

**MANUAL OF POLICE TRAFFIC SERVICES  
POLICIES AND PROCEDURES**

Prepared by

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# MANUAL OF POLICE TRAFFIC SERVICES POLICIES AND PROCEDURES

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#### NOTE ON NUMBERING SYSTEM

***A major decision to make when developing a policy manual is what numbering scheme will best serve your manual. Some agencies number their manuals to correspond to CALEA Standards, others assign prefixes and suffixes that denote the type of directive (rules and regulations, general orders, etc.) and date of issue, while still others use an entirely different method. For simplicity, we have numbered our policies using a decimal system, denoting with a "1" those policies that directly impact field operations and indicating with a "2" those policies that are administrative in nature.***

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## PREFACE

Year after year, traffic crashes claim more lives, cause more serious injuries and property damage, and result in more loss both to society and to the economy than criminal acts. They are the leading cause of death for persons of every age from two through 33 years.

As our streets and highways continue to become more congested, motorists and pedestrians alike must cope with frustration, annoyance, and costly delays in traveling from place to place. In some cases, this has led to "road rage" and other unacceptable and dangerous behavior.

In an era where community policing has come to the forefront, survey after survey reveals that the number one, two, or three public safety complaint of our citizens is the lack of sufficient traffic enforcement.

Today, police departments have become increasingly aware that alert and proactive traffic law enforcement is also an excellent tool to detect and apprehend those who have committed criminal acts, as well as to deter crimes before they happen, by "looking beyond the license plate" in every traffic stop.

The IACP, in cooperation with the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA), nearly three decades ago published a compendium of sample traffic policies for law enforcement agencies. The IACP's Highway Safety Committee has now updated once again those policies. We believe they will be of interest to any law enforcement executive who is involved in establishing an acceptable philosophy to promote an effective traffic management system that provides public security, reduces traffic crashes, discourages traffic violations, suppresses criminal activity, and expedites the flow of traffic.

On the pages that follow, we present a variety of sample traffic enforcement and management policies. These are *policies* from which *procedures* can be developed. We regard policies as basic philosophy and broad overall guidelines, whereas procedures are more specific and detailed.

Because of the wide disparity in size, command structure, and demographics that affect individual law enforcement agencies, we encourage each agency to use these basic policies in developing specific procedural directives that explain in detail how the policies will be implemented.

Whenever a policy addresses one of the mandatory or optional standards of the Commission on Accreditation for Law Enforcement Agencies, Inc., that CALEA standard is referenced in the policy and can be consulted by you and your staff as you write the procedures.

We hope that you find these sample policies helpful, and welcome your comments and suggestions for future additions and updates.

Respectfully submitted,



Earl M. Sweeney  
Chair  
Highway Safety Committee  
International Association of Chiefs of Police

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<b>Title: Vehicular Pursuit</b>
<b>Policy Number: 1.1</b>
<b>Accreditation Standard(s): 41.2.2, 61.3.4</b>
<b>Effective Date: June 1, 2004</b>
<b>Reevaluation Date: June 1, 2006</b>
<b>No. of Pages: 4</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for making decisions with regard to vehicular pursuit.

## **II. POLICY**

Vehicular pursuit of fleeing suspects can present a danger to the lives of the public, officers, and suspects involved in the pursuit. It is the responsibility of the agency to assist officers in the safe performance of their duties. To fulfill these obligations, it will be the policy of this law enforcement agency to regulate the manner in which vehicular pursuits are undertaken and performed.

## **III. DEFINITIONS**

- A. Vehicular Pursuit: An active attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect who actively is attempting to elude the police.
- B. Authorized Emergency Vehicle: A vehicle of this agency equipped with operable emergency equipment as designated by state law.
- C. Primary Unit: The police unit which initiates a pursuit or any unit which assumes control of the pursuit.
- D. Secondary Unit: Any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

## **IV. PROCEDURES**

### **A. Initiation of Pursuit**

- 1. The decision to initiate pursuit will be based on the pursuing officer's conclusion that the immediate danger to the officer and the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.



2. Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when the suspect exhibits the intention to avoid apprehension by refusing to stop when properly directed to do so. Pursuit also may be justified if the officer reasonably believes that the suspect, if allowed to flee, would present a danger to human life or cause serious injury.
3. In deciding whether or not to initiate pursuit, the officer will take into consideration:
  - a. road, weather, and environmental conditions;
  - b. population density and vehicular and pedestrian traffic;
  - c. the relative performance capabilities of the pursuit vehicle and the vehicle being pursued;
  - d. the seriousness of the offense; and,
  - e. the presence of other persons in the police vehicle.

#### B. Pursuit Operations

1. All emergency vehicle operations will be conducted in strict conformity with applicable traffic laws and regulations.
2. Upon engaging in a pursuit, the pursuing police vehicle will activate appropriate warning equipment.
3. Upon engaging in pursuit, the officer will notify communications of the location, direction, and speed of the pursuit; the description of the pursued vehicle; and the initial purpose of the stop. The officer will keep communications updated on the pursuit. Communications personnel will notify any available supervisor of the pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other officers and jurisdictions.
4. When engaged in pursuit, officers will not drive with reckless disregard for the safety of themselves or of other road users.
5. Unless circumstances dictate otherwise, a pursuit will consist of no more than two police vehicles: a primary and a secondary unit. All other personnel will stay clear of the pursuit, unless instructed to participate by a supervisor.
6. The primary pursuit unit will become secondary when the fleeing vehicle comes under air surveillance or when another unit has been assigned primary responsibility.

#### C. Supervisory Responsibilities

1. When made aware of a vehicular pursuit, the appropriate supervisor will monitor incoming information, will coordinate and direct activities as needed to en-

sure that proper procedures are followed, and will have the discretion to terminate the pursuit.

2. Where possible, a supervisory officer will respond to the location where a vehicle has been stopped following a pursuit.

#### D. Pursuit Tactics

1. Officers will not normally follow the pursuit on parallel streets unless authorized by a supervisor or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.
2. When feasible, available patrol units having the most prominent markings and emergency lights will be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit will disengage when a marked unit becomes available.
3. Motorcycles may be used for pursuit in exigent circumstances and when weather and related conditions allow. They will disengage when support from marked patrol units becomes available.
4. All intervention tactics short of deadly force, such as tire deflation devices, low speed tactical vehicle intervention techniques, and low speed channeling (with appropriate advance warning), will be used when it is possible to do so in safety and when the officers utilizing them have received appropriate training in their use.
5. Decisions to discharge firearms at or from a moving vehicle—or to use roadblocks—will be governed by this agency's use of force policy, and are prohibited if they present an unreasonable risk to others. They will, whenever possible, be authorized by a supervisor.
6. Once the pursued vehicle is stopped, officers will utilize appropriate officer safety tactics and will be aware of the necessity to utilize only reasonable and necessary force to take suspects into custody.

#### E. Termination of the Pursuit

1. The primary pursuit unit will continually re-evaluate and assess the pursuit situation, including all of the initiating factors, and will terminate the pursuit whenever he or she reasonably believes the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
2. The pursuit may be terminated by the primary pursuit unit at any time.
3. A supervisor may order the termination of a pursuit at any time.
4. A pursuit will be terminated if the suspect's identity has been determined, immediate apprehension is not necessary to protect the public or officers, and apprehension at a later date is feasible.

#### F. Inter-Jurisdictional Pursuits

1. The pursuing officer will notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction or across the county or state line.
2. Pursuit into a bordering state shall conform with the law of both states and any applicable inter-jurisdictional agreements.
3. When a pursuit enters this jurisdiction, the action of officers will be governed by the policy of the officers' own agency, specific inter-jurisdictional agreements, and state law as applicable.

#### G. After-Action Reporting

1. Whenever an officer engages in a pursuit, the officer will file a written report on the appropriate form detailing the circumstances. This report will be critiqued by the appropriate supervisor(s) to determine if policy has been complied with and to detect and correct any training deficiency(ies).
2. The department will periodically analyze police pursuit activity and identify any additions, deletions, or modifications warranted in departmental pursuit procedures.

#### H. Training

1. Officers who drive police vehicles will be given initial and periodic update training in the agency's pursuit policy and in safe driving tactics.

***This sample policy is intended to serve as a guide for the police executive who is interested in formulating a written procedure to govern vehicular pursuit. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every pursuit policy, including the need for training, guidelines for initiating and terminating pursuits, the regulation of pursuit tactics, supervisory review or intervention, and reporting and critiquing all pursuits.***



<b>Title: Roadblocks</b>
<b>Policy Number: 1.2</b>
<b>Accreditation Standard(s): 61.3.4</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines to plan and implement roadblocks in the best interest of public safety.

## II. POLICY

The department will develop an appropriate and acceptable process for the activation of roadblocks.

## III. DEFINITIONS

- A. *Roadblock*: a deliberate obstruction by physical means at one or more locations on the roadway system.
- B. *Moving Roadblock*: a partial blockage of the roadway normally by patrol vehicles in motion.
- C. *Fixed Roadblock*: a stationary partial blockage of the roadway by patrol vehicle or suitable materials.
- D. *Perimeter Roadblock*: a series of fixed roadblocks in a specific area designed for containment.
- E. *Checkpoint*: a system of moving traffic through a particular route for inspection or observation.
- F. *Tire Deflation Device*: a portable appliance that contains puncture instruments to deflate vehicle tires.

## IV. PROCEDURES

- A. The department will produce and maintain a comprehensive procedure for conducting roadblocks within its jurisdiction. The directive will describe circumstances warranting the use of roadblocks.

- B. The department will identify the various types of roadblocks, i.e., moving, fixed, perimeter circle, or checkpoint. Each type of roadblock will have a specific set of instructions for its proper use. The public will be afforded adequate warning, and the roadblock will be constructed in such a way as to leave, under most circumstances, space through which a vehicle can pass.
- C. A specific course of action for roadblock implementation will be in place and, when possible, prior field planning will have been undertaken. The roadblock strategy will take into account the type of roadblock required to achieve the desired result, the roadblock placement to meet public safety requirements, the accessories available for use, and contemporaneous factors that may be present.
- D. The circumstances under which a roadblock may be implemented will be properly justified. The use of force issue will be considered in the justification process as certain types or aspects of roadblocks may constitute deadly or non-deadly force.
- E. Whenever possible, supervisors within the chain of command will be delegated the authority to establish or terminate roadblocks. The officer in charge will be responsible for deciding the type of roadblock, its location, and adequate staffing arrangements.
- F. All officers will be adequately trained in roadblock techniques and properly equipped to respond to a roadblock situation. The training will consist of roadblock operations, justification, use of force (deadly and non-deadly) issues, tire deflation device deployment, and other practical matters concerning the use of roadblocks.
- G. Moving roadblocks and similar tactical intervention techniques will be employed only at low speeds, after appropriate training, and as last resorts under conditions where the use of potentially lethal force is legally justified.
- H. At the conclusion of each roadblock operation, the department will conduct a thorough critique or review of the event within a reasonable time.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on roadblocks. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every roadblock policy.***



<b>Title: Traffic Patrol Techniques and Strategies</b>
<b>Policy Number: 1.3</b>
<b>Accreditation Standard(s): 61.1.6</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines to govern the department's traffic patrol techniques and strategies.

## **II. POLICY**

The department will devise appropriate traffic patrol techniques and strategies that serve to regulate the traffic flow, to reduce traffic crashes, to curtail traffic violations, and to decrease criminal activity within its jurisdiction.

## **III. DEFINITIONS**

- A. *Line Patrol*: a traffic patrol along a highway or roadway from one point to another.
- B. *Area Patrol*: a traffic patrol along multiple highways or roadways within a given territory.
- C. *Directed Patrol*: a traffic patrol directed toward a certain traffic offense or to a stationary post.

## **IV. PROCEDURES**

- A. The department will create a comprehensive plan to manage traffic patrol techniques and strategies. All officers will be properly trained in the relevant aspects of traffic patrol.
- B. Officers will be assigned to line patrol, area patrol, or directed patrol based on the circumstances that exist during the patrol shift or when confronting unusual traffic demands.
- C. During peak traffic times or at strategic locations, officers may utilize stationary observation posts to monitor traffic, to deter traffic violations, and to prevent criminal activity.

- D. The use of unmarked or unconventional vehicles may be authorized, when permitted by law, as part of the overall law enforcement effort. Unmarked vehicles will be appropriately equipped.
- E. When unmarked vehicles are used—unless they are employed only to gather evidence and relay it to marked vehicles to effectuate the stop, officers will be particularly cognizant of the reluctance of certain individuals, such as female motorists, elderly drivers, and others, to stop for persons they are unsure are legitimate police officers. These vehicles will be equipped with emergency lights and sirens, and officers will take reasonable steps to properly identify themselves when making stops and approaches. If the motorist still is in doubt as to the officer's identity, the officer will return to the police vehicle, after advising the motorist to remain until the summoned marked unit arrives on the scene.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic patrol techniques and strategies. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic patrol techniques and strategies policy.***



<b>Title: Approaching the Traffic Violator</b>
<b>Policy Number: 1.4</b>
<b>Accreditation Standard(s): 61.1.7, 61.1.8</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for stopping and approaching traffic violators in a manner that provides safety for the officer, the motorist, and the general public.

## **II. POLICY**

While making traffic stops, officers will take all necessary precautions to ensure their own safety, as well as that of motorists and of the general public, while at the same time performing this task in a professional manner.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. In preparing to stop a motorist, officers will consider the existing conditions, including—but not limited to—the roadway design, the road conditions, weather, lighting, and the current traffic flow, in order to create the safest possible environment for the traffic stop.
- B. Once a violator has been selected to be stopped, officers will use the patrol car's emergency lights and other necessary equipment to effect the stop. Upon stopping, the patrol vehicle will be positioned in a way to afford maximal protection to the officer and to the violator's vehicle during the stop. At all times, officer safety will be considered.
- C. In most instances, the violator will be directed to pull to the far right side of the roadway to stop. However, officers will be prepared to deal with the driver who stops elsewhere, possibly creating a hazard.
- D. Upon initiating the traffic stop, officers will, when prudent, notify the dispatch center of their location and a description of the vehicle being stopped, including its registra-



tion state and number. The dispatcher will acknowledge the message prior to the officer's approaching the violator's vehicle.

- E. When walking to the violator's vehicle, officers will approach with caution and position themselves in a safe location to communicate effectively with the driver and still view any other occupants of the car. Officers will be aware that any traffic stop can elevate to a high-risk situation at any time.
- F. In greeting the violator, officers will present a professional image and treat the motorist with respect and courtesy. This will include giving a greeting, identifying themselves by rank and name, providing the reason(s) for the stop, and requesting the motorist's papers. During the course of the contact, officers will remain cognizant that criminal activity unrelated to the traffic stop may be present and as a result may warrant additional enforcement action.
- G. In the event the violator encounter is a felony stop, officers will take additional precautions by keeping the dispatch center informed, by utilizing the public address system to instruct the occupant(s) of the vehicle, by requesting backup officers, by having firearm and other law enforcement tools at the ready, by affording protection to nearby innocent citizens, and by keeping themselves in a safe position while accomplishing the stop.
- H. The contact will be closed once appropriate law enforcement action has been undertaken and there is no articulable reasonable suspicion that the occupants have committed, are committing, or are about to commit a further crime or offense.
- I. If a consent search is requested, the motorist will be informed of his/her right to refuse to permit the search. Such a request will occur after the violator's driver's license and registration card have been returned in order to ensure that if the motorist consents to the search, there is no question as to its voluntariness.
- J. Upon closure of the contact, officers will thank the motorist for his/her cooperation; if appropriate, will provide the violator with information as to how to respond to the chosen enforcement action(s); and will assist the violator in pulling safely back into traffic.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on approaching the traffic violator. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every approaching the traffic violator policy.***



<b>Title: Impaired Driver Countermeasures</b>
<b>Policy Number: 1.5</b>
<b>Accreditation Standard(s): 61.1.10</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the management of an impaired driver countermeasures program.

## II. POLICY

The department will support comprehensive alcohol and/or drug traffic enforcement countermeasures programs to remove impaired drivers from the roadways and to deter drivers from operating a vehicle while impaired.

## III. DEFINITIONS

- A. *Standardized Field Sobriety Test (SFST)*: a set of tests and observations developed by the National Highway Traffic Safety Administration (NHTSA) and administered to suspected impaired drivers to determine their degree of impairment. The tests were developed and validated under clinical conditions.
- B. *Preliminary Breath Test (PBT)*: a roadside test, using a balloon or electronic device to determine whether or not a suspected impaired driver has consumed alcohol.
- C. *Drug Recognition Expert (DRE)*: a specially trained and certified officer skilled in basic drug terminology, pharmacology, the identification of the signs and symptoms of drug impairment associated with seven drug categories, and the conduct of the twelve-step DRE evaluation.

## III. PROCEDURES

- A. The department will provide special training to all officers on the practice of removing impaired drivers from the highway. Officers will be trained in the detection, apprehension, prosecution, and legal issues concerning impaired drivers. The training may incorporate SFST, PBT devices, chemical test instrument operation, drugs that impair driving, medical conditions that can be confused with intoxication, DRE certi-

fication, and impaired driver prosecution. The IACP and NHTSA have developed standards for SFST and DRE training, certification and administration.

- B. Officers will have the knowledge to recognize and identify driving behavior that is characteristic of the impaired driver. This will include knowledge of NHTSA's cues for detecting impaired motorists, including those at the lower range of prohibited BAC levels. Once a suspected impaired driver has been apprehended, officers will have the ability to gather sufficient evidence to withstand judicial review.
- C. The department will develop a plan for selective assignment of traffic officers at times and places where there has been a significant number of crashes and/or arrests involving impaired drivers. The plan will discuss partnering with other law enforcement agencies to expand the scope of the operation. The department will review all alcohol/drug-related crash investigations and will conduct an analysis to determine the contributing factors of those crashes and to gather selective enforcement information.
- D. Applying appropriate methods, officers will conduct, where legally permitted, selective roadway checks for deterrent purposes; will rigidly enforce the driving while intoxicated laws and other laws restricting alcohol and drugs on the highway; and will expedite the legal processing of violators.
- E. Officers will acquire a thorough knowledge of impaired driver detection; applicable driving while intoxicated statutes, including those applying to both underage and commercial-vehicle drivers; court decisions; rules of evidence; implied consent laws; administrative license suspension laws; law enforcement tools; report-writing; follow-up investigation; and court presentation to be successful in dealing with the impaired driver. The knowledge base will be enhanced through periodic training programs.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on impaired driver countermeasures. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every impaired driver countermeasures policy.***



<b>Title: Impaired Driver Processing</b>
<b>Policy Number: 1.6</b>
<b>Accreditation Standard(s): 61.1.11</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for handling drivers charged with operating a vehicle while under the influence of alcohol and/or drugs.

