



## 2017 VIRGINIA LAW ENFORCEMENT CHALLENGE APPLICATION

Applications are due to [VLEC@vachiefs.org](mailto:VLEC@vachiefs.org) by **Friday, May 5, 2017, by 11:59 PM**

Click here for a copy of the LEC How-To Guide: <http://bit.ly/22aMcCW>

Agency (as it would appear on an award): **Roanoke Police Department**

Agency Category: **Municipal Law Enforcement**

Total Number of Sworn Personnel: **248** Total Number of Uniformed Officers on the Street: **195**

Submitter(s) (main point of contact for application): **Scott Leamon**

Department: **Roanoke Police Department**

Address: **348 Campbell Avenue SW** City: **Roanoke** State: **VA** Zip: **24016**

Submitter Phone: **540-537-6804** Submitter Email: **scott.leamon@roanokeva.gov**

Department Head: **Chief Tim Jones** Email: **tim.jones@roanokeva.gov**

### APPLICATION ATTACHMENTS PACKET

#### CHECKLIST

*Each attachment should be no longer or larger than 10 pages and 10 MB.*

|   |          |
|---|----------|
| NLEC Application ( <b>required</b> )  | <b>X</b> |
| Speed Awareness Narrative ( <b>required</b> )   | <b>X</b> |
| Speed Awareness Policies ( <b>required</b> )  | <b>X</b> |
| Impaired Driving Narrative ( <b>required</b> )  | <b>X</b> |
| Impaired Driving Policies ( <b>required</b> )   | <b>X</b> |
| Occupant Protection Narrative ( <b>required</b> )   | <b>X</b> |
| Occupant Protection Policies ( <b>required</b> )  | <b>X</b> |
| State/Local Issue Narrative ( <b>required</b> )   | <b>X</b> |
| State Local Issue Policies ( <b>required</b> )  | <b>X</b> |
| Special Award Application(s) ( <b>1 attachment including narratives and policies for <u>each</u> award</b> ) (optional) | <b>X</b> |

### SPECIAL AWARD CONSIDERATIONS

|  |          |
|--|----------|
| <b>Impaired Driving*</b>                               | <b>X</b> |
| <b>Occupant Protection*</b>                            | <b>X</b> |
| <b>Speed Awareness*</b>                                | <b>X</b> |
| Bike/Pedestrian Safety                                 | <b>X</b> |
| Commercial Motor Vehicle Safety                        | _____    |
| Distracted Driving                                     | _____    |
| Motorcycle Safety                                      | _____    |
| Technology   | _____    |
| Traffic Incident Management                            | _____    |
| <b>State/Local Issue is Special Award</b>              | _____    |
| <b>Consideration**</b> <b>yes</b> <b>no</b> <b>Yes</b> |          |
| <i>If yes, which one?</i>                              |          |
| <b>Pedestrian Safety</b>                               |          |

*\*Your agency is automatically considered for this Special Award upon submission of NLEC application*  
*\*\*Cannot be Speed Awareness, Impaired Driving, or Occupant Protection; must be chosen from other Special Awards*

## SUBMISSION DISCLOSURE QUESTIONS

Please answer the following questions to the best of your ability.

1. Total roadway crashes in 2014: **2,020**
2. Total roadway crashes in 2015: **1,987**
3. Total roadway crashes in 2016: **1,302**
4. Total fatal crashes in 2014: **8**
5. Total fatal crashes in 2015: **4**
6. Total fatal crashes in 2016: **9**
7. Total injury crashes in 2014: **313**
8. Total injury crashes in 2015: **275**
9. Total injury crashes in 2016: **515**

### IMPAIRED DRIVING

For guidance on completing your Impaired Driving attachments, please refer to page 5 of the How-To Guide:

