic control devices.
5. Lack of or defective roadway lighting systems.

6. Natural or man-caused obstructions (fallen trees and rocks, litter, parts of vehicles, broken water mains, and electrical wires).

B. Hazardous Roadside Conditions

1. The term "Roadside Hazard" shall refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even momentarily, can impact with them resulting in unnecessary damage to people or property. Roadside hazards included in this definition are:
  - a. Rigid non-yielding supports for traffic control devices and lights or the non-performance of safety installations (i. e., breakaway sign supports that fail to function properly).
  - b. Guard rails which may spear cars or otherwise may fail to guide a vehicle to a safer environment in the event of impact; in some cases guard rails may present hazards because they are not strong or high enough or even unnecessary or improperly located.
  - c. Unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway and minimize damage to the vehicle and danger to traffic below the bridge.
  - d. Gore areas, bridge abutments and other hazardous fixed objects built off the roadway into which a vehicle might crash with high injury severity.
  - e. Utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects in and features of the roadside environment into which a vehicle might crash instead of being able to come to a stop in a clear distance.

III. Method

- A. When a hazard is identified and in the officer's opinion such hazard requires immediate correction (such as a fallen tree or electrical wire across or on any part of the traveled portion of the highway), he will immediately inform his station of this situation, of what assistance or special equipment is required, and will proceed to protect the scene, protect bystanders, and direct traffic or employ whatever means are necessary until the situation is corrected.
- B. When a hazard is detected that represents a potential accident situation, but the threat of such is not imminent, the officer shall immediately make such notation on Report Form Number \_\_\_\_\_ and submit same to his immediate supervisor as soon as possible.
- C. The supervisor shall immediately submit the field report to the proper agency with a request that the reporting officer be notified of the actual or intended hazard correction within ten (10) working days.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-056	
Subject			
POLICE ESCORTS			
Reference		Special Instructions	
PO 76-035			
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To establish procedures for the provision of police escort services.

II. Method

- Emergency vehicles, particularly ambulances, shall not be escorted by officers except under special circumstances. Two emergency vehicles traveling together more than double the hazard to traffic. One exception will be to escort an emergency vehicle from the city limits to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital.
- Whenever possible, officers shall avoid escorting private automobiles on emergency runs. If an escort is necessary and the patient can be transferred to the patrol car without jeopardizing his life, he shall be transferred to the patrol car for the emergency run.
- Officers shall not escort funerals without permission of the shift supervisor. Directing traffic for funeral processions at

strategic locations is of greater assistance and will be performed by officers when necessary in rural areas.

- Routine requests for escorts - Police escorts will not be provided for any organization or group unless authorized by the shift commander or chief of police.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-057	
Subject			
NOTIFICATION OF NEXT OF KIN			
Reference		Special Instructions	
PO 76-035			
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

- A. To insure the prompt notification of "next of kin" in all cases where the deceased or seriously injured persons are handled by police personnel.
- B. To establish departmental procedure in making notification.

II. Method

- A. Every effort should be made to locate and notify the nearest relative as soon as possible.
- B. Two officers should make the notification. If next of kin is alone at time of notification, a close friend or neighbor should be sought to stay with that person.
- C. Extreme tact and a direct approach should be exercised by the officer when making notification.
- D. Be reassuring and understanding.
- E. Offer any assistance possible.
- F. If relatives reside within this department's jurisdiction, notification will be made in person by members of the department.

- G. Relatives residing outside this department's jurisdiction will be notified by the police agency in that jurisdiction.
- H. Telephone notification will be utilized only when all other methods are not feasible, and only when approved by the shift commander.
- I. Cooperation of press and other news media will be requested with reference to withholding the identity of subject.
- J. A complaint report will be completed containing name, address, relationship, date, time, notifying officer and any other pertinent information.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-058	
Subject			
USING PATROL VEHICLES TO PUSH DISABLED CARS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	1

I. Purpose

To establish the philosophy of this department on occasions that may warrant removing disabled vehicles with the assistance of a patrol vehicle.

II. Method

Many occasions present themselves that call for the immediate removal of a disabled vehicle from a traveled highway so that further traffic problems and/or the possibility of a serious collision may be diminished.

It is the policy of this department that, whenever the officer in charge of such an event considers it necessary to remove a vehicle by pushing it with his patrol vehicle in the interest of safety, he shall have the prerogative to do so.

In all lesser occasions, the officer will not remove the vehicle in that manner, but will instead summon an appropriate outside service.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-059	
Subject			
ROTARY SYSTEM FOR CALLING SERVICE CARS, WRECKERS AND AMBULANCES			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To prevent the appearance of preferential treatment to commercial organizations which provide the frequently utilized services required by highway users.

II. Method

Whenever a highway user requires a wrecker, roadside service or repair, or an ambulance, the officer shall first request that the person desiring such service state the name of the organization he wishes to provide that service. If the person states no preference, the officer shall request that the base station personnel dispatch that appropriate type of service which is at the time of the call first on the rotation list.

Officers who call for any such services on their own authority shall not request any organization which is not on the rotation list nor direct that a specific establishment be called out of order unless he knows that the particular service required is only available through the organization which he specifies.

Page Two  
PR 76-059

It is to be understood, however, that the citizen requesting service and/or the taxpayer are the ones who ultimately pay for these services, and poor quality services will not be tolerated. Officers shall report to their immediate supervisors the name of any service agency or individual who either renders poor service or is incapable of providing quality service because of inadequate equipment or personnel.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

ADMINISTRATIVE PROCEDURES





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-060	
Subject			
PERSONNEL SELECTION			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

### I. Purpose

To establish the procedure for selecting officers for assignment to a specialized traffic unit. (This procedure only applies to those agencies with specialized traffic units.)