## **II. POLICY**

The department will develop a written procedure for managing drivers arrested for operating a vehicle under the influence of alcohol and/or drugs.

## **III. DEFINITIONS**

- A. *Standardized Field Sobriety Test (SFST)*: a set of tests and observations developed by the National Highway Traffic Safety Administration (NHTSA) and administered to suspected impaired drivers to determine their degree of impairment. The tests were developed and validated under clinical conditions.
- B. *Drug Recognition Expert (DRE)*: a certification resulting from the successful completion of an intensive course of instruction in basic drug terminology, in pharmacology, in the identification of the signs and symptoms of drug impairment associated with seven drug categories, and in the conduct of the 12-step DRE evaluation.

## **IV. PROCEDURES**

- A. The department will maintain a standard process to guide officers whenever operators who are believed to be under the influence of alcohol or drugs are encountered. Officers will be trained to identify, apprehend, process, and prosecute impaired vehicle drivers.
- B. Officers will be familiar with all the legal requirements within the jurisdiction concerning offenses of operating under the influence of alcohol and/or drugs, including the special requirements pertaining to minors and commercial vehicle drivers. Officers will have a complete understanding of the existing driving while impaired law, the implied consent law, the administrative license suspension law, and relevant court decisions on impaired driving cases.

- C. Officers will be prepared to administer the SFST to drivers suspected of being under the influence of alcohol and/or drugs. Officers will be trained to evaluate the sobriety test steps and accurately record the results.
- D. Officers will know the proper application of preliminary and evidentiary blood alcohol content test devices permitted for use within the jurisdiction. Officers will know the basic indicators of drug impairment and will be aware of DRE capabilities in the event the suspect is believed to be under the influence of drugs or a combination of drugs and alcohol. A list of DREs will be maintained at the communications center.
- E. Officers will be knowledgeable of the approved methods to obtain evidentiary samples from drivers arrested for driving while impaired by alcohol and/or drugs. Officers will be familiar with the statutes within the jurisdiction that allow arrestees an opportunity to select an alternative test of their own choice.
- F. Once the processing of a driving while impaired offender has been completed, a determination will be made on whether the arrestee will be incarcerated or will be released to a responsible person pursuant to established policies and procedures. Also, the disposition of the offender's vehicle or other property will be taken into account. Required reports will be made on the details of the incident.
- G. The department periodically will review all paperwork and reporting systems required for processing impaired drivers, will streamline them, and will eliminate redundancies wherever possible.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on impaired driver processing. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every impaired driver processing policy.***



<b>Title:</b> Traffic Crash Response
<b>Policy Number:</b> 1.7
<b>Accreditation Standard(s):</b> 61.2.2
<b>Effective Date:</b> July 1, 2004
<b>Reevaluation Date:</b> July 1, 2006
<b>No. of Pages:</b> 2
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for officers to properly respond to a traffic crash.

## II. POLICY

The department will develop and maintain a prescribed mode for officers to respond to traffic crashes within the jurisdiction.

## III. DEFINITIONS

- A. *Crash:* the collision of a vehicle with another vehicle, a person, a fixed object, or a vehicle rollover.
- B. *Crash Investigation:* the systematic collection of evidence, the examination of information, and the recording of data to identify crash factors.
- C. *Crash Reporting:* the standardized method of recording crash data derived from a crash investigation.

## IV. PROCEDURES

- A. The department will maintain a written directive requiring responses to all types of traffic crashes. Whenever department personnel are required to respond to serious or complex crashes, officers will be prepared to administer emergency services, to preserve the scene, to investigate the crash, to record and collect evidence, to oversee the removal of any roadway debris resulting from the crash, and to restore the normal flow of traffic.
- B. Whenever department personnel are required to respond to less serious crashes, officers will rely on department policy to determine the extent of the response. When practical, crash scenes will be inspected by investigating personnel, and basic information will be collected and reported even when crashes are not formally in-

vestigated.

- C. Crash investigations may be suspended or curtailed due to adverse weather conditions or extremely congested traffic situations.
- D. Officers will be especially cognizant of the hazards of police vehicles being struck from the rear while stopped at crash scenes, as well as of officers being struck while standing or working in the roadway. They will take appropriate safety precautions, including wearing reflective materials on—or over—outer garments and remaining alert to traffic approaching from all directions. As soon as practicable without impeding the collection of roadside evidence, police vehicles will be moved to locations well off the roadway, if practical, and emergency lights will be extinguished, as under some circumstances they may have a mesmerizing effect on drivers, especially on impaired drivers.
  - 1. Flare patterns and cones will be employed, when available and practicable, to channel traffic safely around any stopped vehicles.
  - 2. Where weather and other conditions permit, officers will avoid sitting in their police vehicles—either to take statements or to record data—when they parked in hazardous locations. Under some conditions, it may be advisable to channel traffic around a crash scene and to park the police vehicles ahead of the vehicles involved in the crash.
  - 3. If significant interruption of traffic will result, consideration will be given to implementing the principles of the Incident Management System’s (IMS’) *Model Procedures Guide for Highway Incidents*. [Refer to Sample Policy 1.9, entitled “Highway Incident Management”]
- E. The department will provide public information to acquaint citizens with the proper course(s) of action whenever motorists or their vehicles are involved in traffic crashes.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic crash response. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic crash response policy.***



<b>Title:</b> Traffic Crash Scenes
<b>Policy Number:</b> 1.8
<b>Accreditation Standard(s):</b> 61.2.3, 61.2.4, 61.2.5
<b>Effective Date:</b> July 1, 2004
<b>Reevaluation Date:</b> July 1, 2006
<b>No. of Pages:</b> 2
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for responsibilities at traffic crash scenes.

## II. POLICY

The department will create a regular process for officers to provide required services and to investigative activities at traffic crash scenes.

## III. DEFINITIONS

- A. *Crash*: the collision of a vehicle with another vehicle, a person, a fixed object, or a vehicle rollover.
- B. *Crash Investigation*: the systematic collection of evidence, the examination of information, and the recording of data to identify crash factors.
- C. *Crash Reporting*: the standardized method of recording crash data derived from a crash investigation.

## IV. PROCEDURES

- A. All officers will be trained to manage and investigate traffic crashes. Upon arriving at a crash scene, one of the primary responsibilities of an officer is to protect the scene and prevent the crash from worsening. Whenever more than one officer is required to respond to a traffic crash scene, the department will have a written directive specifying who is in charge of the crash scene to ensure that all tasks are accomplished.
- B. Officers will be prepared to provide basic (or advanced, if certified) life support functions, until qualified rescue personnel arrive to attend to the injured. Officers will be trained to identify actual or potential fire hazards at crash scenes, and will be prepared to remove people from danger and to summon the fire department when necessary. In the event hazardous materials are present at any scene, officers will take



action to protect themselves, to identify the material, to isolate the area, to evacuate non-essential personnel, and to obtain technical assistance, using the U.S. DOT's *Emergency Response Guidebook* as a reference.

- C. When investigating crashes, officers will, at a minimum, interview drivers and witnesses, examine vehicle conditions, note roadway marks and debris, record weather conditions, observe traffic control devices, facilitate the exchange of information among crash participants, and—if necessary—photograph and diagram the scene.
- D. In accordance with the laws and ordinances within the jurisdiction, officers are expected to initiate appropriate enforcement action(s) whenever traffic crashes investigation yield sufficient evidence to warrant charging any motorist or pedestrian with a traffic violation.
- E. At times, follow-up crash investigations may be necessary. Personnel will have knowledge of available expert crash reconstruction resources and technical personnel to assist with complex or serious crashes when required. Officers will consider these types of crash scenes as potential crime scenes.
- F. Officers will take special care to ensure that the property of crash participants or victims is protected from loss or theft. When required, officers will remove the property of owners who are unable to care for their own belongings. All property will be properly inventoried and stored until the owner can take possession.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic crash scenes. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic crash scenes policy.***



<b>Title: Highway Incident Management</b>
<b>Policy Number: 1.9</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 7</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the management of highway incidents and for the prompt restoration of the normal traffic flow.

## II. POLICY

The department is committed to working with emergency medical services, the fire service, the towing and recovery industry, the news media, and the public to provide rapid and professional lifesaving responses to highway incidents; to ensure the effective investigation of crashes and other incidents that cause death, injury, or property damage or that tie up traffic; and to restore the normal flow of traffic as promptly as possible and with minimal disruption on alternative routes. This will be accomplished via the adaptation of the principles of the Incident Management System's (IMS') *Model Procedures Guide for Highway Incidents*.

## III. DEFINITIONS

- A. *Highway Incident*: any event that disrupts the normal flow of traffic.
- B. *Incident Command System (ICS)*: an Incident Management System (IMS) with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident, as developed by the National Fire Service Incident Management System Consortium for use with the IMS.
- C. *Incident Management System (IMS)*: a system that facilitates the implementation of a strong Command function at every incident and a smooth escalation of the incident organization to meet the demands of a major incident or disaster, as developed by the National Fire Service Incident Management System Consortium for use with the ICS.

## IV. DISCUSSION

- A. A simple incident, such as debris on the road, or a complex one, such as a multiple vehicle fatal crash involving hazardous materials, can cause a significant delay on a heavily-traveled or high-speed street or highway. Disabled vehicles in a traffic lane—or spillage of items from a truck—that cause(s) motorists to change lanes suddenly, if detected promptly, can be cleared rapidly with little residual effect on traffic, but—if not detected and corrected quickly—can cause chaos, death, or injury.
  - 1. Even traffic enforcement activity with officers and motorists stopped at the roadside constitutes a minor incident that nevertheless can cause significant disruptions in traffic flow and can lead to secondary incidents.
  - 2. More major incidents—such as downed power lines, structural failures of bridges or roads, overturned cars or trucks, motor vehicle fires, and fatal crashes—can result in significant delays, as well as in added safety risks to responders and motorists, and can cause gridlock on local streets by motorists trying to avoid the incident scene.
  - 3. Incidents on interstate highways pose special challenges due to the speeds involved, as well as to the controlled access to those highways. Safety issues are more complex due both to the higher speeds of traffic and to the difficulty in responders' reaching the incident because of limited access points. Congestion builds quickly behind the incident, as well as in the opposite direction from "gaper's blocks"—people slowing to see what is happening in the other direction. Frustrated motorists may use—or block access to—breakdown lanes and make access for large equipment, including fire apparatus and towing and recovery equipment, difficult, if not impossible.
- B. No single agency alone can effectively respond to—and clear—a major highway incident. Many agencies and private sector organizations have major roles to play. A managed response to these incidents requires cooperation, coordination, and even overlapping of some functions between responders. The IMS' *Model Procedures Guide for Highway Incidents* allows this to occur.

## V. PROCEDURES

### A. Development of Plan and Other Considerations

The department will coordinate its efforts in highway incident management with neighboring law enforcement agencies, fire departments, emergency medical services, state and local public works and highway agencies, the local towing and recovery industry, and the news media to facilitate planning, detection and notification, verification and response, site management, clearance, recovery, and motorist information regarding highway incidents. The department will jointly develop an emergency plan that will be available to dispatchers and supervisors from all the agencies involved and that can be implemented quickly and easily, in the event of a major highway incident.

- 1. The Highway Incident Plan will include contact information on other resources that may be needed, such as detectives, traffic crash analysts, and public information officers; fire equipment and ambulances, along with rescue person-

nel; emergency lighting systems; and 24-hour access to barricades, front-end loaders, asphalt, mobile command posts, chemical spill remediation, and other necessities. The Plan also will include consideration of pre-staged equipment storage areas; public education programs; interoperability of communications systems, such as radios and cellular telephones; cross-training of responders, so each understands the other's functions; and better identification of locations along roadways, such as frequent milepost markers.

#### B. Plan Review and Revision

The department will meet at least annually with its partners to revise the Plan; to identify those locations most likely to result in serious traffic incidents; and to identify the available resources and how they can be obtained quickly when needed, including staging areas for equipment, use of emergency lighting, appropriate treatment of hazardous materials, and on-scene traffic control. This will include determining alternate route plans for road closures, with consideration being afforded to road capacity, signalization, locations of hospitals and schools, bridges, railroad crossings, underpass heights, and construction zones; and establishing policies on how these routes will be used, when detours will be set up and taken down, and how such detours will affect neighboring jurisdictions.

#### C. Initial Assessment and Response

When it appears to first responding officers to a highway incident that additional resources, such as tow trucks, public utilities and/or heavy equipment, eventually will be needed, they will be requested promptly, recognizing that there will be a delay between request and arrival.

1. Rather than requesting specific pieces of equipment, these secondary responders will be notified as to the exact nature of the incident, as they are in the best position to judge exactly what type of wrecker, fire apparatus, highway maintenance personnel, construction equipment, etc. will be required to resolve the problem. Accurate information can speed a proper response.
2. Patrol vehicles will carry the vehicle silhouette classification sheet which has been issued by the Towing and Recovery Association of America and which displays the eight primary classes of vehicles—ranging from Class 1 (passenger cars, minivans, and pickup trucks) to Class 8 (heavy motor coaches and tractor-trailer combinations weighing more than 33,000 lbs.)—to provide officers with a tool for describing to dispatchers—for relay to towing and recovery workers—the types of vehicles involved, so the proper response can be sent the first time.
3. Patrol vehicles will be equipped with push bumpers for pushing stalled vehicles that are blocking traffic lanes.
4. In planning and scheduling patrols, the department will attempt to assign officers to congested road sections during peak use periods to reduce travel time once an incident has been detected. The Transportation Department will be encouraged to assign maintenance personnel to patrol tasks during peak use periods.

5. The first responding person from each agency will establish a command post for that agency and pass command along within that agency in accordance with ICS principles. In all major incidents, there will be, in addition, a centralized ICS comprised of command or decision-making personnel who are not involved in the actual operational tasks of their respective agencies, to ensure that coordination occurs between all responding agencies and that notification is made to other communities whose traffic patterns or demands for emergency services may be affected, and to serve as the contact point for media information and motorists' advisories, so conflicting information will not be disseminated.

#### D. Organizing Traffic Incident Response

##### 1. In General

- a. Even if there are more needed tasks than available resources, it is important to implement the IMS as soon as the first responders arrive on the scene and to determine that a traffic incident, involving a complex emergency situation that exceeds the capability of one to three officers to manage, is developing.
- b. A common, dedicated operating radio frequency for contact with the command post will be designated as soon as possible, with the various responding agencies operating on their own radio frequencies, but communicating with the command center on a common channel. Overall strategies and objectives for handling the incident will be formulated as quickly as possible and continually reassessed.
- c. The responsibilities of the incident commander include the functions of command, which remain with the first arriving unit, unless and until relieved by a person of higher rank. The person in command will be responsible:
  - for **surveying the scene** to obtain an overall understanding of the situation, including the speed and density of traffic from all directions;
  - for **assessing safety hazards**, including traffic, weather, and road conditions, as well as the behavior of motorists in the vicinity;
  - for **sizing up** the incident, informing the communications center, and requesting additional resources or releasing unneeded resources, as indicated, on the basis of the incident's impact on regional traffic;
  - for **separating** scene operations from approaching traffic by establishing a protected work zone and by warning oncoming traffic; and
  - for **starting operations** by handling the most urgent situations first, by anticipating what needs to be done, by looking at least an hour into the future for an incident action plan, by sorting out competing priorities, by limiting resources and other conflicts, and by sending surplus units away from the scene as soon as they are not needed in order to reduce distraction on the highway, to re-open the roadway, and to remove congestion.
- d. Command posts will be established upwind and upslope from hazardous materials incident sites.

- e. To avoid congestion at the incident scene, staging areas for arriving vehicles will be established—including multiple staging areas if need be—with staging areas being assigned radio designations according to easily recognizable landmarks. A multi-casualty incident may require a separate staging area for ambulances.
- f. When the proper resolution of a traffic incident requires multiple functions, the typical organization of the response will consist of several groups: a **traffic control and investigation group** consisting of law enforcement personnel, a sign truck, and other motorist assistance services; a **fire and hazmat group** consisting of fire apparatus and hazmat teams; an **extrication group** consisting of heavy rescue equipment; a **medical group** consisting of paramedics, EMTs, and ambulance personnel; and a **towing and recovery group** consisting of wreckers.
- g. A unified command structure may be appropriate in resolving an incident that involves more than one jurisdiction or department, such as a major natural disaster crossing boundaries and involving resources from more than one jurisdiction; or a major transportation mishap, hazardous materials spill, or explosion that involves police, highway, fire, emergency medical, and other agencies. In a unified command structure, individuals designated by their agencies or jurisdictions will jointly determine strategies, objectives, and priorities, with one of the members agreed upon as the primary Incident Commander.
- h. The choice of Incident Commander may be based upon the greatest jurisdictional involvement, upon the first arriving command officer, upon existing statutory authority, or upon knowledge of a particular representative's qualifications to handle such an incident. As priorities change during the resolution of the incident, the fire department initially might be the lead agency, but it may pass the baton to law enforcement for the investigation phase or to public works for debris removal.

## 2. Minor Highway Incidents

When handling minor highway incidents, preference will be given to the following:

- a. Quickly removing disabled or abandoned vehicles in accordance with the statutory time constraints;
- b. Using highway department pickup trucks or motorist assistance patrols, where available, both to respond to—and to remove—minor, non-crash incidents, such as stalled vehicles and debris on the roadway;
- c. Empowering dispatchers to encourage motorists to move out of travel lanes vehicles involved in property damage/no injury crashes;
- d. Avoiding the in-lane, offloading of damaged, non-hazardous cargo;

- e. Arranging for pushing or dragging overturned or damaged trucks and cargo off the road as soon as possible; and
- f. Arranging for plugging and containing minor fuel leaks, as well as for prompt handling by the fire department of spilled automotive fluids, such as diesel fuel, crankcase oil, gasoline, and anti-freeze that are contained on the pavement and do not require a full hazmat response.

### 3. Major Highway Incidents

When handling major highway incidents, preference will be given to the following:

- a. In terms of single vehicle fatal crashes involving a single occupant, moving the vehicle from the travel lane as quickly as possible and continuing the investigation with minimal disruption of traffic, unless there is evidence of a hit-and-run or another suspicious cause;
- b. Using photogrammetry and/or laser, whenever available, to expedite crash scene measurements and to restore the normal traffic flow in personal injury crashes; and
- c. In crashes where there is only property damage and no personal injury, moving the damaged vehicles off the roadway as soon as practicable and balancing the need for measurements against the danger and inconvenience of tying up traffic.