<http://bit.ly/22aMcCW>

1. This agency has a written policy making impaired driving enforcement a priority: yes **X** no \_\_\_\_\_
2. Number of officers who received training in 2016 in impaired driving: **144**
3. This agency participates in officer recognition programs for impaired driving detection and apprehension:  
yes **X** no \_\_\_\_\_
4. Number of Impaired Driving Arrests in 2014: **358**
5. Number of Impaired Driving Arrests in 2015: **243**
6. Number of Impaired Driving Arrests in 2016: **124**
7. Total number of fatal and injury crashes related to Impaired Driving in 2016: **36**
8. Percentage of fatal and injury crashes related to Impaired Driving in 2016: **55%**
9. This agency is allowed to conduct Impaired Driving Checkpoints: yes **X** no \_\_\_\_\_
10. Number of Special Enforcement Efforts in 2016 for Impaired Driving (saturation patrols, checkpoints, etc.): **108**
11. Output Statistics: How many DUI citations were issued in target areas?: **9**
12. Output Statistics: How many DUI citations were issued during the target times?: **9**
13. Output Statistics: How many contacts were made? (total): **9,476 total traffic stops for all contacts**
14. Output Statistics: How many contacts in target areas?: **1,689**

## OCCUPANT PROTECTION

For guidance on completing your Occupant Protection attachments, please refer to page 6 of the How-To Guide:

<http://bit.ly/22aMcCW>

1. This agency has a written policy making safety belt and child passenger safety enforcement a priority: yes **X** no \_\_\_\_\_
2. This agency has a written policy requiring officer safety belt use: yes **X** no \_\_\_\_\_
3. Does your state have a Primary Seat Belt Enforcement Law?: yes **X** no \_\_\_\_\_
4. Your state's average safety belt use percentage rate in 2016: **79%**
5. Your jurisdiction's safety belt use percentage rate at the beginning of 2016: **62%**
6. Your jurisdiction's safety belt use percentage rate at the end of 2016: **86%**
7. Number of officers who received training in 2016 in occupant protection: **248**
8. This agency participates in Saved by the Belt/Air Bag (officer and/or citizen) awards programs: yes **X** no \_\_\_\_\_
9. Number of Seat Belt Citations in 2014: **958**
10. Number of Seat Belt Citations in 2015: **423**
11. Number of Seat Belt Citations in 2016: **490**
12. Number of Child Seat Citations in 2014: **185**
13. Number of Child Seat Citations in 2015: **101**
14. Number of Child Seat Citations in 2016: **85**
15. Number of Special Enforcement Efforts in 2016 for Occupant Protection: **57**
16. Output Statistics: How many citations were issued in target areas?: **224**
17. Output Statistics: How many citations were issued during the target times?: **224**
18. Output Statistics: How many contacts were made? (total): **9,476 total traffic stops for all contacts**
19. Output Statistics: How many contacts were made in target areas?: **848**

## SPEED AWARENESS

For guidance on completing your Speed Awareness Submission attachments, please refer to page 8 of the How-To

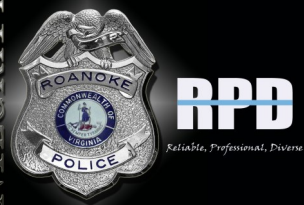
Guide: <http://bit.ly/22aMcCW>

1. This agency has a written policy making speed enforcement a priority: yes **X** no \_\_\_\_\_
2. Number of officers who received speed-related training in 2016: **144**
3. This agency participates in officer recognition programs for speed detection and apprehension: yes **X** no \_\_\_\_\_
4. Number of Speeding Citations in 2014: **4,370**
5. Number of Speeding Citations in 2015: **2,589**
6. Number of Speeding Citations in 2016: **2,742**
7. Total number of 2016 fatal and injury crashes related to speed: **113**
8. Percentage of 2016 fatal and injury crashes related to speed: **51%**
9. Number of Special Enforcement Efforts in 2016 for Speed: **98**
10. Output Statistics: How many citations were issued in target areas?: **1,008**
11. Output Statistics: How many citations were issued during the target times?: **1,008**
12. Output Statistics: How many contacts were made? (total): **9,476 total traffic stops for all contacts**
13. Output Statistics: How many contacts were made in target areas?: **770**