### II. Method

The selection of personnel for assigned to a specialized traffic unit is crucial to the effectiveness of the unit. Selection of personnel will be made according to the following procedures:

- The availability of a position in the traffic unit will be posted and directed to the attention of all eligible officers.
- A written examination will be administered to all officers meeting minimum requirements and interested in assignment to the traffic unit.
- Officers satisfactorily completing the written examination will be scheduled for review by an oral board.
- The personnel and training records of officers satisfactorily completing the oral review board will be examined to appraise

the officer in terms of his qualifications for assignment to the traffic unit based on his past work record.

- The best qualified officer will be chosen for assignment to the traffic unit.
- Assignment to the traffic unit will be probationary for six (6) months.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-061	
Subject			
TRAINING FOR OFFICERS ASSIGNED TO THE TRAFFIC UNIT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	4

I. Purpose

To establish departmental procedure for training officers assigned to the specialized traffic unit.

II. Method

Officers permanently assigned to the specialized traffic unit will have previously received training on basic accident reporting and investigation procedures, stopping and approaching traffic violators, officer-violator relationships, law enforcement relative to driving while intoxicated, and standard first aid.

Upon assignment to the specialized traffic unit, officers will receive the following training:

A. Police Traffic Operations

This training will include an orientation of the recently assigned officer to the total traffic problem, organizational entity of the specialized unit, and its goals and objectives. This segment shall also include a discussion of the broad scope of accident investigation, defining the difference between attending and reporting or investigating an accident, develop an understanding of what traffic accidents are, how they occur, the multiple cause concept, and the relationship between causes. This segment will also identify the law enforcement purposes and

relationships with courts and other agencies, and underline the importance of making law enforcement effort return the maximum deterrent effect.

B. Pursuit Driving Training

The police vehicle and accessory equipment will be introduced as major tools with which the officer works; their care and maintenance stressed. The police officer shall receive professional training in pursuit driving and defensive driving techniques. Officers will be required to demonstrate their effectiveness and application of theory to practice.

C. State and Local Motor Vehicle Traffic Laws

This segment of training shall include an in-depth study of existing legislation relative to traffic and the elements of each offense which must be proven in court. Each law will be analyzed as to the spirit of the law as well as the letter of the law, and its proper application.

D. Rules of Evidence

In an intensive review of the rules of evidence, an officer will need to understand the admissibility of items of evidence, to include confessions, exceptions to the hearsay rule, custody of evidence, etc. A study will be made of what an arrest is, when an arrest can 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 proper arrest, proper gathering of evidence, legal search, proving elements of an offense, and proper presentation in court.

E. Patrol Procedures

An in-depth study of proper patrol procedures relative to traffic law enforcement. This segment discusses various patrol techniques and their application to obtain maximum effect and efficiency.

F. Selective Traffic Law Enforcement

This segment of training will study the goals and objectives of the department in terms of selective traffic law enforcement. Officers will be instructed on the importance of accurate statistical data, their individual contribution to this data, and the purpose of the analysis and distribution of pertinent conclusions from the data. Emphasis shall be placed on the importance of officers planning their individual patrol effort in accordance with departmental goals and objectives.

G. Advanced Traffic Accident Investigation

This segment of training will include classroom and practical exercises directed to improving the officer's knowledge and skill in conducting an in-depth investigation of a traffic accident.

H. Scientific Aids to Investigation

A brief summation of scientific aids frequently used in police investigations. This segment is a supplement to the previous subject on advanced traffic accident investigation to assist the officer in utilizing scientific aid resources.

I. Emergency Medical Technician Training

Officers assigned to the specialized traffic unit will receive emergency medical technician training.

The training courses identified above will be included in the training of officers upon initial assignment to a specialized traffic unit. Those courses recommended should not be construed as being all inclusive, merely the basic needs of a specialized officer. In addition to the above training, the department should provide on-going training through roll-call sessions, in-service

Page Four  
PR 76-061

training, and advanced or specialized training provided through regional, state, or nationally recognized institutions to improve the expertise of the department in serving their community.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-062	
Subject			
SUPERVISION OF SPECIALIZED PERSONNEL			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	2

I. Purpose

To establish departmental procedure for the supervision of personnel assigned to the specialized traffic unit.

II. Method

In many police agencies, a specialized traffic unit may be established to provide availability during peak traffic periods and available for call at other times. On occasions when specialized personnel are called out by line units, supervision is provided by line commanders. To avoid conflict in these situations, the following procedures will apply:

- During the hours specialized personnel are on duty, they will be supervised by the commanders of the specialized unit. In the absence of specialized command personnel (days off, vacation, sick time, etc.), specialized personnel will be supervised by line commanders and utilized in accordance with the specialized effort for which the officers are intended.
- On occasions when specialized personnel are called out by line commanders, they will be utilized in such a way

as to maximize the benefits of specialized training. The line commander and specialized officer should work in concert during the investigation.

- Should conflict arise between the line commander and specialized officer, the officer shall obey the commands of the superior officer.
- Specialized officers should report any conflict to their unit commander and the conflict should be resolved on an administrative level.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-063
Subject		
SELECTIVE TRAFFIC LAW ENFORCEMENT PLANNING		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	2

### I. Purpose

To establish departmental procedure for planning an effective selective traffic law enforcement program.