### E. Managing Responder Safety

- 1. There is no greater responsibility at a highway incident than managing safety at the scene, ensuring the safety and well being of responders, victims, passing motorists, bystanders, and pedestrians.
- 2. The Highway Incident Plan will include traffic hazard protection for all personnel. Establishing early warnings for motorists who will be approaching a queue of stationary vehicles, broadcasting emergency radio messages, decreasing the speeds of passing vehicles, establishing a buffer between the traffic flow and the responders' work zone, and issuing protective and reflective clothing will be priorities.
- 3. Activities that pose a significant risk to the safety of responders will be limited to situations where there is potential to save endangered lives. No risk to the safety of responders is acceptable where there is no possibility to save lives or property. Activities routinely employed to protect only property are inherent risks to the safety of responders, and actions will be initiated to reduce or avoid hazards or unnecessary risks. No lives will be jeopardized for property or for lives that already have been lost. The incident commander or safety officer will terminate any activity s/he determines to be unsafe or to involve imminent danger.

4. A scene log will be established to account for responders, i.e., to document the entry of responders into—and their exit from—clearly identified hazard zones, such as confined spaces and hazmat “hot” areas; roll calls conducted at the beginning of an incident and at intervals throughout the operation; and signal broadcasts when responders are missing or late returning from assignments, so locate or rescue efforts can be mounted.
5. For prolonged or extremely hazardous incidents, locations will be provided for responders to receive medical assessment and treatment, rest and refreshments, and critical incident stress debriefing.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on highway incident management. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every highway incident management policy.***





<b>Title: Highway Incident Management</b>
<b>Policy Number: 1.30</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
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<b>No. of Pages: 7</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the management of highway incidents and for the prompt restoration of the normal traffic flow.

## II. POLICY

The department is committed to working with emergency medical services, the fire service, the towing and recovery industry, the news media, and the public to provide rapid and professional lifesaving responses to highway incidents; to ensure the effective investigation of crashes and other incidents that cause death, injury or property damage or that tie up traffic; and to restore the normal flow of traffic as promptly as possible and with minimal disruption on alternative routes. This will be accomplished via the adaptation of the principles of the Incident Management System's (IMS') *Model Procedures Guide for Highway Incidents*.

## III. DEFINITIONS

- A. *Highway Incident*: any event that disrupts the normal flow of traffic.
- B. *Incident Command System (ICS)*: an Incident Management System (IMS) with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident, as developed by the National Fire Service Incident Management System Consortium for use with the IMS.
- C. *Incident Management System (IMS)*: a system that facilitates implementation of a strong Command function at every incident and a smooth escalation of the incident organization to meet the demands of a major incident or disaster, as developed by the National Fire Service Incident Management System Consortium for use with the ICS.

## IV. DISCUSSION

A simple incident, such as debris on the road, or a complex one, such as a multiple vehicle fatal crash involving hazardous materials, can cause a significant delay on a heavily-traveled or high-speed street or highway. Disabled vehicles in a traffic lane—or spillage of items from a truck—that causes motorists to change lanes suddenly, if detected promptly, can be cleared rapidly with little residual effect on traffic; but—if not detected and corrected quickly—can cause chaos, death, or injury.

Even traffic enforcement activity with officers and motorists stopped at the roadside constitutes a minor incident that nevertheless can cause significant disruptions in traffic flow and can lead to secondary incidents.

More major incidents—such as downed power lines, structural failures of bridges or roads, overturned cars or trucks, motor vehicle fires, and fatal crashes—can result in significant delays, as well as in added safety risks to responders and motorists, and can cause gridlock on local streets by motorists trying to avoid the incident scene.

Incidents on interstate highways pose special challenges due to the speeds involved, as well as to the controlled access to those highways. Safety issues are more complex due both to the higher speeds of traffic and to the difficulty in responders' reaching the incident because of limited access points. Congestion builds quickly behind the incident, as well as in the opposite direction from “gaper’s blocks”—people slowing to see what is happening in the other direction. Frustrated motorists may use—or block access to—breakdown lanes and make access for large equipment, including fire apparatus and towing and recovery equipment, difficult, if not impossible.

No single agency alone can effectively respond to—and clear—a major highway incident. Many agencies and private sector organizations have major roles to play. A managed response to these incidents requires cooperation, coordination, and even overlapping of some functions between responders. The Incident Management System's (IMS') *Model Procedures Guide for Highway Incidents* allows this to occur.

## **V. PROCEDURES**

### **A. Development of Plan and Other Considerations**

The department will coordinate its efforts in highway incident management with neighboring law enforcement agencies, fire departments, emergency medical services, state and local public works and highway agencies, the local towing and recovery industry, and the news media to facilitate planning, detection and notification, verification and response, site management, clearance, recovery, and motorist information regarding highway incidents. The department will jointly develop an emergency plan that will be available to dispatchers and supervisors from all the agencies involved and that can be implemented quickly and easily, in the event of a major highway incident.

The Highway Incident Plan will include contact information on the other resources that may be needed, such as detectives, traffic crash analysts, and public information officers; fire equipment and ambulances, along with rescue personnel; emergency lighting systems; and 24-hour access to barricades, front-end loaders, asphalt, mobile command posts, chemical spill remediation, and other necessities. The Plan also will include consideration of pre-staged equipment storage areas;

public education programs; interoperability of communications systems, such as radios and cellular telephones; cross-training of responders, so that each understands the other's functions; and better identification of locations along roadways, such as frequent milepost markers.

#### B. Plan Review and Revision

The department will meet at least annually with its partners to revise the Plan; to identify those locations most likely to result in serious traffic incidents; and to identify the available resources and how they can be obtained quickly when needed, including staging areas for equipment, use of emergency lighting, appropriate treatment of hazardous materials, and on-scene traffic control. This will include determining alternate route plans for road closures, with consideration being afforded to road capacity, signalization, location of hospitals and schools, bridges, railroad crossings, underpass heights, and construction zones; and establishing policies on how these routes will be used, when detours will be set up and taken down, and how such detours will affect neighboring jurisdictions.

#### C. Initial Assessment and Response

When it appears to the first officers responding to a highway incident that additional resources, such as tow trucks, public utilities and/or heavy equipment, eventually will be needed, they will be requested promptly, recognizing that there will be a delay between request and arrival.

Rather than requesting specific pieces of equipment, these secondary responders will be notified as to the exact nature of the incident, as they are in the best position to judge exactly what type of wrecker, fire apparatus, highway maintenance personnel, construction equipment, etc., will be required to resolve the problem. Accurate information can speed a proper response.

Patrol vehicles will carry the vehicle silhouette classification sheet which has been issued by the Towing and Recovery Association of America and which displays the eight primary classes of vehicles—ranging from Class 1 (passenger cars, minivans, and pickup trucks) to Class 8 (heavy motor coaches and tractor-trailer combinations weighing more than 33,000 lbs.)—to provide officers with a tool for describing to dispatchers—for relay to towing and recovery workers—the types of vehicles involved, so the proper response can be sent the first time.

Patrol vehicles will be equipped with push bumpers for pushing stalled vehicles that are blocking traffic lanes.

In planning and scheduling patrols, the department will attempt to assign officers to congested road sections during peak use periods to reduce travel time once an incident has been detected. The Transportation Department will be encouraged to assign maintenance personnel to patrol tasks during peak use periods.

The first responding person from each agency will establish a command post for that agency and will pass command along within that agency in accordance with ICS principles. In all major incidents, there will be, in addition, a centralized ICS comprised of command or decision-making personnel who are not involved in the

actual operational tasks of their respective agencies, to ensure that coordination occurs between all responding agencies and that notification is made to other communities whose traffic patterns or demands for emergency services may be affected, and to serve as the contact point for media information and motorists' advisories, so conflicting information will not be disseminated.

#### D. Organizing Traffic Incident Response

##### 1. In General

Even if there are more needed tasks than available resources, it is important to implement the IMS as soon as the first responders arrive on the scene and to determine that a traffic incident, involving a complex emergency situation that exceeds the capability of one to three officers to manage, is developing.

A common, dedicated operating radio frequency for contact with the command post will be designated as soon as possible, with the various responding agencies operating on their own radio frequencies, but communicating with the command center on a common channel. Overall strategies and objectives for handling the incident will be formulated as quickly as possible and continually reassessed.

The responsibilities of the incident commander include the functions of command, which will remain with the first arriving unit, unless and until relieved by a person of higher rank.

The person in command will be responsible for **surveying the scene** to obtain an overall understanding of the situation, including the speed and density of traffic from all directions; for **assessing safety hazards**, including traffic, weather, and road conditions, as well as the behavior of motorists in the vicinity; for **sizing up** the incident, informing the communications center, and requesting additional resources or releasing unneeded resources, as indicated, on the basis of the incident's impact on regional traffic; for **separating** scene operations from approaching traffic by establishing a protected work zone and by warning oncoming traffic; and for **starting operations** by handling the most urgent situations first, by anticipating what needs to be done, by looking at least an hour into the future for an incident action plan, by sorting out competing priorities, by limiting resources and other conflicts and by sending surplus units away from the scene as soon as they are not needed in order to reduce distraction on the highway, to re-open the roadway, and to remove congestion.

Command posts will be established upwind and upslope from hazardous materials incident sites.

To avoid congestion at the incident scene, staging areas for arriving vehicles will be established—including multiple staging areas if need be—with staging areas being assigned radio designations according to easily recognizable landmarks. A multi-casualty incident may require a separate staging area for ambulances.

When the proper resolution of a traffic incident requires multiple functions, the typical organization of the response will consist of several groups: a **traffic control and investigation group** consisting of law enforcement personnel, a sign truck, and other motorist assistance services; a **fire and hazmat group** consisting of fire apparatus and hazmat teams; an **extrication group** consisting of heavy rescue equipment; a **medical group** consisting of paramedics, EMTs, and ambulance personnel; and a **towing and recovery group** consisting of wreckers.

A unified command structure may be appropriate in resolving an incident that involves more than one jurisdiction or department, such as a major natural disaster crossing boundaries and involving resources from more than one jurisdiction or a major transportation mishap, hazardous materials spill, or explosion that involves police, highway, fire, emergency medical, and other agencies. In a unified command structure, individuals designated by their agencies or jurisdictions will jointly determine strategies, objectives, and priorities, with one of the members agreed upon as the primary Incident Commander.

The choice of Incident Commander may be based upon the greatest jurisdictional involvement, upon the first arriving command officer, upon the existing statutory authority, or upon knowledge of a particular representative's qualifications to handle such an incident. As priorities change during the resolution of the incident, the fire department initially might be the lead agency, but it may pass the baton either to law enforcement for the investigative phase or to public works for debris removal.

## 2. Minor Highway Incidents

When handling minor highway incidents, preference will be given to the following:

- Quickly removing disabled or abandoned vehicles in accordance with the statutory time constraints.
- Using highway department pickup trucks or motorist assistance patrols, where available, both to respond to—and to remove—minor, non-crash incidents, such as stalled vehicles and debris on the roadway.
- Empowering dispatchers to encourage motorists to move out of travel lanes vehicles involved in property damage/no injury crashes.
- Avoiding the in-lane, offloading of damaged, non-hazardous cargo.
- Arranging for pushing or dragging overturned or damaged trucks and cargo off the road as soon as possible.
- Arranging for plugging and containing minor fuel leaks, as well as for prompt handling by the fire department of spilled automotive fluids, such as diesel fuel, crankcase oil, gasoline, and anti-freeze that are contained on the pavement and do not require a full hazmat response.

### 3. Major Highway Incidents

When handling major highway incidents, preference will be given to the following:

- In terms of single vehicle fatal crashes involving a single occupant, moving the vehicle from the travel lane as quickly as possible and continuing the investigation with minimal disruption of traffic, unless there is evidence of a hit-and-run or another suspicious cause.
- Using photogrammetry and/or laser, whenever available, to expedite crash scene measurements and to restore the normal traffic flow in personal injury crashes.
- In crashes where there is only property damage and no personal injury, moving the damaged vehicles off the roadway as soon as practicable and balancing the need for measurements against the danger and inconvenience of tying up traffic.

#### E. Managing Responder Safety

There is no greater responsibility at a highway incident than managing safety at the scene, ensuring the safety and well being of responders, victims, passing motorists, bystanders, and pedestrians.

The Highway Incident Plan will include traffic hazard protection for all personnel. Establishing early warnings for motorists who will be approaching a queue of stationary vehicles, broadcasting emergency radio messages, decreasing the speeds of passing vehicles, establishing a buffer between the traffic flow and the responders' work zone, and issuing protective and reflective clothing will be priorities.

Activities that pose a significant risk to the safety of responders will be limited to situations where there is potential to save endangered lives. No risk to the safety of responders is acceptable where there is no possibility to save lives or property. Activities routinely employed to protect only property are inherent risks to the safety of responders, and actions will be initiated to reduce or avoid hazards or unnecessary risks. No lives will be jeopardized for property or for lives that already have been lost. The incident commander or safety officer will terminate any activity s/he determines to be unsafe or to involve imminent danger.

A scene log will be established to account for responders, i.e., to document the entry of responders into—and their exit from—clearly identified hazard zones, such as confined spaces and hazmat “hot” areas; roll calls conducted at the beginning of an incident and at intervals throughout the operation; and signal broadcasts when responders are missing or late returning from assignments, so locate or rescue efforts can be mounted.

For prolonged or extremely hazardous incidents, locations will be provided for responders to receive medical assessment and treatment, rest and refreshments, and critical incident stress debriefing.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on highway incident management. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every highway incident management policy.***



<b>Title: Traffic Crash Investigating and Reporting</b>
<b>Policy Number: 1.10</b>
<b>Accreditation Standard(s): 61.2.1, 61.2.6</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines to ensure the prompt investigation of traffic crashes and the timely preparation of crash reports.

## II. POLICY

The department will develop written directives to govern the investigating and reporting of all traffic crashes within the jurisdiction.

## III. DEFINITIONS

- A. *Crash*: the collision of a vehicle with another vehicle, a person, a fixed object, or a vehicle rollover.
- B. *Crash Investigation*: the systematic collection of evidence, the examination of information, and the recording of data to identify crash factors.
- C. *Crash Reporting*: the standardized method of recording crash data derived from a crash investigation.

## IV. PROCEDURES

- A. The department will maintain a written procedure governing the investigating and reporting of crashes to ensure that responsibilities are performed in an efficient manner. The directive will encompass crashes, including—but not limited to—death, injury, property damage, hit-and-run, driver impairment, hazardous materials, occurrences on private property, and crashes involving departmental or other governmental vehicles.
- B. The department will adopt a comprehensive crash management system to facilitate the investigating and reporting of traffic crashes. There will be a distinction between which crashes require a complex investigation and which require a basic investigation and report, but an effort will be made to document all crashes. The system will afford a means by which to manage late notification of crashes whenever crashes



come to the attention of the department outside a timely fashion.

- C. Whenever the department is required to investigate a crash, a crash report will be promptly submitted on an appropriate form. The crash reporting procedure will set forth a standardized crash classification system that is in conformance with recognized authorities to advance the development of uniform data. The system will promote uniformity and comparability of traffic crash statistics throughout different jurisdictions. All reports will contain standard mapping and diagram symbols.
- D. The department will acquaint its officers—and will comply with—the unique reporting procedures for crashes involving commercial vehicles, as well as those carrying hazardous materials.
- E. The department will maintain a process for the control and release of traffic crash reports. The process will provide a method to assess and recover the cost of providing crash reports to requesters.
- F. The department will provide officers with adequate training to investigate properly a crash and will furnish officers with a traffic crash report manual to guide them in completing a crash report. Officers specializing in crash reconstruction, hazardous material handling, and drug recognition will be available to assist in the investigation of serious crashes, when required.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic crash investigating and reporting. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic crash investigating and reporting policy.***



<b>Title: Traffic Crash Evidence Preservation</b>
<b>Policy Number: 1.11</b>
<b>Accreditation Standard(s): 83.1.1, 83.2.5</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines to regulate properly the identification, collection, and preservation of evidence at traffic crash scenes.

## II. POLICY

The department will develop a systematic process for gathering evidence at traffic crash scenes and for reporting information accumulated by the investigators.

## III. DEFINITIONS

- A. *On-Scene Investigator*: the first responding officer to a traffic crash who has been trained to preserve crucial evidence, to measure and photograph the scene, to interview drivers and witnesses, to take enforcement action, and to file reports.
- B. *Crash Scene Specialist*: an officer who has been provided advanced training to conduct supplementary investigations of serious crashes, to gather data and evidence in more depth than the on-scene investigator, and to follow up on unresolved issues.
- C. *Traffic Crash Reconstructionist*: an individual who has been trained to conduct an in-depth reconstruction of the causes, events, and results of vehicle crashes, including computation of speeds, direction of travel, and angle of collision on the basis of evidence collected by on-scene investigators and crash scene specialists.

## IV. PROCEDURES

- A. In order to gather traffic crash evidence for prosecutorial purposes, the department will maintain a sufficient number of personnel as crash scene specialists who are skilled in the identification, collection, and preservation of crash evidence. These specialists will be available to respond to all traffic crash scenes that require the preservation of physical evidence.
- B. Officers assigned as crash scene specialists will be trained in crash evidence-

gathering techniques and will be prepared to present evidence in judicial proceedings. If the department does not have the resources to train and support crash scene specialists, properly trained personnel from another law enforcement agency may be activated as needed.

- C. Crash scene specialists will be prepared to document all traffic crash scene activities and submit detailed reports on crash scene investigations. Crash scene specialists will accurately account for crash scene physical evidence, crash scene and vehicle photographs, site measurement figures, and all other pertinent information.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic crash evidence preservation. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic crash evidence preservation policy.***



<b>Title: Hazardous Materials Enforcement</b>
<b>Policy Number: 1.12</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for handling hazardous materials enforcement within the jurisdiction.

## II. POLICY

The department will create a written directive for traffic officers on the identification of vehicles transporting hazardous materials, as well as on the enforcement of hazardous materials violations.

## III. DEFINITIONS

*Hazardous Material [49 CFR 105.5 (b)]:* a substance or material that the U.S. Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in 49 CFR 173.

## IV. PROCEDURES

- A. The department will develop a comprehensive plan to handle properly hazardous materials violations that occur within the jurisdiction. Officers will be trained to recognize hazardous materials violations and will be prepared to enforce all hazardous materials laws and regulations that apply within the jurisdiction.
- B. Officers will possess a basic knowledge of the types of vehicles transporting hazardous materials and of the Federal hazardous materials placarding system, and will be familiar with hazardous materials shipping manifests and load restrictions.
- C. The department will acquaint officers with the inherent dangers associated with hazardous materials and will furnish officers with suitable provisions to pursue ac-

tively those hazardous materials violations they may encounter on the highway. All officers will have a current copy of the *Emergency Response Guidebook*, a U.S. Department of Transportation publication, as well as the applicable provisions of 49 Code of Federal Regulations at their disposal.