## STATE/LOCAL ISSUE

Your State/Local Issue cannot be Impaired Driving, Occupant Protection, or Speed Awareness. For guidance on completing your State/Local Issue attachments, please refer to page 9 of the How-To Guide: <http://bit.ly/22aMcCW>

1. This agency has a written policy making this issue a priority: yes **X** no
2. Number of officers who received training related to this issue in 2016: **144**
3. This agency participates in officer recognition programs for this issue: yes **X** no \_\_\_\_\_
4. Number of citations issued involving this issue in 2014: **13 [code sections specific to pedestrians only]**
5. Number of citations issued involving this issue in 2015: **13 [code sections specific to pedestrians only]**
6. Number of citations issued involving this issue in 2016: **12 [code sections specific to pedestrians only]**
7. Total number of 2016 fatal and injury crashes related to this issue: **16**
8. Percentage of 2016 fatal and injury crashes related to this issue: **2%**
9. Number of Special Enforcement Efforts in 2016 for this issue: **18**
10. Output Statistics: How many citations were issued in the target areas?: **94**
11. Output Statistics: How many citations were issued during the target times?: **94**
12. Output Statistics: How many contacts were made? (total): **9,476 total traffic stops for all contacts**
13. Output Statistics: How many contacts were made in target areas?: **89**
14. How many special team enforcement details were directed at the State/Local Issue (not routine patrol)?:  
**18**



## 2017 National Law Enforcement Challenge

### **PROBLEM IDENTIFICATION:**

ISTAR [Intelligence, Statistics, Technology, Analysis, and Research], which consists of the department's four, full-time crime analysts, examined crash data since 2009 and determined that adults in the 21 to 24 age range had a higher proportion of alcohol-involved crashes than any other age range. The analysis also showed that in 2009 and 2010, the City of Roanoke had a higher number of drivers ages 16 to 24 involved in alcohol-related crashes per capita than any other jurisdiction in the commonwealth. The department partnered with the Roanoke Prevention Alliance [RPA], a non profit organization that managed a SPF-SIG [Strategic Prevention Framework State Incentive Grant] to deter drinking and driving in the target 16 to 24 age group. Data driven analysis determined that age group to be the most at risk as far as making the decision to drive while impacted was ages 18 to 24 specifically.

- Peak time periods for impaired driving in Roanoke were identified using data from the Virginia Highway Safety Office as between 6 pm and 9 pm.
- The particular days of the week with the highest alcohol-related crash activity were identified as Wednesdays and Thursdays.
- The highest months identified for alcohol-related crash activity were February and May.
- Specific roadways identified with histories for serious injury crashes involving alcohol were Interstate 581, Williamson Road, and streets in and around our downtown district. All of those areas house either Roanoke's nightlife attractions or are feeder routes used to get to and away from those attractions.

### **POLICY:**

Attached in separate PDF file are operational directives [in order of appearance]: Officer Contact with Traffic Violators (62.1.5), Traffic Crash Investigation (63.1.1), Vehicle Operation and Vehicular Pursuits (41.2.2), Traffic Enforcement Data Collection and Evaluation (61.3.1), Traffic Law Enforcement (62.1.1), RADAR/LIDAR Speed Enforcement (62.1.11), DUI/DUID Traffic Checkpoints (41.3.30A), and DUI/DUID Enforcement (62.1.8).

### **PLANNING:**

The department developed operational strategies to address each problem identified. DMV grant funded overtime provided money for saturation patrols on the specific roadways cited as hot spots for driver impairment. Regular patrol hours also focused on those areas. Data was also used to plan alcohol checkpoints for the times and locations which were deemed to create the most impact with enforcement and education.