### II. Method

The objective of a selective traffic law enforcement program is to minimize traffic accident experience through appropriate law enforcement effort directed at those locations where accident experience is predominant, at those times when accidents most frequently occur, and with emphasis on those violations which contribute to traffic accidents. The following procedures will be utilized in achieving this effort:

- Officers shall complete reports on individual activity thoroughly and accurately.
- Field reports shall be reviewed by first-line supervisors for completeness and accuracy.
- Reports shall be reviewed by the report-review officer for proper classification and distribution.
- Data contained in each report contributing to a proper analysis of activity shall be key punched or tallied manually by records personnel.

- Data summaries (printouts or completed tally sheets) shall be channeled to the Planning and Analysis Unit.
- The Planning and Analysis Unit personnel will analyze the summaries relative to where accidents occur, when they occur, causes contributing to the accidents, violations identified in the accidents where enforcement action has been taken, at what times enforcement action is predominant, and the violations resulting in enforcement action.
- The analysis of the summaries shall result in a consolidated summary for each beat identifying high hazard areas, violations contributing to accidents, and the times accidents predominantly occur. The Planning and Analysis Unit will also update spot maps indicating accident experience. The spot maps will be located in an area easily accessible to patrol officers.
- The consolidated summaries for each beat will be distributed to all patrol personnel. (Not limited to a specialized unit.)
- Command officers will use the summaries and spot maps in assigning officers and assisting them in planning individual patrol effort.
- Each officer shall plan his tour of duty based upon available data to maximize patrol effort when not on a specific assignment.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-064	
Subject			
USE AND CARE OF POLICE VEHICLES			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

I. Purpose

To establish departmental procedure for the use and care of police vehicles.

II. Method

A major expenditure to this department is the purchase and maintenance of police vehicles. In order to receive maximum benefit from these vehicles, the following procedures will be observed:

- Prior to each tour of duty, the vehicle will be inspected for safety standards and proper operation of emergency equipment.
- Police vehicles will be maintained in a clean and presentable condition (interior and exterior).
- A preventive maintenance schedule will be maintained by the Property Management Unit in accordance with manufacturer's recommendations to include inspection of tires, front end alignment, transmissions, electrical system, engine oil and filters, cooling system, belts and hoses, suspension system, and brakes.
- Maintenance needs and damage to vehicles shall get immediate repair.

- In agencies assigning vehicles to each officer, the preventive maintenance schedule will be maintained by the officer to whom the vehicle is assigned, and a maintenance record maintained in the glove compartment.
- Police vehicles will only be driven by authorized departmental personnel.
- Officers shall not permit nonpolice personnel to accompany them while on patrol without permission from their supervisor, except when necessary in the line of duty.
- Officers and passengers will utilize seat belts and shoulder harness when the police vehicle is in operation.
- Police vehicles will be operated in an exemplary manner. Patrol vehicles shall be operated in adherence to all posted or legal limits and controls. Officers will adjust the patrol speed to comply with the normal flow of traffic. Speeding is not permitted except in case of emergency or in pursuit of a violator.
- Only the extra equipment and accessories that are prescribed or installed by the department shall be placed in or on patrol vehicles. Equipment which is not state property shall not be affixed to or carried in patrol vehicles without approval of command personnel.
- Patrol vehicles will be serviced at authorized locations and in accordance with prescribed budgetary procedures.
- All radio and emergency equipment placed in the trunk of patrol vehicles will be properly arranged, kept clean, and in good order.

- All routine service and repair shall be controlled to prevent removal of a vehicle from service during peak traffic and accident periods and on weekends and holidays.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-065	
Subject			
ECONOMY OF VEHICLE OPERATION			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish a procedure for achieving the best use and economy in the operation of patrol vehicles.

II. Method

The driver is the primary factor in the economical operation of the police vehicle. To achieve the most economical operation, the following procedures will be utilized:

- Police vehicles will be maintained in top operating efficiency by adherence to a preventive maintenance schedule.
- Officers will avoid quick starts and rapid acceleration except when necessary in pursuing a violator. The habit of quick starts is costly and sets a poor example for other drivers.
- Officers shall avoid sustained high speed except when in pursuit of a violator or in responding to an emergency call for service.

- Officers shall avoid driving at erratic speeds, unnecessarily slowing, stopping, and starting, in an effort to conserve fuel.
- When necessary to leave vehicles idling, the hand throttle will be set to maintain the alternator charge and provide sufficient engine coolant circulation.
- Tires shall be properly inflated at all times.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-066	
Subject			
DAILY ACTIVITY REPORTS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-25		December 31, 1976	4

### I. Purpose

To establish departmental procedure relative to the completion and utilization of Daily Activity Reports.

### II. Method

Each officer shall complete a Daily Activity Report during his tour of duty to accurately account for those activities in which the officer participated and the time spent on each activity. In completing the Daily Activity Report, officers will utilize the following procedures:

- At the beginning of each shift, the officer will complete the heading of the Daily Activity Report indicating his name, ID or badge number, date, day of week, vehicle number, shift, beat, and assignment. Additionally, the officer will enter into the heading the beginning mileage of the vehicle, to be completed at the end of his tour of duty indicating the total miles driven.
- During the tour of duty, the officer will maintain an accurate list of activity assignments utilizing the log provided on the activity report form.
- At the end of the tour of duty, officers will check the report for completeness, accuracy, and legibility and submit it to the first-line supervisor for review.

- First-line supervisors will review the activity reports for accuracy and completeness and indicate approval by signing the report in the designated space.
- Daily Activity Reports will be forwarded to the Records Unit for key punch or manual tabulation resulting in a consolidated monthly report indicating the amount of time the agency has attributed to particular problem areas. Daily Activity Reports will also be used to indicate each officer's activity for summarization and evaluation by supervisory and command personnel.
- Data gathered from the Daily Activity Reports shall be used in preparing budgetary requests relative to program budgeting.