- D. Officers will be trained to approach incidents involving the suspected release of hazardous materials only cautiously and upwind, to perform a scene size-up, and to call for hazardous materials emergency response teams. Only officers with proper personal protective equipment and—if necessary—self-contained breathing apparatus will operate within the “hot zone.” The role of patrol officers will be to establish perimeters, to direct and control traffic, to assist with evacuation, and to provide support to other emergency responders.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on hazardous materials enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every hazardous materials enforcement policy.***



<b>Title: Commercial Vehicle Enforcement</b>
<b>Policy Number: 1.13</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for a commercial vehicle enforcement program within the jurisdiction.

## **II. POLICY**

The department will prepare officers to identify and enforce commercial vehicle law violations both to improve highway safety and to protect the highway infrastructure.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will develop a plan to identify the scope of commercial vehicle enforcement. The plan will set forth training requirements for officers, emphasizing those programs developed by the Commercial Vehicle Safety Alliance (CVSA) both to determine whether commercial vehicles and drivers are in compliance with the applicable statutes within the jurisdiction and to meet the regulations and guidelines promulgated by the Federal Motor Carrier Safety Administration.
- B. The department will familiarize officers with Commercial Driver License (CDL) requirements and common violations, hours of service requirements for motor carrier operators, logbook inspections, safety laws and regulations for commercial vehicles, and the inspection process for commercial vehicles and related equipment. Specially trained motor carrier officers from within the department or from a cooperating law enforcement agency will be contacted for complex inspections, hazardous materials inspections, cargo tank inspections, and serious commercial vehicle crashes. The communications center will keep a register of motor carrier officers and will develop and maintain an appropriate notification process.
- C. The department will acquaint officers with commercial vehicle weight limit requirements, fuel license decal programs, International Registration Plan requirements,

and school bus regulations. Officers will have a working knowledge of commercial vehicles, if enforcement action is contemplated. Officers will be able to identify common violations pertaining to the drivers, vehicles, documents, equipment, and loads of commercial vehicles.

- D. All specially trained motor carrier officers will meet the necessary requirements to perform the task. The training will consist of basic, advanced, and refresher courses on motor carrier safety and inspection programs. The training material will cover inspection, weighing, and compliance issues in sufficient detail to enable those officers to present expert judicial testimony.
- E. If the department's jurisdiction is contiguous with or near the Canadian or Mexican border, the department will familiarize its officers with those provisions of the North American Free Trade Agreement (NAFTA) that apply to commercial vehicles and drivers, and will provide reasonable access to officers or interpreters who are fluent in French or Spanish, as applicable.
- F. Officers will be provided with available information regarding the most likely techniques used by drug smugglers and terrorists who employ commercial vehicles as instruments or instrumentalities of crime, as well as with that concerning relevant officer safety, interview, and inspection techniques to be used in these cases.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on commercial vehicle enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every commercial vehicle enforcement policy.***



<b>Title: Uniform Traffic Enforcement</b>
<b>Policy Number: 1.14</b>
<b>Accreditation Standard(s): 61.1.2, 61.1.5</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the uniform enforcement of traffic laws within the jurisdiction.

## II. POLICY

The department will develop a written directive to support the concept of uniform enforcement action for traffic law violations.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. The department will create a process to ensure that traffic officers apply uniform traffic enforcement action for similar traffic violations. The directive will define the circumstances that may prompt a physical arrest, a citation or a warning, depending on the nature of the violation and the applicable statutes.
- B. The department will encourage officers to take the appropriate type of enforcement action available whenever the situation warrants. Officers will draw upon their training, experience, and common sense when deciding the appropriate course of action.
- C. The department will encourage the uniform and consistent enforcement of traffic laws to promote voluntary compliance with traffic laws and to avoid strictly quantitative enforcement action. Qualitative enforcement action will be stressed. However, officers are expected to take a proactive approach and to be continually alert for traffic violations.

***This sample policy is intended to serve as a guide to the police executive who is in-***



***terested in formulating a written procedure on uniform traffic enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every uniform traffic enforcement policy.***



<b>Title: Selective Traffic Enforcement Program (STEP)</b>
<b>Policy Number: 1.15</b>
<b>Accreditation Standard(s): 61.1.1</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines to manage properly the department's traffic patrol resources to assure the safe, orderly flow of traffic and to discourage criminal activity within the jurisdiction.

## II. POLICY

The department will design a detailed Selective Traffic Enforcement Program (STEP) for the assignment of traffic personnel to prevent traffic crashes, to reduce traffic violations, and to deter criminal behavior.

## III. DEFINITIONS

*Selective Traffic Enforcement Program (STEP):* a systematic process of deploying sworn officers to meet public needs based on the analysis of traffic crash data, traffic enforcement activities, and criminal offense patterns within the community.

## IV. PROCEDURE

- A. In order to implement a valid STEP, the department will annually compile and analyze all traffic crash data, roadway traffic volume and conditions, traffic enforcement statistics, and criminal activity patterns.
- B. To achieve the benefits of a STEP, all officers will be adequately trained in the aspects of selective enforcement. Supervisors will consider available relevant data in making appropriate patrol assignments to reduce ultimately traffic crashes, to diminish traffic violations, and to prevent criminal activity.
- C. Traffic enforcement officers will be deployed in a manner consistent with the department's STEP. The enforcement effort will be routinely directed toward the times and locations where traffic crashes, violations, and criminal acts take place.
- D. The department will annually evaluate STEP. All information concerning enforcement, crashes, and criminal activity will be considered in determining whether or not

program modifications are required to address new circumstances or changing conditions.

- E. Supervisors who are responsible for the operation of STEP will be provided with the informational reports and data analysis. The department personnel who are assigned to conduct the compilation and analysis of data will be educated and experienced in statistical analysis concepts.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on a selective traffic enforcement program (STEP). The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every selective traffic enforcement program (STEP) policy.***



<b>Title: Hazardous Traffic Conditions</b>
<b>Policy Number: 1.16</b>
<b>Accreditation Standard(s): 61.4.2</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for identifying, reporting, and correcting hazardous roadway conditions.

## **II. POLICY**

The department will take corrective action whenever situations arise that cause hazardous roadway conditions and pose threats to the motoring public.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. All officers will be adequately trained to detect and properly identify various road hazards that may periodically exist within the jurisdiction, and officers will initiate corrective action to alleviate those conditions.
- B. The department will institute a formal method of managing reports of roadway hazards, whether from patrol officers or from members of the public, and will formulate a plan of corrective action.
- C. Upon viewing—or receiving a report of—a hazardous roadway condition, an officer will investigate and evaluate the situation. The area will be secured, and the condition will be reported to the appropriate agency for correction.
- D. Whenever an extremely hazardous roadway condition is discovered or reported, officers will protect the scene, until such time as the condition has been remedied and the public no longer is in danger or until adequate relief is provided.
- E. Where conditions pose less than extreme threats to the motoring public, the conditions will be reported for corrective action, and officers will ascertain that the hazards have been corrected within reasonable periods of time.

- F. Reportable conditions may be identified as roadway defects, natural or other obstructions, defective traffic control devices, wet or icy road surfaces, absence of appropriate markings or barriers, failure of illumination fixtures, spillage of substances on the road, or other unforeseen conditions that can present a danger to the public.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on hazardous traffic conditions. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every hazardous traffic conditions policy.***



<b>Title: Motorist-Assist Services</b>
<b>Policy Number: 1.17</b>
<b>Accreditation Standard(s): 61.4.1</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the delivery of the multiple motorist-assist services provided by the department.

## **II. POLICY**

The department will provide multiple motorist-assist services for highway users to promote safety and to render aid, enabling motorists to reach safely their destinations in a timely fashion.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. All officers will make every effort to assist motorists in need of services and—when required—will offer assistance in a friendly, courteous manner. Officers will be prepared to assist those motorists who are stranded or have disabled vehicles and will be equipped with the necessary items to perform properly the task. During the course of each contact, officers will remain cognizant that criminal activity—unrelated to the motorist-assist—might be present.
- B. Whenever a motorist has encountered a serious mechanical problem or other difficulty that may necessitate long-term delay or towing, officers will attempt to assist the motorist by obtaining a towing service via the department's tow service rotation roster; a contracted tow service provider; or a towing service of the motorist's choice, if one readily is available.
- C. Officers have the responsibility to facilitate communications between the motorist and the service provider. Officers will afford protection to stranded motorists at hazardous locations or during adverse weather conditions.
- D. Officers will ensure that assistance to aid the stranded motorist arrives on a timely

basis, that measures are taken to arrange transportation to a safe environment, or that other accommodations are made for the highway user's safety and well-being.

- E. Officers will have the ability to recognize the need for emergency medical assistance and will know the means by which to contact and activate emergency medical personnel and firefighters.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on motorist-assist services. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every motorist-assist services policy.***



<b>Title: Immunity Status</b>
<b>Policy Number: 1.18</b>
<b>Accreditation Standard(s): 61.1.3</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for handling traffic violators who may be entitled to a form of immunity.

## II. POLICY

The department will have procedures for traffic violators who claim—or who may be entitled to—immunity and for handling those instances of immunity in a manner consistent with appropriate statutes and protocol.

## III. DEFINITIONS

- A. *Diplomatic Immunity*: an immunity granted by the United States Government under the provisions of the Vienna Convention on Diplomatic Relations.
- B. *Legislative Immunity*: a constitutional or statutory protection that may be afforded to Federal and state legislators under certain circumstances.

## IV. PROCEDURES

- A. The department will establish a written directive on diplomatic immunity protocol for foreign diplomats, consular officials, their families, and employees who violate traffic laws. The procedure will provide details on who actually has diplomatic immunity, the proper issuance of a traffic citation, the investigation of a traffic crash, the gathering of evidence for a driving while intoxicated offense, and circumstances under which a diplomat or other official may be delayed or held for protection. A means will be identified to report infractions of the law to the proper U.S. State Department office.
- B. The department will create guidelines on legislative immunity for officers encountering United States Senators, Members of Congress, and State Legislators who have committed violations of the traffic law. Officers will be aware of all constitutional requirements and statutory provisions in place within the jurisdiction when dealing with these officials, and will use sound judgment in taking the appropriate enforcement



action.

- C. The department will formulate a procedure to guide officers when stopping military personnel for traffic violations. The process may take into account the military preparedness of the nation, the duty status of the individual, whether the individual is traveling to or from a mandatory military exercise, and the need for timely notification to military commanders of serious offenses. Ordinarily, military personnel enjoy no special status of immunity.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on immunity status. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every immunity status policy.***



<b>Title: Driver Reexamination Requests</b>
<b>Policy Number: 1.19</b>
<b>Accreditation Standard(s): 61.1.12</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for requesting reexaminations of those drivers appearing physically unfit to operate safely—or mentally incapable of safely operating—motor vehicles.

## **II. POLICY**

Officers detecting drivers who appear to be incompetent or who suffer from any condition that renders them unable to operate safely motor vehicles will initiate measures to request driver reexaminations by the driver licensing authority.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. Officers will utilize the specified form to request reexaminations of drivers.
- B. The form will be completed accurately as soon as possible after an officer's encounter with such a driver.
- C. The summary portion will be written in such detail that reasonable grounds for reexamination are conclusively established.
- D. The form will be signed by the initiating officer and be reviewed by a supervisor.
- E. The request will then be forwarded to the driver licensing authority without delay.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on driver reexamination requests. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as***

*well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every driver re-examination requests policy.*



<b>Title:</b> Vehicle Towing
<b>Policy Number:</b> 1.20
<b>Accreditation Standard(s):</b> 61.4.3
<b>Effective Date:</b> July 1, 2004
<b>Reevaluation Date:</b> July 1, 2006
<b>No. of Pages:</b> 2
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the towing of vehicles that require removal from public or private property.

## II. POLICY

The department will develop a procedure to identify the circumstances and methods for the removal of vehicles from public or private property.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. The department will devise a written plan to provide guidance for officers in the removal of vehicles that are illegally parked, stopped on the roadway, abandoned, stolen, unregistered, in the care or custody of the department, or on public or private property. The plan will comply with the applicable statutes and ordinances within the jurisdiction.
- B. The operational considerations of the plan will include—but will not be limited to—the degree of risk to public safety, weather and roadway conditions, snow removal operations, roadway maintenance, and emergency or parking bans. Officers will be instructed on the provisions of the plan, and on when and how to remove vehicles.
- C. Officers will take steps to notify the registered owner of the vehicle removed and will furnish the owner with sufficient information to retrieve the vehicle. The owner also will be apprised of the right to a formal hearing process to challenge the decision to order the removal of the vehicle.
- D. Whenever an officer orders the removal of a vehicle, a timely report will be filed as to the date, time, place, and reason for the removal. The details of the report will identify the name of the towing service and the location of the vehicle. The at-

tempted or actual notification of the owner also will be kept as part of the record. An inventory of the contents and accessories of the vehicle, including the contents of any open or closed container therein, will be completed and recorded.

- E. In instances where the owner of an abandoned vehicle cannot be located within a specified period of time, the department's vehicle removal procedure will outline a method to dispose of the vehicle under the applicable laws, ordinances and regulations within the jurisdiction.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on vehicle towing. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every vehicle towing policy.***



<b>Title:</b> Traffic Citation Issuance
<b>Policy Number:</b> 1.21
<b>Accreditation Standard(s):</b> 61.1.4
<b>Effective Date:</b> July 1, 2004
<b>Reevaluation Date:</b> July 1, 2006
<b>No. of Pages:</b> 2
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for police/violator contacts and for dissemination of information pertaining to traffic offenses and court appearances.

## II. POLICY

The department will provide traffic law violators with sufficient information to allow them to comply with the conditions of enforcement actions.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. Whenever an arrest is made or a traffic citation is issued, all officers will thoroughly explain the rights afforded to the motorist, as well as the requirements imposed upon the motorist as a result of the action.
- B. Officers will be prepared to provide a motorist charged with a traffic offense with pertinent information relative to court appearance requirements.
- C. The department will delineate, in cooperation with the court system, certain types of offenses that require a mandatory appearance before a magistrate. The categories will include drug and alcohol related offenses, hazardous offenses, license revocation or suspension offenses, enhanced penalty offenses, failure to appear offenses, multiple offenses committed simultaneously or the same offense committed repeatedly, and serious traffic offenses committed by youthful offenders.
- D. Officers will notify motorists whether or not the conditions of a citation may be satisfied by entering a plea to the offense and paying a fine by mail or other means.
- E. When required, information concerning the consequences of a traffic offense and the violator's choices of action, including the violator's signature, will be provided to

the violator prior to release by the officer. The department may consider the use of public information and educational materials to furnish additional information to motorists.

- F. The department will establish citation control and audit procedures to account for all traffic citations, including any that is voided. These procedures will prohibit the voiding or withdrawing of traffic citations, except in extraordinary circumstances requiring the issuing officer to submit with the citation—and the supervisor and/or the prosecutor to approve—a detailed written report explaining the reason(s) for voiding or withdrawing the citation.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic citation issuance. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic citation issuance policy.***



<b>Title: Traffic Direction and Control</b>
<b>Policy Number: 1.22</b>
<b>Accreditation Standard(s): 61.3.2</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for an orderly system of traffic direction and control under all conditions within the jurisdiction.

## **II. POLICY**

The department will institute a standardized method of traffic direction and control within the jurisdiction to insure the safe, orderly flow of vehicular and pedestrian traffic.

## **III. DEFINITIONS**

*Traffic Direction and Control:* a systematic process of moving all types of traffic safely and efficiently over the roadways.

## **IV. PROCEDURES**

- A. The department will develop a process to identify time and site requirements for traffic direction and control within the jurisdiction. The process will take into account traffic surveys, crash and enforcement data, public input, traffic congestion, traffic control devices, and other pertinent specifics with which to formulate a master plan.
- B. The department will create guidelines to respond to specific traffic direction and control requirements at the scenes of crashes, fires, disasters, and other events, including periods of adverse road or weather conditions. Personnel allocation and emergency device deployment will be prioritized.
- C. The department will adopt consistent signals and gestures to be employed by officers whenever situations exist that require manual traffic direction and control to maintain or restore the flow of traffic.
- D. In circumstances that require the manual operation of traffic control devices, officers will be prepared to manipulate the apparatus, until the normal flow of traffic has resumed or until the traffic control equipment can function independently.



- E. The department will develop a plan to deploy temporary traffic control devices at specific sites whenever situations arise that necessitate the installation of these devices to ease the flow of traffic.
- F. Whenever department personnel are required to direct or control traffic on roadways or at other locations, they will be properly uniformed and wear highly visible reflective outer garments at all times.
- G. The department will mandate adequate training of personnel performing traffic direction and control. Personnel will be familiar with the operation of traffic direction and control devices.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic direction and control. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic direction and control policy.***



<b>Title: Speed Measuring Devices</b>
<b>Policy Number: 1.23</b>
<b>Accreditation Standard(s): 61.1.9</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use and maintenance of speed measuring devices.

## **II. POLICY**

The department will adopt procedures for the use, care, maintenance, and calibration of all speed measuring devices operated by the agency.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will develop standards for the maintenance and operation of all speed measuring devices as necessary. All officers who are required to operate any of the speed measuring devices will be trained and certified in its use prior to being authorized to apply the equipment for traffic law enforcement purposes.
- B. The applicable standards for radar and laser speed measuring devices procured and placed into service by the department will meet the equivalent model standards promulgated by the National Highway Traffic Safety Administration (NHTSA). Bid proposals will specify only equipment on the IACP Consumer Product List be acceptable. The training for officers will meet approved criteria.
- C. Officers will be given instruction as to the proper care of any speed measuring device assigned to them and will be familiar with the correct operating procedures for each such device. Officers will be required to demonstrate their capability in operating any speed measuring device by actual performance tests under varying field setting conditions.
- D. Officers will perform the necessary operational checks on any speed measuring device at the beginning and at the end of each period of use. All required operational

checks will be within the manufacturer's specified limits, or the device will not be placed into service.

- E. All speed measuring devices in use by the department will have scheduled checks and be certified by a qualified technician within the time frames specified by the manufacturer. Maintenance will be performed on the speed measuring devices as required. The technician who performs the work will keep an accurate record on each piece of equipment.
- F. The department will issue a safety advisory to those personnel who are assigned to operate radar speed measuring devices. The advisory will discuss the positioning of radar speed measuring devices, as well as antenna placement in or on the vehicle while operating the equipment.
- G. Whenever speed measurement equipment is mounted inside a police vehicle, it will be mounted in such a manner and position as *not* to interfere with the deployment of airbags or to create any exceptional hazard to the occupants of the police vehicle in the event of a collision.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on speed measuring devices. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every speed measuring devices policy.***



<b>Title: Tire Deflation Devices</b>
<b>Policy Number: 1.24</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of tire deflation devices to assist in the stopping of fleeing vehicles.