Examples of significant planning with our partners at RPA are below:

### Partnership identifies problem:

#### *Part II*

**Discuss and compare applicable statistics and review them to determine Who, What, Where, When, and How. Is the perceived highway problem related to enforcement or engineering? Use quantitative data and statistic information to prove that the problem exists. Include, if available, three years of baseline data. (3000 characters) 10 left!**

The *SPF –SIG Epidemiological Workgroup* determined that several locality MVC rates (ages 15-24), were significantly above the state's estimated annual rates (1.00 baseline per 10,000): Roanoke County stood at 1.27, Roanoke City at 1.62, Franklin County at 1.68, and Campbell County at 1.67. Since implementing its interventions, there has been overall drop in the MVC rates; in addition to MVC rates, each area also monitors DUI arrests. While the success is encouraging, MVCs are still high in the region and require ongoing preventative efforts.

### Partnership plans for media and enforcement phases:

The project will begin in October 2015 and end in September 2016. Over the course of the year, there will be an estimated six (6) campaigns that follow the "high frequency" MVC periods. These include St. Patrick's Day, Memorial Day, Independence Day, Labor Day, Halloween, and the winter holidays. In order to achieve maximum saturation of the markets, the project will employ mixed media: television, radio, cinemedia, print and traditional formats, as well as online/digital platforms. Online media tactics are "most effective" for health promotion when the following themes and implications are considered (Korda, Itani, "Harnessing Social Media", 21): specific focus on audience and messages; popular local trends; inclusion of user-generated content; multi-pronged strategy approach; use of theory based

### Partnerships were further identified:

2. Cooperation with law enforcement—all four coalitions have active and healthy data exchange relationships with local law enforcement. As a collective, coalitions will communicate the media plans of the project, share resources/promotional items, and coordinate data regarding DUI, MVC, and traffic infraction data.

### Partnership plans follow-up goals and activities:

- DWU/DUI comparisons (by month and by calendar year)—analyzed quarterly by area

Long term goal is a 3% decrease among alcohol-related MVCs among the 21-24 population across the region (September 30, 2016).

Operational plans which were developed to reduce identified problems included:

- Overtime hours were to be focused on national holidays, local festivals, and popular sporting events, such as the Super Bowl and the NCAA Tournament.
- Officers worked together with the Roanoke Prevention Alliance [RPA] to plan regular media updates and social media communications focused on prevention.
- The department partnered with the RPA to promote education on over-service at bars and restaurants.
- Enforcement initiatives were planned to coincide with media campaigns driven by Drive Smart Virginia and Smart, Safe, Sober.
- Maintain “Have A Plan” media campaign which encourages young adults in the target 18 to 24 age range to decide whether they will use a designated driver or call a cab to get home \*before\* they go out socializing.
- Overtime DUI saturation patrols were planned to focus on where the data showed the most alcohol involved crashes, which was the Williamson Road corridor, the Downtown Roanoke area, and Interstate 581.
- Overtime saturation patrols were also planned during the target dates and times in which the problems were occurring.
- Follow-up was assigned to and conducted by the crime analysts in ISTAR to ensure implementation in all target areas.

**Strategic Highway Safety Plan Support:**

- Used DMV overtime grants to pay for additional enforcement hours.
- Used DUI checkpoints and saturation patrols to deter drivers and enforce laws.
- Developed and implemented plans to address alcohol and safety related concerns.
- Utilized TREDIS and iSTAR to track and analysis crash statistics.

**TRAINING:**

| Type                           | Date       | Attendance |
|--------------------------------|------------|------------|
| In-Service, DUI training       | Various    | 124        |
| Mid-Atlantic DUI Conference    | 5/27-29/16 | 1          |
| SFST Initial Training          | Various    | 2          |
| Intox EC/IR II Recertification | Various    | 27         |

| Type                              | Date         | Attendance |
|-----------------------------------|--------------|------------|
| Advanced DUI for Prosecutors & LE | August 2016  | 1          |
| Investigating & Prosecuting DUID  | June 8, 2016 | 1          |
| Basic DUI training for recruits   | Various      | 20         |

In-service DUI training includes updates on the latest legal changes and scenario-driven DUI and DUI-D training. Lieutenant Chris Bolling taught two three-day schools for the Department of Forensic Sciences on EC/IR II in July 2016. Lieutenant Bolling and Officer Cynthia Berrman both recertified as EC/IR instructors in September 2016.