A recommended Daily Activity Report is attached.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

# DAILY ACTIVITY REPORT

NAME (Last)		First	Init.	SERIAL No.	ODOMETER READING FINISH
DATE	DAY	VEHICLE No.			START
SHIFT	BEAT	ASSIGNMENT			TOTAL MILES

Page Three  
PR 76-1066

(100) CRIME PREVENTION/SUPPRESSION	INIT. INV.	SUPP. INV.	ASST.
(110) PREVENTIVE PATROL			
(120) SECURITY INSPECTIONS			
(130) VAC'N HOUSE INSPECTIONS			
(140) FIELD CONTACTS			
(150) SECURITY ESCORTS			
(160) (CRIME PREVENTION PROGRAMS (SECURITY ORIENTED)			
(170) CRIME PREVENTION PROGRAMS (TREATMENT ORIENTED)			
(180) ALARM PROGRAM			
SUBTOTAL			

(200) INVESTIGATION/APPREHENSION	INIT. INV.	SUPP. INV.	ASST.
(210) CRIMES AGAINST PERSONS			
(220) CRIMES AGAINST PROPERTY			
(230) VICE OFFENSES			
(240) TRAFFIC CRIME INVEST'NS			
(250) CRIMES AGAINST PUBLIC PEACE AND ORDER			
(251) DRUNKENNESS			
(252) DISORDERLY CONDUCT, DISTURBING THE PEACE			
(253) NUISANCE OFFENSES			
(260) MISC. HEALTH, WELFARE AND SAFETY OFFENSES			
SUBTOTAL			

(300) MOVEMENT/CONTROL OF TRAFFIC	INIT. INV.	SUPP. INV.	ASST.
(310) TRAFFIC PATROL			
(320) ACCIDENT INVEST FATAL & INJURY			
(321) ACCIDENT INVEST MAJOR PROPERTY DAMAGE			
(322) ACCIDENT INVEST, MINOR PROPERTY DAMAGE			
(330) HAZARDOUS MOVING VIOLATIONS			
(331) NON HAZARDOUS VIOLATIONS			
(332) PARKING CONTROL & ENFORCEMENT			
(340) FIRES, FIRE ALARMS			
(350) ESCORTS			
(360) TRAFFIC REGULATION			
(361) TRAFFIC POINT CONTROL			
(362) TRAFFIC SIGNING & SIGNALING TRAFFIC ENGINEERING AND FLOW			
(370) SCHOOL CROSSING PROGRAM			
(380) TRAFFIC SAFETY EDUCATION			
SUBTOTAL			

(500) PUBLIC & EMERGENCY SERVICES	INIT. INV.	SUPP. INV.	ASST.
(510) EMERGENCY ASSIST & RESCUE			
(511) AMBULANCE SERVICE			
(520) ANIMAL CONTROL			
(530) MISSING PERSONS INVEST'NS			
(540) LOST & FOUND PROPERTY			
(541) ABANDONED AUTO CONTROL			
(550) PERMITS AND LICENSES			
(551) PAU INSPECTION AND LICENSING			
(560) OTHER NON-CRIMINAL INVEST'NS			
(570) OUTSIDE WARRANTS AND SUBPOENAS			
SUBTOTAL			

SPECIAL PROGRAM ANALYSIS	INIT. INV.	SUPP. INV.	ASST.
(SHOW TIME EXPENDED IN THE FOLLOWING ACTIVITIES IN ADDITION TO THE TIME INCLUDED ELSEWHERE)			
( ) JUVENILE INVESTIGATION			
( ) TRANSPORTATION AND BOOKING OF PRISONERS			
( ) WARRANT AND SUBPOENA SERVICE FOR LOCAL CASES			
( ) SPECIAL SERVICE CASES			
NOTE: DO NOT INCLUDE SUBTOTAL FOR THIS BLOCK ON REVERSE SIDE OF FORM.			

(600) MAINTENANCE OF PUBLIC ORDER	INIT. INV.	SUPP. INV.	ASST.
(610) PARADES			
(620) SPECIAL EVENT COVERAGE			
(630) CIVIL DISTURBANCES			
(640) POLICE RESERVE PROGRAM			
(650) CIVIL DEFENSE PROGRAM			
SUBTOTAL			

(700) TECHNICAL SERVICES	INIT. INV.	SUPP. INV.	ASST.
(710) CENTRAL RECORDS ACTIVITIES			
(720) COMMUNICATIONS			
(730) PROPERTY CONTROL			
(740) CRIME LABORATORY SERVICES			
(741) PHOTO & I.D. SERVICES			
(750) CUSTODY OF PRISONERS			
SUBTOTAL			

(800) ADMINISTRATIVE SERVICES	INIT. INV.	SUPP. INV.	ASST.
(610) DIRECTION AND SUPERVISION			
(620) PLANNING & DATA PROCESSING			
(630) INSPECTION			
(640) INTERNAL INVESTIGATION			
(650) COMMUNITY RELATIONS			
(660) PERSONNEL MANAGEMENT			
(670) TRAINING			
(680) FISCAL AFFAIRS			
SUBTOTAL			

THIS IS TO BE RECORDED IN HOURS TO THE NEAREST 5 MINUTES.



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-067	
Subject			
TESTIFYING IN COURT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

I. Purpose

To establish procedures to be followed while testifying in court.