## **II. POLICY**

The department will have a written procedure for the deployment of tire deflation devices to assist in the stopping of fleeing vehicles.

## **III. DEFINITIONS**

*Tire Deflation Device:* a portable appliance that contains puncture instruments designed to deflate vehicle tires.

## **IV. PROCEDURES**

- A. The department will develop a procedure to authorize the use of tire deflation devices. Consideration will be given to the facts and circumstances surrounding the event and the need to mitigate the risks associated with the situation.
- B. The department will provide adequate training for officers in the use and deployment of tire deflation devices to terminate vehicle pursuits or for other purposes. Officers will be aware of the options for tire deflation device deployment and—when possible—a supervisor will grant permission for use.
- C. The tire deflation device directive will require that continual radio communication and close coordination be maintained between the pursuing officers and the officers preparing to deploy the tire deflation device. Officers will use care in deploying the tire deflation device and will select a site that affords protection to themselves, the public, and the pursued vehicle.
- D. The tire deflation device procedure will identify which types of vehicles can be stopped by tire deflation devices under most circumstances (passenger cars, trucks, and vans), which types of vehicles can be stopped under limited circumstances

(school buses, passenger buses, and hazardous material haulers), and which types of vehicles never can be stopped by tire deflation devices (motorcycles, mopeds, or similar types of two-wheel vehicles).

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on tire deflation devices. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every tire deflation devices policy.***



<b>Title: Parking Enforcement</b>
<b>Policy Number: 1.25</b>
<b>Accreditation Standard(s): 61.1.13</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the enforcement of parking regulations.

## **II. POLICY**

The department will enforce all parking laws and regulations within the jurisdiction in a reasonable, fair, and impartial manner.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. All officers will be acquainted with the parking laws and regulations within the department's jurisdiction and will be prepared to take appropriate action on illegally parked vehicles when required.
- B. Officers will exercise good judgment whenever taking enforcement action against parking violations within limited time zones, restricted zones, loading areas, emergency zones, parking lots, or during weather emergencies.
- C. The department will have measures in place to manage parking tickets and fine collection. Officers will comply with strict rules regarding the control, issuance, and nullification of parking tickets.
- D. The department will have procedures in place to govern the removal, towing, or immobilization of illegally parked vehicles. The procedures will cover the conditions under which a vehicle may be removed, the method by which the owner may retrieve the vehicle, and a course of action for the owner/operator to challenge the decision to tow.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on parking enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every parking enforcement policy.***



<b>Title: Biased-Based Enforcement</b>
<b>Policy Number: 1.26</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 5</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purposes of this policy are to provide guidelines for officers in the enforcement of traffic laws and ordinances; to ensure that traffic enforcement is carried out in a proactive manner within the constraints of the U.S. and state constitutions and laws, so all citizens are dealt with fairly; and to protect officers from unwarranted accusations of misconduct when they act within the dictates of the law.

## II. POLICY

- A. All uniformed officers will enforce the traffic laws and will stop and detain motorists or pedestrians whenever there is reasonable suspicion to believe that they have committed, are committing, or are about to commit an infraction of the law.
- B. Officers will conduct themselves in a dignified and respectful manner at all times when dealing with the public. The *Law Enforcement Code of Ethics* and the *Canons of Police Ethics* articulate the personal and professional behavior that is expected of officers.
- C. Racial and ethnic profiling are unacceptable police tactics and will not be condoned. The department will utilize various management tools to ensure that racial/ethnic characteristics are not being used in traffic enforcement.
- D. Officers will not stop, detain, search, or arrest anyone on the basis of illegal profiling. Officers will make traffic stops and conduct field interviews *only* on the basis of reasonable suspicion or of a specific subject description, and will make arrests *only* on the basis of probable cause.
- E. This policy is not intended to preclude officers from engaging in community-care-taking functions, such as observing a substance leaking from a vehicle or a flat tire; checking on someone who appears to be ill, lost, or confused; or considering a person's apparent age when investigating curfew regulations, graduated driver's license provisions, or liquor law violations.



### III. DEFINITIONS

- A. *Illegal Profiling*: the unequal treatment of any person, including stopping, questioning, detaining, searching, or arresting on the basis of one's racial or ethnic characteristics, religion, gender, or sexual orientation.
- B. *Articulable suspicion* (also known as *reasonable suspicion*): more than a mere hunch. It is based on a set of articulable facts and circumstances that would warrant a reasonable person of average caution in believing that an offense has been committed, is being committed, or is about to be committed by a specific person. It can be based on an officer's observations, training, and experience **or** on information received from credible sources or third parties. Police-initiated action must be based on an individual's *illegal behavior* **or** on a situation where an individual matches the description of a specific subject.

### IV. DISCUSSION

- A. Traffic crashes are a leading cause of death, injury, and property damage to innocent persons. Citizens consistently cite traffic violations in neighborhoods as a major community policing concern. Aggressive driving and road rage are rated in public opinion surveys as a major concern of the traveling public on our highways. Homeland security depends on the observations of police officers because persons who are planning to damage critical infrastructure or who are intending to undertake other terrorist acts generally travel to the scenes of their crimes by motor vehicle, often conducting target surveillance months or even years in advance. Active, visible traffic enforcement sends a strong deterrent message that reduces the incidence of crime and crashes and keeps the streets safe. Police officers must be alert and observant at all times during patrols in order to identify and act upon unusual occurrences and violations of the law.
- B. A fundamental right guaranteed by the U.S. Constitution and the Bill of Rights is equal protection under the law. Everyone—citizen and alien alike—is entitled to walk, drive, and move about in public free from government interference, so long as s/he obeys the law. Likewise, innocent citizens are entitled to be free from crime and to move about freely without fear of those who do not abide by the law.
- C. Those who commit infractions must receive equal and fair treatment, regardless of their race, color, ethnicity, gender, sexual orientation, physical handicap, religion, or other belief system.

### V. PROCEDURES

- A. **Training.** Officers will receive initial and ongoing training in conducting professional traffic stops, emphasizing the need to respect the rights of all persons to be treated equally and to be free from unreasonable searches and seizures. The content of these programs will include officer safety; courtesy; cultural awareness, and language barriers; arrest, search, seizure, and other constitutional issues; and interpersonal communications skills.

- B. **Supervision.** Traffic enforcement activities will receive consistent, ongoing supervisory attention to ensure that officers place sufficient emphasis on the need for proactive traffic enforcement, are aware of its benefits, and conduct stops in a courteous and constitutional manner. Supervisors will familiarize themselves with this policy, will take appropriate steps whenever it appears to have been violated, and will be particularly alert to any indication of discriminatory treatment by individual officers or squads.
- C. **Initiating Traffic Stops.** The stopping of a motorist constitutes a seizure under applicable constitutional law. It is an opportunity for the department to make a favorable or an unfavorable impression on a citizen, depending on how the officer handles the situation. Officer safety will be the paramount consideration; officers will recognize the hazards that can come from the occupants of the stopped vehicle, from other traffic, and from other persons at or near the location of the stop. Prior to making a stop, officers will notify the communications center; will observe applicable safety precautions in selecting the site for the stop, in positioning the police vehicle relative to that of the violator, in signaling the violator to stop, and in approaching the violator's vehicle.
1. If the police vehicle is equipped with a video camera, it will be operated in accordance with applicable procedures, including the circumstances and method by which it will be activated and de-activated, the time period for retaining tapes, and the procedures for supervisory review of tapes. The violator will be informed that the stop is being recorded.
  2. Officers will strive to maintain a proper balance between sufficient command presence to maintain control of what generally is an unknown risk situation **and** an attitude of courtesy and respect, projecting a non-confrontational attitude, being assertive without being overly aggressive, and being suspicious without telegraphing an overly distrustful attitude.
  3. The objectives of a traffic stop are to take immediate action to halt an on-going violation of the law, to detect any indication of a more serious offense, to have a positive effect on the motorist's future driving behavior, and to have a symbolic effect on other traffic.
    - a. Over time, officers develop their own individual methods for approaching vehicle operators, i.e., the ones that seem to work best for them. Officers are not precluded from using their own formulas, if they work well. When used consistently, one method of approach that will minimize officer/violator conflict and will enable the officer to testify before the court with confidence is for the officer to greet politely the motorist, to identify himself/herself both by name and by agency, to state the legal justification for the stop, and to provide the motorist with the opportunity to explain his/her behavior before the officer requests the motorist's license and registration. The motorist will not be lectured or unnecessarily embarrassed.
    - b. Once satisfied that there are no further violations, officers will take an appropriate, documented enforcement action for every stop, generally a citation, a written warning, or an arrest. Where required by statute, policy or

regulation, the age and apparent gender and race of the motorist will be recorded.

- c. Once there is no legal reason to hold the motorist further, the contact will be closed on a positive note, if possible; the motorist will be free to leave. All pertinent documents will be returned; the driver will be advised of the action(s) taken and what, if anything, the driver needs to do as a result; and the officer will give an appropriate closing, such as thanking the driver for his/her cooperation or asking him/her to please drive more safely. If the driver is upset, s/he will be given time to calm down before s/he resumes driving. Officers will make sure the driver is able to safely re-enter the traffic stream.
- d. If the officer feels there is sufficient reason to request a consent to search the vehicle, consent will not be requested until the driver's paperwork has been returned to him or her, unless the officer specifically advises the driver that s/he has a right to refuse consent to the search. Whenever practicable, a written consent form will be executed. If a search is conducted and no illegal item or evidence is found, the officer will apologize sincerely for the inconvenience, thank the motorist for cooperating, and be sure the vehicle is returned as closely as possible to the condition in which it originally was found. If anything was inadvertently damaged during the search, the motorist will be instructed as to how to make a claim for restitution. The details of the search will be documented, including the age, gender, and apparent race or ethnicity of the persons present, the times at which the search began and ended, and the results of the search.
- e. The deliberate recording of any misleading information relative to a traffic stop or field interview is prohibited and will be cause for disciplinary action, up to—and including—discharge from the department.

**D. Complaints of Misconduct at Stops.** Any person may file a complaint with the department, if s/he feels s/he had been stopped or searched based on illegal profiling or subjected to improper treatment. No person will be discouraged, intimidated, or coerced from filing a complaint, or will be discriminated against because s/he filed one.

1. Any officer, including the officer who initiated the stop, who is told by a citizen that s/he wishes to file a complaint, will record the person's name, address, and telephone number and/or e-mail address and will report the incident to a supervisor as soon as possible and—in all cases—prior to the end of the shift. The person will be informed in a courteous manner of how to contact a supervisor to file his or her complaint.
2. All citizen complaints will be reviewed and acknowledged in writing. Both the complainant and the officer will be informed of the results of the department's review within a reasonable amount of time. The review will include—wherever appropriate—findings, as well as suggestions for corrective action, for re-training, or for changes in policy, tactics, or training.

3. The department will utilize proactive methods appropriate to its resources and community characteristics to ensure that traffic stops are being conducted in a safe, legal, and courteous manner. Examples of methods that may be employed include—but are not limited to—field supervision; training; report review; videotape review; regular analysis of police activity; the citizen complaint process; requirements for officers both to intervene and to report illegal actions by other officers; opinion surveys from samples of persons who have been stopped; collection, analysis and use of data on officers and units; performance evaluations; internal investigations; positive and negative discipline; and periodic reports to the community or elected officials.
- E. **Public Response.** The Chief Executive Officer of the department is responsible for responding to any question from the public, the media, and elected officials concerning departmental policy, any allegation of illegal profiling in traffic stops, and the disposition of citizen complaints.

*This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on biased-based enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every biased-based enforcement policy.*



<b>Title: Emergency Call Response</b>
<b>Policy Number: 1.27</b>
<b>Accreditation Standard(s): 41.2.1, 81.2.7</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 3</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purposes of this policy are both to provide dispatchers and officers with guidance for the appropriate level of response to calls for service and to assure that the department's response to all emergency calls is prompt and appropriate, without unduly endangering either officers or the public.

## II. POLICY

The dispatcher will assign an appropriate response code (Code 1, 2, or 3) and will broadcast it to the responding officers whenever a call for service is received at the communications center requiring an on-scene response by an officer. Officers will comply with the assigned code, unless a supervisor countermands that order or it is necessary to respond at a slower speed because of safety.

## III. DEFINITIONS

Whenever used in this policy, the following terms will have the meanings ascribed to them below:

- A. *Code 1*: any call for service not requiring an immediate, urgent response. Examples include—but are not limited to—a crime that is not in progress, a call to report information about a past occurrence, etc. Officers will respond when clear of other, more urgent calls, at normal traffic speeds and without emergency warning devices.
- B. *Code 2*: any call for service that requires an urgent, expedited response, but that is not life threatening in nature. Responses will be made without delay and will interrupt a Code 1 assignment. However, officers will comply with all traffic laws and regulations; the exemptions for emergency vehicle operation contained in the State Motor Vehicle Code will not be utilized, except as appropriate for parking. Examples of Code 2 calls include—but are not limited to—a traffic crash where there is no report of injury and where the vehicles are not a hazard to traffic, a noisy party, youths gathering, backup on an apparently routine traffic stop, etc.

- C. **Code 3:** any call for service that is not only urgent, but that requires an immediate response because of the actual or potential imminent threat to lives or property. The exemptions granted to emergency vehicles in the State Motor Vehicle Code may be utilized. The police vehicle will be operated as an emergency vehicle with all emergency warning devices in use; the siren will be used as may be necessary for safety. Examples of Code 3 calls include—but are not limited to—a dangerous felony where the violator is armed or has caused serious personal injury, any call that alleges an implied or immediate threat to the safety of any emergency medical services employee who is on the scene or where his or her arrival is imminent, an “officer needs help” call, etc. Code 3 calls take precedence over all other calls.

#### IV. PROCEDURES

- A. **Assignment of Response Code.** The dispatcher who receives the call for a police response will assign and transmit the appropriate response code according to the dictates of this policy. Any doubt will be resolved by the presumption that an emergency exists. If additional information is received that indicates the call is either more or less urgent than indicated initially, the dispatcher will either upgrade or downgrade the response, as appropriate, and will transmit the new response code to the responding unit(s).
  - 1. Upon receipt of a request for the dispatch of a police unit, the person taking the call will attempt to obtain sufficient facts from the caller to assist in determining the priority of the call, including—but not limited to—the name of the caller; the exact location of the incident, including the street name and number, color of the building, etc.; whether a perpetrator is still on the scene or is armed; if a hostage situation exists; the condition of any victim; and the direction and method of travel of any fleeing suspect.
- B. **Responding Officer.** Whenever utilizing a Code 3 response, an officer will acknowledge “responding Code 3” when affirming the call for service. Upon arrival at the scene, the officer will promptly evaluate and report the need for additional officers, and will recommend the appropriate response code for those additional units. Officers responding Code 3 will not drive in a reckless manner or without due regard for the safety of others; will drive at an appropriately reduced speed whenever necessary to maintain control of their vehicles, taking into account road, weather, vehicle, and traffic conditions; and will continually reevaluate these conditions during the response. If—because of road, weather, or traffic conditions—the officer or a supervisor feels the danger of proceeding Code 3 outweighs the harm that will result from the delay, the officer or supervisor may downgrade a Code 3 response to a Code 2 response for all—or for part—of that response and will so notify the dispatcher. When and if—in the best judgment of the officer—an emergency is imminent or exists and a Code 3 response is necessary and justified to protect life, the officer may initiate a Code 3 response and will report such to the dispatcher immediately, subject to override by a supervisor.
- C. **Supervisors.** Using the criteria outlined in the above sections of this policy, the ranking supervisor who is monitoring the response may upgrade or downgrade a response code at any time, and order a new response code to be assigned.

*NOTE:* Recognizing that there are a variety of conditions and staffing situations in individual departments, it may be necessary to tailor this policy in instances where the department does not dispatch its own calls for service, where a separate or independent dispatch center is not properly trained or able to assign response codes, or where there are no field supervisors on duty.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on emergency call response. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every emergency call response policy.***



<b>Title: Photo Enforcement</b>
<b>Policy Number: 1.28</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to outline the department's use of automated enforcement, including photo red light and photo radar equipment.

## **II. POLICY**

- A. The department is sensitive to the issue of individual privacy surrounding the use of automated enforcement. It is committed to taking reasonable steps to insure that citizens' reasonable expectations of privacy will not be violated in the collection, filing, or dissemination of information, taking into account that actions of persons that are open to public view, such as driving motor vehicles on public highways, involve a lesser expectation of privacy than their persons, houses, papers, and effects.
- B. The department is committed to the enforcement of traffic laws as an effective means by which both to prevent death, injury, and property damage and to reduce street crime.
- C. The department recognizes that in conditions of heavy traffic and congestion, photo enforcement may be the only feasible means by which to deter serious moving traffic violations.
- D. The department does not view automated enforcement as a substitute for enforcement by officers. It recognizes that person-to-person contact between officers and motorists is in the best interests of the department both to convey its traffic safety message and to uncover evidence of other crimes. Automated enforcement will not be used as a means to reduce patrol staffing requirements.
- E. The department does not view automated enforcement as a revenue-raising measure, but rather as traffic crash suppression and prevention measure; and it will evaluate its results in terms of reductions in crashes and in citizen complaints, not in terms of traffic citation revenues.

## **III. PROCEDURES**



- A. Automated enforcement will be deployed at locations where crash statistics or citizen complaints indicate high levels of speeders or of violations of traffic control devices at times when traffic volumes or other conditions make it impractical to effect apprehensions via visible law enforcement patrols.
- B. The deployment of automated enforcement will be accompanied by the posting of warning signs and by the dissemination of appropriate traffic safety public information on an ongoing basis.
- C. The department will establish a quality control and performance audit system for all vendors and users of the automated enforcement system. An easily accessible, responsive, and fair process—independent of the vendor—by which motorists can challenge tickets they believe were issued in error will be developed, maintained, and publicized.
- D. Prior to installing automated equipment, an analysis of engineering and environmental conditions will be first explored to determine if there are more effective alternatives.
- E. Prior to deployment at each location, the department will establish a reasonable tolerance level for photo enforcement citations.
- F. Appropriate highway safety literature will accompany those citations mailed out.
- G. The department will establish written regulations regarding the retention and distribution of photographs that restrict them to valid law enforcement purposes only.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on photo enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every photo enforcement policy.***



<b>Title: Health Privacy Regulations in Traffic Enforcement</b>
<b>Policy Number: 1.29</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 4</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines under which officers can obtain necessary information from a *covered entity* in traffic crash and criminal investigations in compliance with the “Health Insurance Portability and Accountability Act of 1996” (HIPAA) and the accompanying regulations in 45 Code Federal Regulations (CFR) Parts 160 and 164.

## II. POLICY

In handling all aspects of *protected health information*, officers will adhere to the procedures outlined in this policy.