## PUBLIC INFORMATION & EDUCATION:

**“Have a plan” campaign:** This is a SPF-SIG partnership with the Roanoke Prevention Alliance. It’s primary focus was a multi-platform advertising and media campaign encouraging adults to “have a plan” on how to get home safely \*before\* they go out to socialize at local bars, night clubs, and restaurants. Regular news releases alerted the media to planned saturation patrols and furthered the “have a plan” brand. While the

campaign was focused toward adults ages 21 to 24, it was crafted to include all legal age adults. Examples of television and newspaper media mentions on the campaign are to the left and below:



Search



NEWS WEATHER SPORTS FEATURES STATION HEART OF VIRGINIA CIRCA

# Police: Make a plan before you go out on Halloween

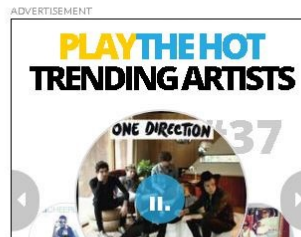
by Catherine Doss | Friday, October 28th 2016



(MGN)



ROANOKE Co., Va. (WSET) - The Roanoke Prevention Alliance and Roanoke Police Department want to remind people to not drive under the influence of alcohol.



Rev. F.E. Alexander  
Founder



Making and Recording Black History since 1939!



The Roanoke Tribune, LLC

FEATURED STORIES ARCHIVE STORIES SPECIAL SUPPLEMENTS BLACK COLLEGE SPORTS COMMENTARY ABOUT US CONTACT US

APRIL 2017

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| 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| +Mar |    |    |    |    |    |    |

WEEKLY QUOTE

Health is the greatest gift, contentment the greatest wealth, faithfulness the best relationship. - Buddha

ARCHIVE STORIES

## IMPAIRED DRIVING LAWS ENFORCED OVER HOLIDAY WEEKEND

SEPTEMBER 2, 2016

The Roanoke Prevention Alliance continues support of the Roanoke Police Department's efforts for enforcement of impaired driving laws.

Over the Labor Day holiday period (6 p.m. August 29 – 5:59 a.m. September 2) in 2014, there were 401 crash fatalities nationwide. Almost half (48%) of those fatal crashes involved drivers who had been drinking (.01+ BAC); 40 percent involved drivers who were drunk (.08+ BAC); and more than a fourth (28%) involved drivers who were driving with a BAC almost twice the illegal limit (.15+ BAC).

WEEKLY ADVERTISEMENT

ROANOKE BRANCH NAACP 19TH ANNUAL  
**Citizen of the Year Awards Program**  
Friday, May 5, 2017  
Reception: 4:00 PM • Awards Dinner: 7:00 PM  
Includes: Hors d'Oeuvres • High-Top Bar

Holiday Inn Hotel & Conference Center  
4458 Starkey Road - Roanoke, VA 24018

THE DISTINGUISHED AWARD PRESENTED BY: DR. JOHN W. BOYD, JR.  
Civil Rights Activist and founder of The National Black Farmers Association (NBFA)

Kara D. Brewer Boyd  
Founder of the National Association of Chinese American and East-Asian and Co-Chairman of The Association of American Laborers

For tickets and/or information contact:  
The Roanoke Branch NAACP President Fonda Chae  
Chae Chae @ 540.332.3119. Tickets are also available at the Roanoke Tribune or at CVR Radio Station.