II. Method

A. Attending Court

1. Officers shall attend court at times required and be prepared to testify. If unforeseen emergency circumstances prevent an officer's prompt attendance in court, he shall, by the fastest means, notify court officials and request a delay in the case(s) until a specified time.
2. Officers shall respond to a subpoena from a federal or state court as a first priority activity and shall promptly inform his superior officer about the subpoena.
3. Officers shall respond to the first subpoena served when they are ordered to report to two separate courts of equal ranks at the same time. Officers shall respond to a subpoena from a federal court or a superior court in preference to conflicting subpoenas from a lower court, even though the latter is served first. However, in all cases, officers shall promptly notify the second court of the subpoenas served from the first court.

B. Personal Appearance and Courtroom Demeanor

1. Officers shall be neat in their personal appearance and conduct themselves with dignity. Loud conversations shall not be engaged in, even if court is not in session. Officers will refrain from continually moving about in the courtroom or slouching in chairs while waiting to testify.
2. Officers shall avoid any action that would indicate a special interest in securing a conviction or give an outward appearance of dissatisfaction with decisions. A position of an impartial public servant seeking justice is the only position justified.

C. Basic Rules Concerning Testimony

1. Before appearing in court, officers shall organize and read the notes and consider the manner in which they intend to testify. Notes should be taken to court.
2. Officers who are in doubt about how to present something which is relevant to a case should discuss the matter with the city attorney or prosecutor before the trial.
3. Officers shall follow these rules when testifying:
  - a. Tell the truth.
  - b. Talk in customary manner.
  - c. Speak clearly, slowly, and loud enough to be heard.
  - d. Do not answer a question until it is understood.
  - e. Correct, without delay, any mistakes in testimony.

- f. When testifying before a jury, questions should be answered with divided attention between the jury and the person asking the question.
- g. When testifying before a judge, questions should be answered with divided attention between the judge and the person asking the question.
- h. Do not give the impression to the court that there is any animosity toward the defendant or his counsel.
- i. Be respectful
- j. Answer questions concisely.
- k. Speak in response to a question. Do not volunteer information which has nothing to do with the question which has been asked.
- l. Do not distort or conceal any facts.
- m. Sit erect on the witness stand; do not slouch, fidget, or assume an unnatural position.
- n. Take and leave the witness stand with dignity and confidence.
- o. Avoid loss of temper.
- p. Do not try to be humorous or sarcastic.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-068	
Subject			
POLICE-PRESS RELATIONS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	3

### I. Purpose

To establish a fair and reasonable procedure of releasing information to the media.

Accredited members of the press 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.

### II. Method

#### A. Guidelines

1. The following information in criminal cases may be made public:
  - a. The name, age, residence, employment, marital status, and other similar background information of the accused;
  - b. Identification of offense(s) charged;
  - c. The circumstances immediately surrounding the arrest, i. e., time and place of arrest, whether a pursuit occurred (do not relate details),

possession and use of weapons, and a description of items seized at the time of arrest, such as illegal contraband;

- d. The identity of the investigating and arresting officers.
2. Members of this department shall not make the following information public:
- a. Names of any juveniles;
  - b. Opinions or other statements as to the character, reputation, guilt, or innocence of the accused;
  - c. Opinions or other statements as to the character or reputation of a prospective witness, opinion, speculation, or other statements concerning the credibility or anticipated testimony of prospective witnesses;
  - d. Alleged admissions, confessions, or the contents of statements of alibis attributed or attributable to the accused;
  - e. References to the performance or result of investigative procedures or tests, such as fingerprints, polygraph examination, ballistic tests, or other laboratory tests or to the refusal of the accused to take a test, except refusal to take a chemical test for alcohol impairment;
  - f. Information or speculation regarding the possibility of a plea of guilty to the offense charged or to a lesser offense or other disposition of the charge or case;

- g. Opinions concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at the trial;
- h. Statements concerning physical or oral evidence (requests for any such information will be directed to the solicitor of the appropriate court).

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-069	
Subject			
STAFF INSPECTION OF TRAFFIC UNIT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-2		December 31, 1976	3

### I. Purpose

To establish the procedure for an administrative examination to determine the effectiveness of traffic operations.

### II. Method

A staff inspection of the Traffic Unit is intended to be an overt inspection with the full knowledge and cooperation of everyone involved. The inspection will consist of the following:

- The Inspection Unit will notify the Traffic Unit commanders of the intended date and scope of the inspection. The notice shall be in writing and include a list of those materials and files to be reviewed by the Inspection Unit.
- The command personnel of the Traffic Unit will prepare those materials requested by the Inspection Unit and provide adequate resources to assist and work cooperatively in conducting the staff inspection.
- Working with command and supervisory personnel of the Traffic Unit, inspectors will review the geographical area for which the Traffic Unit is responsible, the general demographic profile, population characteristics, and the general economic range of residents.

- The staff inspectors will review the statistical data of the Traffic Unit relative to total accident experience, fatal accidents, personal injury accidents, day, time, and location of occurrence, and an evaluation of primary causes. The comparison will be made between the current year and the past year's data.
- A comparison of the enforcement effort relative to the enforcement action taken and case disposition to reveal the quantity and quality of the enforcement effort.
- The goals and objectives of the Traffic Unit will be reviewed in terms of their accordance with departmental goals and objectives, dissemination of the desired objectives to all personnel, and the actions being taken to achieve them.
- Inspectors will review the formal structure of the organization and the effectiveness of this structure in terms of communications flow and effective operations.
- The manpower allocation and distribution of Traffic Unit personnel will be inspected to determine if adequate personnel are assigned to the Traffic Unit, those personnel assigned are correctly deployed with respect to workload variance, and if deployment conforms with current traffic problems.
- The operations of the Traffic Unit will be inspected to determine the methods utilized on patrol, adequacy of supervision, adequacy of training, proper utilization of activity reports, proper utilization of roll-call briefings, and general working conditions.
- The inspection will include the examination of the equipment available to officers and the proper maintenance and line inspectional programs used to insure the equipment is present and functional.
- The staff inspection will include a review of the training program for the Traffic Unit to determine its effectiveness in meeting current needs, the continuing nature of the program, the facilities at which training is conducted, and the general topical areas of the training.