## III. DEFINITIONS

- A. “*Covered entity*” under HIPAA: a health care provider, a health plan, or a health care clearinghouse.
- B. “*Protected health information*”: *individually identifiable health information*—or, information which likely will identify a person—created or received by a health care provider, health plan, employer, or health care clearinghouse that relates to:
  - the past, present, or future physical or mental health or condition of a person;
  - the provision of health care to a person; or
  - the past, present, or future payment for provision of health care to a person

## IV. DISCUSSION

- A. General Rule. *Covered entities* cannot use or disclose to others *protected health information* without the permission of the person to which it relates, unless its use or disclosure is permitted by one of the ten exceptions in HIPAA enumerated in section V, A below.

- B. Penalties. A person convicted of a HIPAA violation relating to *individually identifiable health information* shall (1) be fined not more than \$50,000, imprisoned not more than one year, or both; (2) if the offense is committed under false pretenses, be fined not more than \$100,000, imprisoned not more than five years, or both; and (3) if the offense is committed with intent to sell, transfer, or use *individually identifiable health information* for commercial advantage, personal gain, or malicious harm, be fined not more than \$250,000, imprisoned not more than ten years, or both.

## V. PROCEDURES

- A. Obtaining *Protected Health Information*. The most practicable means by which to obtain *protected health information* is to have a person authorize a *covered entity* to disclose to an officer his/her *protected health information*. However, the following exceptions to HIPAA may permit an officer to obtain needed *protected health information*; but in every instance an officer will request from a *covered entity* only the minimum amount of *protected health information* which is reasonably necessary to accomplish the officer's stated purpose(s). The *covered entity* may rely, if such reliance is reasonable under the circumstances, on a requested disclosure as the minimum necessary for the stated purpose(s).
1. **Pursuant to Law.** A *covered entity* may disclose to an officer *protected health information* when the *covered entity* is required by law to report certain types of wounds or other physical injuries, subject to the restrictions set forth in section V, A, 7 below.
  2. **In Compliance with Process.** A *covered entity* may disclose to an officer such *protected health information* as the *covered entity* is directed to produce via a court order; via a subpoena, summons, or warrant issued by a judicial officer; or via an administrative request<sup>1</sup> authorized by law.
  3. **Decedent.** An officer can be alerted by a *covered entity* of a death that the *covered entity* believes may have resulted from criminal conduct. Accordingly, the *covered entity* may provide an officer with the decedent's *protected health information*.
  4. **Locate and Identify.** An officer may request and receive from a *covered entity* only to the extent necessary to locate and identify a suspect, a fugitive, a material witness, or a missing person the following information: the person's name and address; date and place of birth; Social Security Number; ABO blood type and *rh* factor; type of injury; date and time of treatment; date and time of death, if applicable; and a description of distinguishing characteristics such as height, weight, gender, race, hair and eye color, presence or absence of facial hair, scars, and tattoos.
  5. **Victim of Crime.** An officer may request and receive, subject to the restrictions set forth in section V, A, 7 below, *protected health information* concerning a person who is—or who is suspected to be—a victim of a crime, if the victim agrees to the disclosure or if the *covered entity* is unable to secure the victim's agreement because of the victim's incapacity or other emergency circumstance and

- if such information is needed to determine whether or not someone *else* committed the crime,
  - if it will not be used against the victim,
  - if an immediate law enforcement activity will be adversely and materially affected by waiting until the victim is able to agree to its release, and
  - if the *covered entity* determines its release is in the best interest of the victim.
5. **Crime that Occurred on the Premises of the Covered Entity.** A *covered entity* may disclose to an officer *protected health information* that the *covered entity* believes in good faith constitutes evidence of criminal conduct that occurred on the premises of the *covered entity*.
6. **Reporting Crime in Emergency.** A covered health care provider rendering emergency health care in response to a medical emergency at a location—*other than* on the premises of the covered health care provider—may disclose to an officer, subject to the restrictions set forth in section V, A, 7 below, *protected health information* which alerts the officer to the nature and commission of a crime; to the location or victim(s) of the crime; and to the identity, description, and location of the perpetrator(s).
7. **Victim of Child or Elder Abuse, Neglect, or Domestic Violence.** A *covered entity* may disclose—only to the extent the disclosure is expressly authorized by law—to an officer authorized by law to receive relevant *protected health information* of a person that the *covered entity* reasonably believes is a victim of abuse, neglect, or domestic violence and is necessary to prevent serious harm to that person or others
- when the victim agrees to the disclosure; or
  - when the victim is unable to agree because of incapacity, if such information will not be used against the victim and if an immediate law enforcement activity will be adversely and materially affected by waiting until the victim is able to agree to its release.
8. **Avert Serious Threat to Health and Safety.** A *covered entity* may disclose to an officer *protected health information* that the *covered entity* believes in good faith
- is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; and
  - is to an officer who reasonably is able to prevent or lessen the threat, including the target of the threat.
9. **Apprehend Perpetrator of Violent Crime.** A *covered entity* may disclose to an officer *protected health information* that the *covered entity* believes in good faith is necessary for the officer to identify or apprehend a person
- because of a statement by that person admitting participation in a violent crime that the *covered entity* reasonably believes may have caused serious physical harm to the victim. An officer may receive in connection with this

exception *only* the actual statement that person made and the information set forth in paragraph V, A, 4 above. or

- where it appears from all the circumstances that that person has escaped from lawful custody or from a correctional facility.

10. **Person in Custody.** A *covered entity* may disclose to an officer having lawful custody of an inmate or other person *protected health information* relative to the inmate or other person, if the officer represents that such information is needed to provide health care to the inmate or other person or to ensure the health and safety of others.

B. Confidential Investigation. In the event the department's activities reasonably could be impeded by a person's awareness that *protected health information* has been disclosed by a *covered entity*, the department can prevent—for the period of time the department specifies in its written statement on official departmental letterhead—that person from being aware that a *covered entity* had disclosed to an officer *protected health information*. However, an officer can prevent—only for a period of 30 days upon the officer's oral request—a person from being aware that a *covered entity* had disclosed to the officer *protected health information*. Otherwise, the *covered entity* is required to reveal, upon a person's request, an accounting of its disclosures of that person's *protected health information* over the past six years.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on Health Privacy Regulations in Traffic Enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every Health Privacy Regulations in Traffic Enforcement policy.***

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<sup>1</sup> An administrative request, including an administrative subpoena or summons, a civil or an authorized investigative demand, or similar process authorized under law, provided that: (1) The information sought is relevant and material to a legitimate law enforcement inquiry, (2) The request is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought, and (3) De-identified information [data that does not identify—or, lead to the identification of—a specific person] could not be used.



<b>Title: Homeland Security Obligations of Uniformed Patrols</b>
<b>Policy Number: 1.30</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 4</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for uniformed police officers on regular patrol to ensure that consideration is given to protecting critical infrastructure, to obtaining domestic security intelligence, and to preventing and detecting acts of foreign or domestic terrorism.

## II. POLICY

Officers will be alert during daily patrols to the necessity of protecting homeland security. Patrols will be accomplished using the procedures described in this policy.

## III. DISCUSSION

- A. Intelligence gleaned from government surveillance of extremist/terrorist chatter, as well as from interviews with captured extremists/terrorists, indicates that there may be emphases on “soft”—i.e., lightly-defended—targets, such as public and government buildings and places where large numbers of people gather simultaneously; on multiple attacks against smaller targets to instill fear in the population; and on efforts to interrupt the electrical power grid and the supply of automotive and heating fuel and other critical materials.
- B. Attacks may come in any one of myriad forms, such as bombs and bomb threats, attacks with assault weapons, “dirty” and nuclear bombs, biological weapons, or conventional items such as airplanes or large trucks as weapons.
- C. Extremist/terrorist cells typically attempt to blend into communities, but they often provide signals of their presence. However, these indicators are likely to be subtle and not easily detectable.

## IV. PROCEDURES

- A. Officers will be alert to the fact that many persons associated with extremist/terrorist groups finance their daily activities through white-collar crime. Consequently, officers will consider the possibility of extremist/terrorist group involvement when they

investigate credit card fraud, the production and use of bogus prepaid phone calling cards, the production and sale of bogus designer clothing and other counterfeit goods, the passing of counterfeit money, tampering with public and other vital records, bank or mail fraud, telephone fraud schemes, visa and immigration fraud, driver's license and title fraud, and other fraudulent plans.

1. Document fraud is the lifeblood of an extremist/terrorist's secret existence. Officers will scrutinize counterfeit or altered driver's licenses, vehicle registrations and license plates, and non-driver and other ID cards; numerous—but nonexistent—places of residence; and the possession of forged documents.
  2. Types of criminal activity in which members of extremist/terrorist groups engage may include weapons violations, theft—or the attempted illegal purchase—of firearms or explosives, possession of stolen property, sale of contraband cigarettes, money laundering, assassinations, bombings, and criminal syndication.
- B. Officers on patrol will be aware of critical infrastructures in their beat areas and of any suspicious activity in or near them—such as persons surveilling bridges, dams, defense contractors, National Guard or Army Reserve headquarters, government buildings, power plants, fuel depots, ports and harbors, large apartment complexes, living quarters frequented by members of the United States military, hotels, gun shops, arenas, symbolic targets of historical significance, and other possible extremist/terrorist targets—and will remain cognizant that such attacks are often planned well in advance.
1. Reports of suspicious activity at any critical location may prove to be nothing at all, or they may be tests of the facility's security system(s) or of the police response. All such reports will be taken seriously and investigated thoroughly.
- C. Community and neighborhood policing strategies that utilize the public as additional "eyes and ears" are the first line of defense against extremists/terrorists, and citizens will be encouraged to report suspicious activities. Citizens making such reports always will be interviewed, as they may possess information that could trigger or add to an extremist/terrorism investigation.
- D. Extremists/terrorists usually have undergone training and are focused and committed to their cause, team-oriented rather than self-centered, able to exercise remarkable self-discipline, and well prepared to spend years waiting to strike with little or no regard for human life. Ambushes, as well as secondary explosive devices designed to detonate and kill or injure first responders to extremist/terrorist incidents, are common. Neighbors, real estate agents, bankers, delivery people and others may provide valuable information about behavioral indicators, such as groups of individuals who are strangers to an area and are living together in hotels, rooming houses, apartments or homes with no visible means of support; unexplained spending, with no indication of employment; cash purchases of land or buildings in remote areas or of certain types of vehicles; acting secretly when communicating with associates; and surveilling targets and testing security systems or responder behavior.

- E. All leads and miscellaneous information will be appropriately documented for further study and will be passed along to appropriate parties, such as regional, State, or joint State/Federal anti-terrorism task forces.
  - 1. Information gathered by officers that they deem of possible interest will be recorded on incident report or field interview forms, as appropriate, and turned in with their paperwork at the end of their shifts, unless the information is deemed to require some immediate action. Reports will be evaluated by the officers' immediate supervisors for threat-level assessment and will be forwarded—together with copies of any relevant document—both to the department's homeland security coordinator and to the local office of the FBI. Appropriate follow-up action(s) will be assigned.
  - 2. Intelligence deemed to require immediate action due to imminent danger to persons or property will be relayed to a supervisor upon receipt; will be evaluated by the supervisor for threat-level assessment; and—if an immediate threat is imminent—will be reported through the chain of command to the department's homeland security coordinator, to the chief executive of the law enforcement agency, and to the local office of the FBI.
- F. During periods of elevated threat-levels declared under the national terrorism warning system or at other times when there are indications that extremist/terrorist acts may be imminent, officers will take additional, extraordinary steps to increase their alertness, as well as to increase the possibility of their detecting unusual activity, especially in and around potential target sites.
  - 1. Officers will be aware of possible indicators of extremist/terrorist surveillance of targets, including unusual or prolonged interest in security measures or personnel; in entry points and access controls; in perimeter barriers, such as fences and walls; in unusual behavior, such as staring at—or quickly looking away from—personnel or individuals entering or leaving designated facilities or parking areas; in observing security-reaction drills and procedures; in increased anonymous telephone or e-mail threats to facilities which could indicate possible surveillance of threat-reaction procedures; in foot surveillance, involving several individuals working in concert with one another; in mobile surveillance using bicycles, scooters, motorcycles, cars, trucks, SUVs, boats, or small aircraft; in prolonged static surveillance using operatives posing as “street people,” demonstrators, street vendors, or street maintenance people not normally seen in the area; in discreetly using still or video cameras, note taking, or sketching at potential target locations; in using multiple identifications or sets of clothing; and in questioning security personnel.
  - 2. Officers on patrol will increase the frequency at which they check the exteriors of public buildings, fuel terminals, bridges, and other critical infrastructure and will frequently contact—and exchange information with—security personnel at such locations. Any potentially significant information derived from such contacts will be passed on for evaluation as provided in Paragraphs E1 and E2 above.



***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on the homeland security obligations of uniformed patrols. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every policy relating to homeland security obligations of uniformed patrols.***



<b>Title: Work Zone Safety</b>
<b>Policy Number: 1.31</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 3</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for work zone safety, for reporting violations of standards, for ensuring the correction of immediate hazards both to the motoring public and to work zone personnel, and for staffing special work zone assignments.

## II. POLICY

- A. The department actively is committed to working with transportation and highway officials, as well as with private contractors, to improve the safety of work zones where persons and equipment are in—or immediately adjacent to—public streets or highways and are creating thereby actual or potential hazards requiring the establishment of traffic control by flag persons, uniformed officers, barricades, special traffic control devices, or other means.
- B. The department intends to ensure that work zone compliance standards conform to the *Manual of Uniform Traffic Control Devices* and to all applicable state and local laws and ordinances.
- C. Officers on patrol will be alert to work zone safety problems and will report violations of approved standards both to the applicable person(s) in charge of the work zone and to the officer's immediate supervisor.
- D. When officers receive complaints of—or come upon—work zone safety conditions the officers reasonably believe constitute hazards to the motoring public, pedestrians, or bicyclists, they will notify dispatch and will take such reasonable steps within the scope of their authority as are necessary to direct and control traffic and to correct the immediate hazards, requesting additional police assistance if necessary.

## III. PROCEDURES

- A. Whenever required by law or ordinance—or requested by contractors or by public utilities or public works personnel maintaining work zones, uniformed police officers will be detailed, to the extent of their availability, to direct and control traffic at the

expense of the person or entity responsible for the work zone. If local resources are insufficient to supply the demand, the department will consider employing and/or empowering officers from other jurisdictions for this purpose.

- B. The department will establish procedures governing the hours of these work assignments, the methods of accounting for work hours, billing and payment, use or non-use of police vehicles and other department equipment, relief on temporary and prolonged work assignments, compliance with OSHA requirements, and the determination of the maximum hours of work allowed on outside assignments both to fully staff these details and to ensure officers are not so fatigued that their efficiency or effectiveness is impaired by their work on these special assignments.
- C. The department's training officer will establish required training for department personnel who control traffic in work zones. Such training will include work zone safety considerations; use of warning signs, flares, barricades, cones, light bars, and appropriate highly reflective clothing; and site inspection requirements.
- D. Officers performing duties at work zones will wear only the uniforms and police equipment specified and approved by the department, including highly reflective vests or clothing.
- E. If the department uses non-sworn personnel to control traffic in work zones, such individuals will be provided training in work zone safety, in the direction and control of traffic, and in the extent of their legal authority and obligations.
- F. In inspecting a work zone to determine if it has been properly established, the inspecting officer will consider the need for an **advanced warning area** consistent with road, weather, traffic conditions, and traffic speeds in the vicinity; for a **transition area** sufficient for traffic to react to the work zone ahead; for a **buffer area** prior to the work area; for a **work area**; and for a **termination area** where traffic can resume normal speeds.
- G. Officers directing traffic at work zones will treat the public, as well as work zone personnel, with the same degree of professionalism and respect that is required of all other public contacts.
- H. Officers directing traffic at work zones will carry citation books with them and will remain alert and vigilant at all times for safety violations. If they observe serious moving traffic violations and are able to pull violators over and take enforcement actions without endangering themselves, work zone personnel, or other individuals, they will be expected to do so. If it is necessary for them to make physical custody arrests, they will call for backup; the arriving backup officers will take over processing and transporting the arrested persons. If they observe situations that require enforcement action, but are unable to take such action, they will use their portable radios to request that officers on patrol in the vicinity be on the lookout for the persons or vehicles. All required reports will be completed on such incidents.
- I. Whenever officers are on duty at work zones, field supervisors will make periodic field inspection visits to those work zones.

- J. Whenever it appears that motorists are not driving appropriately in the vicinity of work zones, the shift commander or the traffic division commander may establish special enforcement projects, detailing patrol units to detect and ticket violators if sufficient staffing is available. Prior to establishing such special enforcement projects, the commander will notify the contractors' official representative or the public works official in charge of those sites.
- K. Officers on work zone duty will not leave the construction site, until they are relieved; until the site has been shut down and normal traffic flow restored; or until proper and safe detour signs, lighted barricades, or other necessary safety precautions have been put in place by the contractor. If because of illness or other valid reason an officer needs to be relieved temporarily, s/he will notify dispatch and request assistance or a replacement.
- L. Officers will follow established department procedures when authorization is required to work beyond the scheduled hours.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on work zone safety. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every work zone safety policy.***



<b>Title: Police Traffic Management</b>
<b>Policy Number: 2.1</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purposes of this policy are to establish an acceptable philosophy upon which the department can promote a model police traffic management plan and to mandate traffic enforcement responsibilities for all officers in the agency.

## **II. POLICY**

The department will assemble a law enforcement traffic management program that provides public service, reduces traffic crashes, discourages traffic violations, suppresses criminal activity, expedites the flow of traffic, and requires all sworn personnel to be prepared to deliver traffic services.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will create a written directive on police traffic management and will provide training to all officers to accomplish effectively its traffic management goals and objectives.
- B. The traffic management program will facilitate the coordination of traffic-related duties and will encourage networking among all service providers.
- C. The department will acquaint all officers with the necessary law enforcement tools, pertinent statutes, administrative procedures, and judicial rulings to function properly in a traffic enforcement setting. When developing procedures on traffic enforcement responsibilities, the entire command staff of the agency will be consulted.
- D. The department will require that officers provide law enforcement services in a professional, courteous manner and set a good example with their own driving. Officers will be aware that public support is an essential component for program success.

- E. The department will keep the public informed of its initiatives on highway safety and will educate the public on impaired driving, occupant restraints, excessive speed, courteous driving habits, and crime reduction.
- F. The department may, if required, designate special traffic enforcement units to deter crashes, enforce traffic laws, and reduce crime. The responsibilities and chain of command of these units will be clearly defined.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on police traffic management. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every policy relating to police traffic management.***



<b>Title: Traffic Law Enforcement Training</b>
<b>Policy Number: 2.2</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish standards for traffic law enforcement training for all probationary officers, patrol officers, supervisors, and officers assigned to special traffic operations.

## II. POLICY

The department will provide traffic law enforcement training for all sworn personnel in order both to improve the quality of police services and to enhance the professional image of the agency.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. The department will train all personnel in traffic law enforcement. The training will be accomplished in a manner consistent with sound training procedures and will be documented.
- B. The traffic law enforcement training for new officers will include—but will not necessarily be limited to—motor vehicle law; criminal law; report writing; evidence gathering; traffic patrol operations and techniques; selective enforcement; the operation of speed measurement devices; the role of traffic law enforcement in crime detection, in criminal apprehension, and in the protection of critical infrastructure from extremist/terrorist activities; the avoidance of biased-based enforcement; impaired driver apprehension; police driver training; crash investigation and scene management; first responder services; hazardous materials; and traffic engineering.
- C. The department will develop a plan to furnish in-service and advanced traffic law enforcement training to all patrol officers to improve their level of knowledge and to advance their career development. The plan will include a description of the training material, qualified instructional personnel, methods of delivery, the duration of the

training, scheduling considerations, and the location of the training.

- D. The advanced traffic law enforcement training will consist of additional training in crash investigation, problem identification, impaired driver apprehension, traffic patrol procedures, blood/alcohol instrument certification, and other advanced courses as required. The in-service traffic law enforcement training will entail sessions on police driving, new traffic laws, recent Federal and state supreme court decisions, the incident command system, hazardous material update, criminal/extremist/terrorist interdiction techniques, revised department regulations, traffic policy changes, and any other pertinent traffic-related topic.
- E. The department will develop a process to train officers assigned to special traffic enforcement operations. The training will take into account whichever area(s) of special traffic operations the officer may be entering. The training will be provided to the officer upon beginning the new assignment. The special traffic law enforcement training will consist of crash reconstruction, crash scene evidence preservation, crash photography, special traffic enforcement techniques, special equipment operation, hazardous and biological material handling, and any other special traffic law enforcement course(s) deemed necessary by the department.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic law enforcement training. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic law enforcement training policy.***





<b>Title: Hazardous Material Incidents</b>
<b>Policy Number: 2.3</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for handling hazardous material incidents within the jurisdiction.

## II. POLICY

The department will create a hazardous material response plan to protect the officers, community members, highway users, and emergency workers.

## III. DEFINITION

Hazardous Material [49 CFR 105.5 (b)]: a substance or material that the U.S. Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in 49 CFR 173.

## IV. PROCEDURES

- A. The department will develop a hazardous material emergency response plan to manage actual or potential solid discharges, liquid spills, or vapor releases of hazardous material that occur within the jurisdiction. The plan will encompass the duties of the first responder, the timely notification of appropriate emergency response agencies, the isolation of the area, the evacuation of the immediate area, and the establishment of a command post. The plan will be consistent with the appropriate federal, state, and provincial guidelines.
- B. The department will be prepared to deal with hazardous material incidents that result from mishaps on private property, at business entities, by highway users, on railroad lines, or from aircraft disasters. Officers will be familiar with methods to take precautionary measures for themselves, the public, and emergency personnel at

hazardous material scenes.

- C. The hazardous material emergency response plan will classify a hazardous material incident to predict the type of response required. Incidents may be classified as major or minor, depending on the nature of the emergency situation. Minor incidents will be those that require single agency or local response, and major incidents will be those that require a multi-agency and regional or wide-area response.
- D. The department will adequately prepare officers to be alert for hazardous materials whenever arriving at an emergency scene; to take safety measures for themselves and others; to identify the hazardous material, if possible; and to set up a command post in a safe location. Officers and communications center personnel will have access to a current *Emergency Response Guidebook*, a U.S. Department of Transportation publication, to assist in the identification of substances.
- E. The hazardous material emergency response plan will set forth who ultimately will direct personnel at the scene. Emergency responders will be notified of the identity and quantity of any hazardous material, the command post location, and access routes. The public will be made aware of any serious incident, the closure of any highway(s), the rerouting of traffic, and the anticipated duration of the incident.
- F. The department will provide officers with detailed instruction on proper hazardous material responses, hazardous material identification, hazardous material safety measures, protective equipment usage, incident command post operations, hazardous material investigative techniques, and formal reporting of incidents.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on hazardous material incidents. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every hazardous material incidents policy.***



<b>Title: Incident Command Systems</b>
<b>Policy Number: 2.4</b>
<b>Accreditation Standard(s): 46.1.1, 46.1.2</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for an incident command system within the jurisdiction.

## II. POLICY

The department will develop a written procedure for an incident command system to deal with emergencies.

## III. DEFINITIONS

- A. Minor Incident: a limited emergency of natural or human origin that requires only single agency or local response.
- B. Major Incident: a critical emergency of natural or human origin that requires multi-agency and regional or wide-area response.
- C. Planned Incident: an event that requires single or multi-agency planning, staging and response, such as a concert, sporting event or convention.

## IV. PROCEDURES

- A. The department will develop a written plan to respond to natural or human-caused emergencies and/or to planned incidents that may occur within the jurisdiction. The plan will distinguish between minor and major incidents and will have provisions to activate sufficient personnel and emergency agencies to control the situation.
- B. The department will designate an individual within the agency to be responsible for the incident command plan. The delegated individual may serve as the primary advisor to department officials whenever emergency circumstances exist and may act as a facilitator for various resources during any emergency occurrence.
- C. The incident command plan will be based on the Incident Management System's (IMS') *Model Procedures Guide for Highway Incidents*, as developed by the National

Fire Service Incident Management System Consortium. It will clearly identify a unified chain of command whenever more than one agency responds to an emergency situation. While acting under a unified chain of command, agencies will strive to maintain unit integrity during the duration of the mission. During a single agency emergency response, the regular chain of command will serve in the normal capacity.

- D. The incident command plan preparations will detail suitable specifics concerning communications, command posts, chains of command, situational material and supplies, public information releases, multi-agency and military support, traffic control, facility and equipment requirements and security, de-escalation process, post-emergency functions, and after-action reports.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on incident command systems. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every incident command systems policy.***



<b>Title: Occupant Restraint Systems</b>
<b>Policy Number: 2.5</b>
<b>Accreditation Standard(s): 41.3.4</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of occupant restraint systems in department vehicles.

## **II. POLICY**

The department will have a written procedure governing the utilization of occupant restraint devices for the operators and passengers of department vehicles.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will mandate the proper use of occupant restraint devices for all personnel operating department vehicles and for all passengers occupying department vehicles in motion.
- B. The department will have available approved child safety seats whenever the need to transport young children arises. However, if the law permits and an emergency situation exists, the vehicle's occupant restraint system will be used in the absence of child safety seats.
- C. The department will provide special occupant restraints in extenuating situations precluding the normal use of occupant restraint devices, such as those involving the transportation of prisoners, the movement of sick or injured persons, or certain police operations.
- D. Officers will be responsible for ensuring compliance with proper occupant restraint device usage, and all in-service department vehicles will have workable occupant restraint systems.
- E. Any modification—or any installation or mounting of specialized equipment—in the

interiors and/or trunks of department vehicles will be accomplished only with due consideration to its effect on the deployment of airbags, on the proper operation of other safety devices, and on any potential hazard to passengers either from the mounting location or from the hardware.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on occupant restraint systems. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every occupant restraint systems policy.***



<b>Title: Emergency Equipment</b>
<b>Policy Number: 2.6</b>
<b>Accreditation Standard(s): 41.3.1, 41.3.2</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the requirement and use of emergency equipment in traffic law enforcement operations.

## **II. POLICY**

The department will equip vehicles designated for traffic law enforcement operations with emergency lights and sound systems in accordance with the applicable statutory provisions within the jurisdiction, and all officers will be trained to appropriately engage the emergency equipment.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. Emergency lights will be installed in all department vehicles that are assigned to traffic patrol (both marked and unmarked ones). The light fixtures will be placed on the vehicles in such a fashion as to maximize officer safety, to permit officers to capably direct and control traffic, and to yield a high degree of visibility to roadway travelers.
- B. All traffic patrol vehicles (both marked and unmarked ones) will be equipped with functional audible devices to alert the public and to facilitate the movement of vehicles under emergency conditions.
- C. Marked department vehicles that are used for traffic law enforcement operations will be conspicuously marked on their exteriors with reflective material, if possible. However, at times, circumstances may necessitate the use of unmarked vehicles for traffic law enforcement operations.
- D. During times when emergency equipment is activated, all officers will operate the police vehicles with the utmost regard for public safety, in compliance with depart-

ment rules on emergency engagement, and in accordance with the existing statutes within the jurisdiction.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on emergency equipment. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every emergency equipment policy.***





<b>Title: Fleet Safety</b>
<b>Policy Number: 2.7</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for a comprehensive fleet safety program.

## **II. POLICY**

The department will maintain a complete fleet safety program and thoroughly investigate all crashes involving department vehicles.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. All officers will be trained—and will receive periodic refresher training—in defensive driving principles and techniques to improve driving skills for the prevention of crashes.
- B. The department will properly investigate all crashes that involve department vehicles or on-duty personnel driving other vehicles. If a crash is serious in nature, the department may elect to have another law enforcement agency conduct or review the crash investigation.
- C. The department will create for personnel a fleet safety program to reinforce the importance of fleet safety, to motivate personnel to drive safely, and to recognize incident-free driving.
- D. The department will institute a process to identify the causes of crashes involving departmental vehicles in order to minimize the chances of future crashes and to determine if corrective action is necessary for the involved operators.
- E. The department will designate a person or unit to oversee fleet maintenance and management. This person or unit will remain cognizant of vehicle recalls and manu-

facturer's service bulletins that potentially could affect the safety of the fleet.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on fleet safety. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every fleet safety policy.***



<b>Title: Vans, SUVs, and Other Specialty Vehicles</b>
<b>Policy Number: 2.8</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 3</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the proper use of nontraditional police vehicles, including—but not limited to—vans, sport utility vehicles (SUVs), motor homes, ATVs, snowmobiles, and pickup trucks.

## II. POLICY

From time to time, the department will purchase and deploy vehicles, other than four-door sedans with heavy-duty police packages. Many of these vehicles will differ in their handling dynamics from traditional police vehicles and will require that the department limit their use and/or impose particular driving restrictions. Specialty vehicles will be operated in strict conformity with this policy.

## III. DEFINITIONS

- A. *ATV*: an all-terrain vehicle; generally a three- or four-wheeled motor-driven vehicle that is designed or adapted for travel over surfaces other than maintained roads, that may have the capacity to carry passengers and/or loads, and that has tires designed to hold not more than 10 psi of pressure.
- B. *Crossover vehicle*: a vehicle that typically has characteristics of two or more other types of vehicle, such as a combination of a pickup truck and an SUV, or an SUV and a station wagon.
- C. *ESC*: an electronic stability control (ESC) system that senses an impending skid or rollover and uses automatic braking of individual wheels to keep the vehicle headed in the driver's intended direction.
- D. *Snowmobile*: any vehicle propelled by mechanical power that is designed to travel over ice or snow supported in part by skis, belts or cleats.
- E. *Specialty vehicle*: a van, an SUV, an ATV, a snowmobile, an ambulance, a pickup truck, a motor home, or any other vehicle whose handling characteristics differ from those of a conventional sedan.

#### **IV. DISCUSSION**

- Most SUVs, pickup trucks, ambulances, and crossover vehicles are taller and narrower than conventional sedans; have higher centers of gravity; are more susceptible to rollover in single-vehicle crashes; and consequently require lower speeds when rounding curves, making sharp right- or left-hand turns, or being operated on side slopes.
- Vans not only have higher centers of gravity than sedans, but their greater length causes the rear quarter to swing outward farther than sedans when making sharp turns and requires keeping a careful watch to the rear to avoid encroaching beyond the designated lane or climbing a curb. Because many vans can carry nine or more passengers of varying weights, this load distribution can make them tip at lower speeds on curves and can reduce braking performance.
- Four-wheel drive vehicles generally require larger turning circles, and nearly all special purpose vehicles have driver blind spots to the rear that require the careful aiming and diligent use of outside rearview mirrors.
- Some high-end SUVs and crossovers have ESC. While the driver generally can manually disable these systems, most of them have a warning light on the dashboard that indicates whether they are switched off or malfunctioning, or are active.

#### **V. PROCEDURES**

- A. The department will employ, when and where indicated, special-purpose vehicles to better serve the community and its citizens. Only personnel who have been trained in their operation will drive those special-purpose vehicles that are so radically different from conventional passenger cars that they require exceptional awareness or handling.
- B. If an officer wishes to utilize a special-purpose vehicle for a task other than for one for which it normally is authorized, s/he will seek the prior permission of a supervisor.
- C. SUVs are not designed for high-speed use and generally come equipped with identification plates installed by the manufacturer on the doorpost or at another location, warning that these vehicles are not suitable for police pursuit or for emergency response. The only exception is those SUVs that have been equipped with functioning ESC systems. Officers driving SUVs not equipped with ESC will not engage in high-speed pursuits or in emergency responses to calls at high speeds. If an SUV or another vehicle is equipped with ESC, drivers will determine prior to its operation that the ESC system has not been turned off, and they will not turn it off at any time. If for any reason the ESC warning light on the dashboard indicates a malfunction, the vehicle will be sidelined, until it has been repaired. Regardless of whether or not the vehicle is equipped with ESC, drivers will be aware that the handling characteristics will be different from those of conventional sedans and will adjust their driving tactics accordingly.

- D. Vans are not designed for high-speed use, and never will be used for high-speed pursuits or for emergency responses to calls at high speeds. Drivers will remain aware at all times how the turning circle, center of gravity, and other driving characteristics of such vehicles differ from those of conventional sedans; will adjust their driving accordingly; and will reduce their speeds, especially if those vehicles are carrying a full passenger load.
- E. Pickup trucks are generally not capable of cornering—or braking—as rapidly as conventional sedans. They generally require larger turning circles, especially if they are equipped with four-wheel drive; and their live rear axles—and their unfavorable weight distribution when their beds are empty—can cause the tires to hop and lose contact on rough surfaces. Although in some cases it may not be possible to avoid using them for pursuits or for emergency responses to calls at high speeds, drivers will maintain an awareness at all times of their unique handling characteristics and will adjust speeds and following distances accordingly.
- F. Motor homes and large vans used for crime scene and other specialties have much less outward visibility—and much clumsier handling characteristics—than conventional vehicles. They must be driven at suitably reduced speeds and with even greater caution than conventional vehicles. Before being assigned to drive one of these vehicles solo, officers will generally spend time driving under the tutelage of someone who is familiar with the particular vehicle. To the extent possible, loose items in the interiors of such vehicles will be tied down or otherwise secured while the vehicles are in motion, as they can pose hazards in the event of sudden stops or violent maneuvers.
- G. ATVs and snowmobiles are capable of achieving far higher speeds than those at which they can be driven safely, and officers must be cautious, especially at night, not to drive faster than the distance they can see ahead to stop. Caution must be employed when driving such vehicles on side hills, to avoid tipping them over. Because they are operated in locations (like paths, beaches or trails) frequented by bicyclists, joggers, hikers, snowshoers, or cross country skiers; and in view of the constant possibilities of meeting another vehicle on a narrow trail or at the crest of a hill or of encountering a downed tree limb or a cable intended to close down a trail, persons operating these vehicles will keep a constant lookout and be prepared for evasive maneuvers at all times.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on vans, SUVs, and other specialty vehicles. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every vans, SUVs, and other specialty vehicles policy.***



<b>Title: Escort and Relay Services</b>
<b>Policy Number: 2.9</b>
<b>Accreditation Standard(s): 61.3.3</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for providing escort and relay services by the department under both scheduled and emergency conditions.

## **II. POLICY**

The department will develop a process to manage requests for escort or relay services within the jurisdiction to ensure the efficient, orderly passage of special traffic or the same type of delivery of special items.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will create a system for the handling of requests for routine or emergency escort and relay services. The system will clearly state the situations under which the department will provide an escort or relay service for the public or other entity.
- B. The department will detail the circumstances under which public officials, dignitaries, emergency vehicles, funeral processions, oversized vehicles, hazardous or unusual cargoes, or other requests may be granted escorts or relays through the jurisdiction.
- C. The department will designate a supervisor to review the escort and relay requests received by the agency. All requests will be approved or denied on a timely basis. Adequate transaction records will be maintained.
- D. Sworn personnel, who may be off-duty, may handle under the direction of the department any escort or relay request. The department will develop a process to bill for the costs of such services in order to compensate the officers and to reimburse the jurisdiction for any other expense(s).

- E. The department will enforce all applicable rules and regulations pertaining to the operation of private enterprises that offer traffic escort services. Department personnel will not work for private escort companies.
- F. The department will avoid escorting, whenever possible, private or other emergency vehicles. In medical emergencies, patients will be transported by ambulance, if available. In instances when the department elects to conduct a medical transport, the condition of the patient will be a consideration.
- G. All traffic officers will be trained to conduct both routine and emergency escorts or relays.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on escort and relay services. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every escort and relay services policy.***



<b>Title: Wrecker Rotation Lists</b>
<b>Policy Number: 2.10</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for a fair and equitable method by which to activate a wrecker service whenever towing or a related service is required.

## **II. POLICY**

The department will develop a rotation—or a contract for services—system to direct calls for service to wrecker operators. The aim of such a system will be to satisfy equitably the needs of the motoring public, the service providers, and the department.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will devise an application process for tow service providers to be included on a call rotation—or on a contract for services—list to respond to roadway emergencies or to routine calls for service.
- B. To meet the minimum standards, a commercial service provider will be required to show proof of meeting all of the legal requirements to perform the services, will be in compliance with all pertinent governmental regulations, and will ensure competitive rates.
- C. A commercial service provider will be required to verify that adequate equipment and accessories are in place to satisfactorily fulfill the task. A provider will be properly insured, and its employees will be of good character and suitably trained to perform the tasks required.
- D. Whenever there is a call for service, officers will always request the next available tow service provider on the rotation list or a contracted service provider that is able to handle the assignment, unless the motorist has a preference for another available provider.



- E. If a service provider does not continue to meet the formal standards or fails to perform at a satisfactory level, sanctions—up to and including removal from the rotation or contract for services list—may be initiated against that service provider.
- F. A procedure will be established to address complaints against tow service providers, whether by officers or by members of the public, and any complaint will be forwarded to the appropriate unit within the department for investigation and resolution. A hearing and appeal process will be instituted with respect to official actions.
- G. This policy may also be used as a guide to create any necessary rotation list or contract for services for emergency service providers.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on wrecker rotation lists. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every wrecker rotation lists policy.***



<b>Title: Traffic Engineering</b>
<b>Policy Number: 2.11</b>
<b>Accreditation Standard(s): 61.3.1</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the general philosophy of the department in support of traffic engineering.