- Inspectors will consider the first-line supervision of the Traffic Unit with respect to a sufficient number of supervisors, the effectiveness of direct line supervision, the supervisors' duties and responsibilities, and the general effectiveness of first-line supervision.
- In no case will the inspecting personnel be responsible to traffic commanders or directly responsible for the success of the traffic function.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-070	
Subject			
ACCOUNTABILITY FOR TRAFFIC CITATIONS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish the procedure for the issuance and accountability for traffic citations.

II. Method

To facilitate the accountability and auditing of traffic citations, the following procedures will be used:

- o Officers will receive traffic citation booklets from the Records Unit.
- o The citation booklets will be issued in numerical sequence.
- o Officers receiving a booklet will check the numbers on each ticket and sign a receipt to be maintained by records personnel.
- o In the event a citation or several citations are lost or stolen, the officer will immediately report the loss to his immediate

supervisor, who shall notify records personnel of the numbers of the missing citations as soon as possible.

- A sufficient number of citation booklets should be issued each officer to insure an adequate supply during weekends, holidays, and other hours when records personnel are not on duty.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-071	
Subject			
TRANSPORTING INJURED PERSONS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish procedure for transporting injured persons in police vehicles.

II. Method

A primary police goal is the protection of life. In this regard, and in the case of injured persons and the immediate need of their receiving professional medical aid, officers will utilize the following procedures in their transportation.

- Upon learning of a traffic accident or other event in which persons are injured, a professional ambulance service should be summoned to the scene.
- Officers arriving upon the scene should administer first aid in accordance with their training and knowledge.
- Officers shall assist professional ambulance personnel in handling injured persons as necessary.
- In the event professional ambulance service is not available or will not be available for an extended period, and in the officer's opinion the life of the injured person is dependent upon immediate professional medical aid, the injured person may be transported in the police vehicle.

- Officers should seek advice of supervisory personnel in determining when to transport injured persons in police vehicles.
- When injured persons are to be transported in police vehicles, preliminary first aid should be administered at the scene. Additional police personnel should be summoned to the scene to assist in the emergency and in protecting the scene.
- Officers transporting injured persons should insure they are properly attended to and exercise due care and caution in driving.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-072	
Subject			
LINE INSPECTION OF PERSONNEL			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

### I. Purpose

To establish the procedure for line inspections to assure the proper appearance of uniformed personnel.

### II. Method

Members of the department are expected to maintain their person and uniform according to exemplary standards of personal hygiene and dress code. To assure these standards and a uniform appearance, the following procedures will be used in conducting line inspections.

- First-line supervisors will conduct a daily inspection of personnel assigned to them prior to assignment.
- The first-line supervisor will inspect uniforms for cleanliness, proper fit, condition, and general appearance.
- Uniform accessories shall be uniform, in good repair, and properly adjusted to the individual. Brass and leather accessories will be appropriately dyed, polished, and shined.
- Immoderate hair styles which interfere with the proper wearing of the uniform cap should be prohibited. Sideburns should be close cropped and shall not extend lower than the top of the ear lobe. A beard, whiskers, goatee, bush or handlebar type moustache

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will not be worn. A moustache shall be neatly trimmed with a space between the lowest moustache hair and the upper rim of the upper lip.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-073	
Subject			
LETTERS OF COMMENDATION			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
AB-1		December 31, 1976	2

I. Purpose

To establish the procedure for responding to letters of commendation received on behalf of departmental personnel.

II. Method

Letters received commending officers for their actions will be responded to immediately utilizing the following procedures:

- Upon receipt of a letter of commendation, it will be forwarded to the commanding officer of the unit to which the officer is assigned.
- The commanding officer will write a letter in response expressing appreciation on behalf of the officer and encouraging future public support.

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- The original letter of commendation and a copy of the response will be forwarded to the officer receiving the commendation.
- A copy of both letters will be placed in the officer's personnel file.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-074	
Subject			
COMPLAINTS AGAINST OFFICERS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
AB-1		December 31, 1976	2

I. Purpose

To establish departmental procedure in response to complaints initiated departmental personnel.

II. Method

If a complaint is registered by a citizen against an officer, the officer or employee receiving the complaint shall initiate the following procedures:

- Immediately refer the complaint to the employee's commanding officer. The commanding officer will take a full statement of the complaint.
- Whenever possible, the written complaint should be signed by the complainant. However, the mere fact that a complaint is anonymous will not negate a full investigation.
- If the complaint is serious or aggravated, the commanding officer will notify the chief of police.
- The commanding officer will complete an investigation, although in especially sensitive cases the investigation might be assigned to the Internal Affairs Unit. In any event, the officer assigned the responsibility of investigating the complaint should interview

civilian witnesses, the affected officer, and witness officers, take photographs, and gather physical evidence in a manner similar to the conduct of any investigation.

- Upon completion of the investigation, the investigator shall prepare a complete written report on the complaint. The investigating officer shall be required to make a statement as to his findings relative to the complaint.
- An investigative finding should be expressed in one of the following terms:
  1. Unfounded—allegation made was false or not factual
  2. Exonerated—incident complained of did occur, but officer's actions were lawful and proper
  3. Not sustained—available evidence was insufficient either to prove or disprove the allegation
  4. Sustained—the allegation is supported by sufficient evidence
- Appropriate disciplinary action, when applicable, will be based upon the results of the investigation.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-075	
Subject			
OUTSIDE EMPLOYMENT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To establish departmental procedure relative to outside employment.

II. Method

Officers and employees are prohibited from engaging in unauthorized outside employment. To receive authorization for outside employment, the following procedures will apply:

- The employee desiring outside employment must submit a written request to his commander to obtain authorization.
- The request will specify the nature of the outside employment, specific duties, number of hours to be worked each day, and the location of the employment.
- The employee's immediate commander will verify the request and indicate approval or disapproval.
- Should the immediate commander disapprove, the request will be so noted and returned to the employee.
- Upon the immediate commander's approval, the request will be channeled to the division commander.



**CONTINUED**

**3 OF 4**

- The division commander shall review the request and reply in writing, giving approval or disapproval to the employee.
- Each request for outside employment will be effective for six months. At the end of six months, the employee must resubmit for continued outside employment.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-076	
Subject			
USE OF EMERGENCY EQUIPMENT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	4

### I. Purpose

To establish the departmental procedure for using emergency equipment in those duties related to traffic law enforcement. Emergency equipment will include the following:

- Red (blue) light
- Siren
- Spotlight
- Public address system

### II. Discussion

The proper use of emergency equipment is essential to the safety of the officer and other motorists when unusual conditions exist. Basically, the emergency equipment is used to call attention to an unusual act or condition which presents a hazard to the safe operation and flow of vehicular and pedestrian traffic. Officers have broad individual discretion in the use of this equipment, and the following procedures, directed to traffic law enforcement needs, should be followed unless unusual conditions exist.

III. Method

A. Red (blue) light

1. This equipment is used to signal other users of the traffic-way that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. The light should be used in all situations in which the officer is to take unusual liberties in his driving and to expedite his free movement in order to reach his destination more quickly.

The light is also used to signal violators to drive to the extreme right of the roadway and stop. If both the police and violator's vehicle are parked off the roadway and the officer and/or violator can stand or walk between the traffic side of their vehicles and the roadway, any emergency signal which exhibits light to the rear of the police vehicle shall be extinguished in order to reduce the accident potential created by its distractive effect on approaching drivers and to minimize attracting curiosity seekers to the scene.<sup>1</sup>

2. It cannot be safely assumed by the officer that the light will be sufficient to assure the right-of-way. Even though in most jurisdictions laws exist giving the right-of-way to emergency vehicles when emergency conditions exist, the officer remains responsible for any injuries or damage sustained as a result of his driving behavior which reflects a disregard for the safety of others.

B. Siren

1. The siren is frequently used simultaneously with the red (blue) light. The siren may have a startling effect on

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<sup>1</sup> Studies have shown significant accident involvement between police vehicles which were exhibiting emergency lights to the rear while parked off the roadway and sleepy and/or intoxicated drivers who were attracted to the emergency lights.



on other users of the trafficway, resulting in erratic and unpredictable driving behavior. The officer should be discreet in his use of the siren as it frequently complicates traffic problems. Under extreme conditions, such as pursuit at high speeds, the siren should be actuated continuously.

2. The siren should also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.
3. Officers should use the siren based on existing traffic, roadway conditions, and the urgency of their early arrival. For instance, in traveling to the scene of an emergency, the siren should be used at intersections to alert traffic but is sometimes not essential in areas where access to the trafficway is limited and other traffic is minimal.

C. Spotlight

1. The spotlight should be used as a protection to the officer when hazardous conditions exist in dealing with known or suspected felons. Following a traffic stop of a known felon, the spotlight should be used to illuminate the interior of the violator's car so that all occupants are kept within view and at a distinct disadvantage when looking back toward the police vehicle and officer. In this situation, the officer should exercise care in remaining behind the spotlight so he is not at the same disadvantage and silhouetted by the light.
2. The spotlight should not be used to signal violators to stop due to the possibility of temporary blindness of the violator and other drivers due to the glare created by the spotlight.

D. Public Address System

1. The public address system is particularly valuable when stopping a known felon. The desired actions of the violator can be directed from a safe distance, minimizing the hazard to the officer.
2. The public address system is also valuable in directing persons when unusual conditions exist, such as the traffic

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artery temporarily obstructed, alerting pedestrians to hazardous conditions or elements, and communicating with other persons concerned with relieving the emergency condition.

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

Approved By:

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Chief of Police

I have read and understand this procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-077	
Subject			
ASSIGNMENT TO MOTORCYCLE DUTY			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To reduce to a minimum the accident experience of motorcycle officers.

II. Discussion

Although it is well-established that motorcycle traffic officers assigned to selective traffic law enforcement frequently are the most productive of all traffic units, it is unfortunately equally as well known that these assignments are the most hazardous in police service. It is our intention to assign only those officers to this duty assignment who are the most experienced in terms of time on the job and the best suited in terms of physical conditioning and mental stability.

II. Method

Only volunteers who have completed two years of service as a police officer assigned to road patrol duty may be considered for assignment to motorcycle duty.

No officer assigned to motorcycle duty shall operate such a police vehicle on patrol until he has first received motorcycle training and has been certified as a competent motorcycle operator.