## **II. POLICY**

The department will gather and utilize information on traffic crashes, traffic activities, and roadway hazards—in conjunction with traffic engineering authorities—to promote a safe, efficient highway system.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will initiate and maintain liaison with traffic engineering authorities. Together, department personnel and traffic engineers will strive to prevent crashes and to eliminate roadway congestion and hazards.
- B. The department will seek guidance from appropriate sources on traffic engineering solutions that may be available within—and applicable to—the jurisdiction to assist in creating a safe roadway environment for public use.
- C. The department will ensure that proper action is initiated on all traffic engineering complaints, will evaluate any suggestion(s) for improvements, and will correct—or refer for correction—all deficiencies in the system.
- D. The department will routinely transmit to traffic engineering officials copies of crash reports, as well as of summaries of crash and enforcement data, to ensure that engineering decisions are based on timely research and analysis.
- E. All department officers will receive adequate briefings to enable them to recognize traffic engineering needs.

- F. The department will adopt a directive that details the responsibility, authority, and limitations of patrol officers to conduct special traffic surveys; to collect, compile, analyze, and disseminate traffic crash and enforcement activity data; and to publicly express traffic engineering concerns.
- G. The department will periodically prepare reports and provide advisory comments on the efficient use of traffic control devices, on the creation or revision of laws or ordinances, and on specific engineering improvements. The department will participate in local, regional, and/or state transportation system management planning.
- H. Whenever a serious crash occurs within the jurisdiction, the department will notify the traffic engineering authorities to enable a timely analysis of the circumstances surrounding the crash for potential corrective action.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic engineering. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic engineering policy.***



<b>Title:</b> Traffic Activity Reports
<b>Policy Number:</b> 2.12
<b>Accreditation Standard(s):</b>
<b>Effective Date:</b> July 1, 2004
<b>Reevaluation Date:</b> July 1, 2006
<b>No. of Pages:</b> 1
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the use and completion of traffic activity reports by personnel assigned to traffic duty.

## II. POLICY

The department will require all officers to complete accurately in a timely fashion all traffic activity reports.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. The department will design a traffic activity report on which officers will document their daily traffic related activities. The form will contain space for officer identification, administrative data, and all required activity information.
- B. Officers will be required to complete accurately the traffic activity report, as directed, and to submit the document in a timely fashion. The reports will be retained in the prescribed manner and will be available for administrative review and analysis.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic activity reports. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic activity reports policy.***



<b>Title: Traffic Records System</b>
<b>Policy Number: 2.13</b>
<b>Accreditation Standard(s): 82.3.3</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines to operate—or to participate in—a comprehensive traffic records system.

## **II. POLICY**

The department will develop—or participate in—a traffic records system to capture and store vital traffic records for agency use. Moreover, the department will cooperate to the extent possible with its counterparts throughout the jurisdiction in promoting the development of standardized collection instruments, procedures, and reporting guidelines to enhance the effectiveness and efficiency of the data collected.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will use a precise traffic records management system to gather and maintain timely data on traffic crashes, traffic enforcement, roadway hazards, traffic analytical reports, and other traffic information the agency deems necessary.
- B. The traffic records system will be a reliable resource of traffic-related information, aiding traffic patrol personnel in the performance of their duties and assisting police executives in their critical decision-making roles.
- C. The traffic records system will detail the method by which records are received, processed, stored, and disseminated within the agency and to the public. The security of the files will be taken into account.
- D. The traffic records system will contain specific and compatible location information both on crashes and on citation issuance to enable the department to analyze the data for informed and expeditious decisions involving traffic enforcement.

- E. As part of the traffic records system plan, regular reviews will be conducted, and a record retention and archive schedule will be in place.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on a traffic records system. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic records system policy.***



<b>Title: Citation Control</b>
<b>Policy Number: 2.14</b>
<b>Accreditation Standard(s): 82.3.4</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the proper control and security over traffic citations.

## **II. POLICY**

The department will install rigid controls over traffic citations to ensure integrity and accountability in the process.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will establish procedures for the issuing and accounting of all traffic citations in order to provide for proper control over the documents and for a secure location in which to store them.
- B. The department will devise a tracking system to manage the citations that are received by the agency, issued to officers, and subsequently utilized by officers. A supervisor or summons control officer will be in charge of the entire process.
- C. Whenever the proper authority at the department receives a new batch of citations, the citations will be inventoried and safely stored (locked) in a restricted-access area. Each individual citation will be numbered.
- D. As officers are issued citations, individual records will be kept to document the number of citations issued and the sequential numbers on those citations. Officers will sign for the citations. Each individual citation will be accounted for throughout the process.
- E. A citation document may be printed with several copies. Once an officer issues a citation, all of the parts will be distributed appropriately as required. The department's

copy of each citation will be securely retained in the traffic records system.

- F. Whenever an officer voids a citation, the reason for that action will be explained in memorandum form to the head of the department or his/her designee. The voided citation will be attached to the correspondence and, once approved, the record will be retained to account for the citation in question.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on citation control. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every citation control policy.***





<b>Title: Drug Recognition Experts (DREs)</b>
<b>Policy Number: 2.15</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for a Drug Recognition Expert (DRE) Program as a resource for the department.

## II. POLICY

The department will have a method to access Drug Recognition Experts (DREs) as resources to assist in the removal of drug impaired drivers from the roadways within the jurisdiction.

## III. DEFINITIONS

*Drug Recognition Expert (DRE):* a specially trained and certified officer skilled in basic drug terminology, pharmacology, the identification of the signs and symptoms of drug impairment associated with seven drug categories, and the conduct of the twelve-step DRE evaluation.

## IV. PROCEDURES

- A. The department will train officers to identify drivers who may be under the influence of drugs or a combination of drugs and alcohol. All officers will be aware of how to contact a DRE when encountering a vehicle operator believed to be driving under the influence of drugs.
- B. DREs will be trained and certified to evaluate individuals believed to be impaired by drugs. The training will be in compliance with standards jointly issued by the IACP's Highway Safety Committee and by the National Highway Traffic Safety Administration (NHTSA). DREs will thereafter meet all periodic retraining and recertification standards.
- C. DREs will be prepared to perform a series of standardized, systematic drug evaluations and classification tests to determine the causes of driver impairment when alcohol may not be the only cause. The DRE will recommend a chemical test (blood or urine) if, after evaluation, the suspect is reasonably believed to be under the in-

fluence of a particular category of drug. A record will be kept of each evaluation and reported to the State DRE Coordinator.

- D. If the department employs specially trained DREs, it will assist surrounding law enforcement agencies in evaluating drivers believed to be operating under the influence of drugs. If practical, a DRE will be contacted whenever officers believe drivers may be impaired by drugs *and* whenever charges are being considered, serious crashes have occurred, or obviously impaired motorists have registered unusually low blood alcohol levels on breath tests.
- E. The department will recognize other areas where DREs may be of assistance in investigations and responses, including supporting school resource officers, private human resource officers in cases of potential workplace violence, criminal investigators by evaluating subjects about to be interviewed or interrogated, emergency medical technicians and other medical professionals, and internal affairs investigators.
- F. Officers who are candidates to become DREs within the department will have an excellent job performance record, be proficient in the detection and apprehension of impaired drivers, be recommended by a supervisor, and meet other prerequisites as required by the department.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on drug recognition experts (DREs). The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every drug recognition experts (DREs) policy.***



<b>Title: Community-Oriented Traffic Policing</b>
<b>Policy Number: 2.16</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the integration of Police Traffic Services into the department's community-oriented traffic policing philosophy.

## **II. POLICY**

The department will develop, in accordance with its goals and the community's values, a procedure to identify the role of Police Traffic Services in its community-oriented traffic policing program.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will develop a plan for community-oriented traffic policing, of which Police Traffic Services will be an integral component. The department will advance the theories of voluntarily complying with traffic laws, of preventing traffic crashes, and of reducing criminal activity by building positive community relationships and by maintaining a collaborative approach to problem solving.
- B. The department will adopt clear goals and objectives for its community-oriented traffic policing program and will strive to improve its traffic policing program by encouraging community involvement and by developing trusting relationships. The department will facilitate the exchange of information between the community and the agency, and vice-versa. The community will be made aware of the department's successes and challenges.
- C. The department will properly train all officers in meeting the needs of the community, and all officers will be aware of their responsibility to apprehend and prosecute traffic violators as required. The department will demonstrate its commitment to the community by presenting public speaking programs on traffic and crime topics, printing and distributing traffic safety and crime prevention literature, familiarizing the

community with its traffic enforcement perspectives, releasing timely news information, and maintaining liaisons with the community.

- D. The department will institute a means to quickly and efficiently respond to citizen concerns, including the application of the SARA problem-oriented policing approach. The department will have a system to evaluate information received from the public, a process to decide a proper course of action, and a means to respond to the individual(s) or group(s) that initiated the contact(s) with the agency.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on community-oriented traffic policing. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every community-oriented traffic policing policy.***



<b>Title: Mobile Video Recorders</b>
<b>Policy Number: 2.17</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of mobile video recording equipment by the department.

## **II. POLICY**

The department will develop written procedures for the use of mobile video recorders to document events, gather evidence, supplement reports, and improve training.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will create standards for the purchase, maintenance, repair, and operation of mobile video recorders. Officers will comply with the legal requirements within the jurisdiction, including any required privacy warnings, whenever utilizing the video or audio functions of the mobile recording devices. It is generally recommended that where in-car video recorders are used, that equipment be in operation whenever emergency lighting equipment is activated and throughout the vehicle stop.
- B. The department will furnish and authorize the appropriate type of tape for agency mobile video recorder use. There will be procedures in place for the identification, control, retention, and storage of tapes.
- C. The department will designate a period of time to retain routine video recordings, and evidentiary tapes will be kept until the end of all judicial proceedings. Tapes or relevant portions of tapes may be reproduced for court proceedings, training purposes, administrative reasons, or media release when such release is within the privacy and fair trial guidelines and is consistent with all legal requirements.
- D. Patrol supervisors will periodically review tapes at random for quality control and

mentoring purposes and will always review the relevant tape when processing a citizen complaint regarding a traffic stop. The department recognizes the value of the tapes for training purposes.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on mobile video recorders. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every mobile video recorders policy.***



<b>Title: Aircraft Traffic Enforcement</b>
<b>Policy Number: 2.18</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of aircraft in traffic law enforcement.

## **II. POLICY**

Aircraft may be utilized for traffic control purposes to enforce traffic law violations, to reduce traffic crashes, and to provide assistance to ground patrol units in the course of their duties.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. Aircraft patrol may be engaged for the surveillance of traffic or criminal activity, for the pursuit of violators, and for assistance to other department personnel.
- B. Personnel (pilots, observers and ground units) assigned to aircraft traffic law enforcement duty will be adequately trained to perform their particular function within the operation.
- C. Aircraft patrol may be undertaken whenever the weather presents favorable conditions for safe flying.
- D. Officers assigned to aircraft traffic law enforcement will be educated in proper courtroom presentation, familiarized with the speed measuring devices, and have measured—or viewed the measurement of—the speed segments marked on the highway.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on aircraft traffic enforcement. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every aircraft traffic enforcement policy.***





<b>Title: Motorcycle Duty Selection</b>
<b>Policy Number: 2.19</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 1</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the selection of officers who may be assigned to motorcycle duty.

## II. POLICY

The department will create a written procedure on the selection, training, and assignment of qualified officers for motorcycle duty.

## III. DEFINITIONS

*None*

## IV. PROCEDURES

- A. The department will develop a process for the selection of officers for motorcycle duty. The selection criteria will include—but not be limited to—the candidate’s job performance, longevity, police experience, overall fitness, driving record, and ability to obtain a motorcycle license.
- B. The department will implement or provide a comprehensive motorcycle training, certification, and review process for officers who are selected for motorcycle duty. Officers will be required to successfully complete the training prior to being assigned to motorcycle duty.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on motorcycle duty selection. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every motorcycle duty selection policy.***



<b>Title: Traffic Safety Education Programs</b>
<b>Policy Number: 2.20</b>
<b>Accreditation Standard(s): 61.4.4</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the management of the department's traffic safety education programs.

## **II. POLICY**

The department will seek to achieve voluntary compliance with the traffic laws and regulations within the jurisdiction by educating the public on traffic safety issues and will form partnerships with public and private organizations to gain support for its programs.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will conduct continuous traffic safety education campaigns to improve highway safety, to reduce the number of traffic crashes, and to teach the public the importance of traffic safety.
- B. The department will use traffic safety education literature as a way to enhance public understanding of traffic safety and to solicit support from the public.
- C. The department may accomplish its traffic safety education endeavors through the Internet, the media, the court system, community leaders, businesses, educational institutions, service organizations, community groups, religious orders, or individuals.
- D. The department will encourage meetings with other law enforcement agencies, criminal justice practitioners, highway engineers, and traffic safety groups to create a united effort in providing a comprehensive traffic safety education program.
- E. The department will periodically release statistical information on traffic crashes and enforcement data to inform the public of the critical nature of traffic safety and its

impact on society.

- F. All officers will be familiar with the traffic safety education goals of the department and will be trained to meet those goals.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on traffic safety education programs. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every traffic safety education programs policy.***



<b>Title: School Traffic Safety</b>
<b>Policy Number: 2.21</b>
<b>Accreditation Standard(s): 61.3.5, 61.3.6</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for a safe street environment for school children traveling to or from school.

## II. POLICY

The department, if responsible for school traffic safety programs, will develop a comprehensive student traffic safety model to expedite the safe passage of school children along the roadways with a minimum disruption to community vehicular traffic.

## III. DEFINITIONS

- A. *Adult School Crossing Guard:* an authorized person—sworn or non-sworn—who assists with the movement of children to or from school.
- B. *Student Safety Patrol:* students selected by the school system to guide children safely to or from school.

## IV. PROCEDURES

- A. The department will maintain a clearly defined directive outlining the authority and responsibilities of adult school crossing guards in order to permit all sworn officers and school crossing guards to have an understanding of the scope of the program.
- B. The department will establish selection and retention criteria for adult school crossing guards based on the knowledge, skill, and ability to perform the task. A routine police background check will be conducted on each qualified applicant.
- C. The department will prescribe clothing for adult school crossing guards that is distinctly different from that of sworn officers. When on-duty, adult school crossing guards will display reflective outerwear to allow drivers and students to easily recognize them and to comply with their directives.
- D. At least annually, a survey will be conducted by the department, in cooperation with

traffic engineers and school officials, to identify locations that may require adult school crossing guards and to determine the placement of school crossing points and the routes of travel for the children.

- E. The department will develop local criteria to be considered when identifying adult school crossing guard points. The range of criteria may cover traffic movements, student demographics, roadway configurations, and other pertinent factors.
- F. The department will assist school authorities in organizing, instituting, and supervising a student safety patrol program. The program will be standardized throughout the jurisdiction to improve efficiency and to ensure consistent responses from drivers and pedestrians. Students assigned to safety patrols will not be allowed to direct or control traffic.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on school traffic safety. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every school traffic safety policy.***



<b>Title: Vehicle Maintenance</b>
<b>Policy Number: 2.22</b>
<b>Accreditation Standard(s):</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the purchase, care, and use of department vehicles.

## **II. POLICY**

The department will have written directives on the procurement, use, maintenance, and replacement of agency vehicles to ensure that all department vehicles are kept in safe operating condition and are reliable for police service.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will develop a process to purchase, equip, repair, and maintain all vehicles within the agency. Officers will be provided with written instructions on the care and operation of department vehicles, including cars, motorcycles, and specialty vehicles. A service record will be kept for each vehicle.
- B. The department will have a plan for the issuance and routine maintenance of all vehicles. Measures will be in place to accommodate unexpected breakdowns, chassis damage, or equipment failure in order to minimize lost patrol time.
- C. The department will take steps to be made aware of—and to react to—any relevant vehicle recall and factory service bulletin affecting any vehicle in the fleet. If vehicle safety defects that appear to be inherent in a particular make and model of vehicle and that are not covered by recalls or service bulletins are discovered by department personnel, they will be reported both to the manufacturer and to the Office of Defects Investigation at the National Highway Traffic Safety Administration (NHTSA).
- D. Fleet personnel will ensure that equipment is not positioned within the air bag de-

ployment zone and does not interfere with the operation of occupant restraint systems; to this end, they will use any available information from the manufacturer, including templates, when mounting radios and other aftermarket equipment in police vehicles. Items in the trunk will be mounted laterally rather than longitudinally and will be carried in approved equipment boxes engineered for that purpose, when available. Field supervisors will regularly inspect vehicles for compliance.

- E. The department will authorize only properly licensed and trained personnel to operate department vehicles. Officers will be thoroughly acquainted with the use and care of all radio and emergency equipment in the vehicle. Unauthorized alterations will be prohibited.
- F. Officers will be responsible for the care, cleanliness, and operation of vehicles assigned to them. A system will be implemented for officers to report vehicle and equipment damage or malfunctions in a timely manner.

***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on vehicle maintenance. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every vehicle maintenance policy.***



<b>Title: Calls for Service</b>
<b>Policy Number: 2.23</b>
<b>Accreditation Standard(s): 41.2.1</b>
<b>Effective Date: July 1, 2004</b>
<b>Reevaluation Date: July 1, 2006</b>
<b>No. of Pages: 2</b>
<b>Special Instructions:</b>

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for properly responding to calls for service.

## **II. POLICY**

The department will have a written procedure for answering all calls for service, as well as for using emergency warning devices when responding to those calls.

## **III. DEFINITIONS**

*None*

## **IV. PROCEDURES**

- A. The department will develop a system to classify calls for service as “emergency,” “expedited,” or “non-emergency.” The directive will identify those conditions under which the vehicle’s emergency equipment may be activated. The directive will address driving considerations when answering calls.
- B. The department will create guidelines for all personnel who are required to respond or react to calls for service. The responsibilities attached to each classification will be clearly defined.
- C. Because of the dangers inherent in high-speed responses, procedures will include classification of calls for service according to criticality and the relative need for an emergency, expedited, or non-emergency response. These procedures will limit the speed of the response to non-emergency situations and will require that on emergency responses, police vehicles slow to a carefully-controlled speed and stop—if necessary—before proceeding past red traffic lights, stop signs, yield signs, or railroad crossings.



***This sample policy is intended to serve as a guide to the police executive who is interested in formulating a written procedure on calls for service. The IACP recognizes that staffing, equipment, legal, and geographical considerations, as well as contemporary community standards, vary greatly among jurisdictions; and that no single policy will be appropriate for every jurisdiction. We have attempted, however, to outline the most critical factors that should be present in every calls for service policy.***