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No officer will be considered for motorcycle training until he has been certified by the department physician and department psychologist as being adaptable for such training and subsequent assignment.

No officer shall be reassigned to motorcycle duty without retraining unless he has been previously so assigned and has so patrolled for thirty working days with the preceding 365 days.

This procedure 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 procedure.

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Signature

## HIGHWAY SAFETY PROCEDURE

Effective Date	Number	
January 1, 1976	PR 76-078	
Subject		
FUNCTIONAL DIVISION OF TASKS		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1975	2

I. Purpose

To assign responsibilities for tasks which are essential for the appropriate operation of this department.

II. Method

The tasks necessary to be accomplished by this department shall be divided into line (also known as field or primary functions), administrative, and auxiliary.

Line functions serve the community; therefore, all tasks which in their operation provide service to the public shall be assigned to a line unit. Examples: enforcement, investigations and traffic control.

Administrative tasks serve the chief as he plans, directs and controls the operation of the department effectively and efficiently; therefore, all such tasks shall be assigned to an administrative unit. Examples: personnel administration, planning, analysis, and budgeting.

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Auxiliary services are those which aid and support the line operation; therefore, all such tasks shall be assigned to an auxiliary unit. Examples: maintenance, custodial care, forensic laboratory, records, and communications.

Exceptions to the usual task assignment criteria will be granted when good cause is shown.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-079	
Subject			
PERSONNEL ADMINISTRATION RESPONSIBILITY			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	1

I. Purpose

To delineate the responsibility of personnel administration for the purpose of effectively and efficiently providing necessary administrative services to the chief as he performs his responsibilities of staffing the department.

Method

The personnel unit shall have primary responsibility for personnel administration. Included within this responsibility will be: development of employment evaluation and promotion standards and procedures; development and application of suitable testing procedures for selection and promotion; planning and development of disciplinary and grievance procedures; and actions appropriate to the development of employee welfare and relationships.

This procedure 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 procedure.

\_\_\_\_\_  
Signature





HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-080	
Subject			
CENTRAL RECORDS UNIT			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	2

I. Purpose

To provide efficient and effective departmental operations through the use of central records keeping.

II. Method

The central records unit shall have the primary responsibility for records keeping in the department.

No unit shall keep duplicate records without prior authorization, and such authorization shall not be given without good cause being shown.

The security of records shall be the responsibility of the central records unit, and such security shall be rigorously maintained.

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Because of the importance of information to effective police service, and since duplicate records will not be ordinarily available, the records unit shall so operate that all authorized personnel shall be provided information requested with the least possible delay.

This procedure 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 procedure.

\_\_\_\_\_  
Signature

HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-081	
Subject			
FORMS AND EQUIPMENT DESIGN AND SPECIFICATIONS			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	1

I. Purpose

To delineate responsibility for forms design and equipment specifications for the purpose of enhancing the effective and efficient operation of the department.

II. Method

Forms design and the drawing up of equipment specifications shall be the primary responsibility of the planning and analysis unit. However, units and personnel utilizing the forms and equipment being considered shall be consulted, their needs and recommendations shall be communicated among those affected by the project for the purpose of coordinating the total effort, and the needs and recommendations of those units and personnel who will be utilizing the forms and equipment shall be followed whenever possible.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-082
Subject		
DISPATCHING RESPONSIBILITY OF THE COMMUNICATIONS UNIT		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	1

I. Purpose

To delineate the responsibilities of the communications unit as to dispatching and those of the line in response to messages received.

II. Method

The primary responsibility of the communications unit is to convey with accuracy and speed: messages and calls for service from the community to the line personnel; messages and calls for service from line personnel to the community or other agencies; and messages and calls for service among departmental personnel.

The sole responsibility for decisions concerning the actions taken in response to the messages conveyed is that of the line.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

	Effective Date	Number
	January 1, 1976	PR 76-083
Subject		
USE OF CIVILIAN PERSONNEL		
Reference	Special Instructions	
Distribution	Re-evaluation Date	No. Pages
F-1	December 31, 1976	2

I. Purpose

To establish the procedures in employing and utilizing civilian personnel.

II. Method

There are many police functions within which only highly trained and specifically selected sworn personnel can operate and perform effectively.

It has been demonstrated, however, that many tasks can be effectively performed by para-professional and civilian personnel in a most satisfactory manner. As a matter of fact, certain clerical positions can be better performed by civilian personnel.

Manpower is always the most expensive commodity of a police department. As a general rule, para-professional and civilian personnel can be obtained at salary scales less than professional police salary scales.

Therefore, it is the procedure of this department to continuously evaluate and scrutinize job descriptions and, whenever proven to the satisfaction of the chief administrator that a task can be performed at least as well by paraprofessional or civilian personnel, then that position shall be so filled utilizing the aforementioned procedure.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



## HIGHWAY SAFETY PROCEDURE

Effective Date		Number	
January 1, 1976		PR 76-084	
Subject			
USE OF SEAT BELTS IN DEPARTMENTAL VEHICLES			
Reference		Special Instructions	
Distribution		Re-evaluation Date	No. Pages
F-1		December 31, 1976	1

I. Purpose

To reduce to a minimum the possibility of death or injury to departmental personnel as the result of a motor vehicle collision.

II. Method

All departmental personnel, as either drivers or passengers in a moving departmental vehicle, shall wear seat belts if they are available for use in the seating position which they are occupying.

Unless a replacement vehicle is unavailable, no person shall operate a departmental vehicle in which any belt in the front seat is inoperable.

This procedure 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 procedure.

\_\_\_\_\_  
Signature



**END**