TICKETS: \$65.00



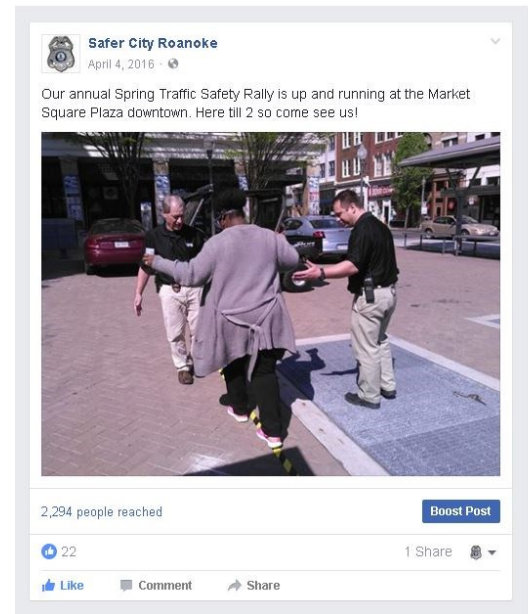
### 2016 RAYSAC After Prom Grand Finale:

The Roanoke Police Department was proud to join RAYSAC [Roanoke Area Youth Substance Abuse Coalition] for its annual After Prom Grand Finale at Valley View Mall in Roanoke. Every high school junior or senior in the region, some from as far away as Bath County, was eligible to participate after signing the “Prom Promise” not to drink and drive on Prom Night. Each of the 35 participating high schools then selected three finalists to represent the school at the event. The finalists were narrowed down to one representative from each school. Each representative was given a key and that key could start the free car from Berglund Chevrolet, which was the grand prize at the event. The picture above right was taken shortly after the event started and the participants are about to start trying their keys to see who can unlock the door. **Date: 6/5/16**



### Third Annual Spring Traffic Safety Rally:

On **April 4, 2016** the department partnered with Downtown Roanoke Incorporated, McDonald’s, and Chik-fil-A for the Third Annual Spring Traffic Safety Rally in Downtown Roanoke. About 150 people attended the event. There were three stations set up. The station that related to alcohol awareness involved the department’s “drunk goggles,” which are various lens simulating different levels of impairment. Participants were asked to try on the drunk goggles and then see how they fared walking a straight line. Officers were there to educate them on the dangers of drinking and driving and remind them to “have a plan” on how to get home safely before they go out. how many feet it would take the average vehicle to stop if it was going 25 mph. Participants were given coupons to Chik-fil-A and McDonald’s and were eligible to enter a raffle for a \$50 gift card from Downtown Roanoke Inc.



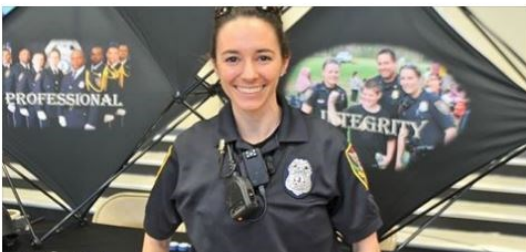
**Safer City Roanoke** added 2 new photos.  
Published by Scott Leamon [?] · March 25, 2016 ·

Traffic Safety Friday: Officer Martin's Top Five Reasons to Visit our Spring Traffic Safety Rally Downtown on April 4th:

- 5) Because what else would you do during your lunch hour on a Monday?
- 4) To get free coupon cards from our partners at Mission BBQ and McDonald's for free stuff!
- 3) To enter a chance to win a \$50 gift card from Downtown Roanoke Inc.!
- 2) So Officer Martin can beat you in a game of "distracted" cornhole!

And the Number 1 reason to attend this year's Spring Traffic Safety Rally on April 4th from 11 am to 2 pm at the Market Square Plaza is...

Hanging out with us gives you a great reason to extend your lunch hour a bit beyond 60 minutes! [You're bosses won't get mad... we hope...]



**Traffic Safety Friday:** The department offers a traffic safety tip every Friday on its social media sites. The tips are sometimes shared by citizens and the media. The communication to the left was actually one of the ways we advertised our third annual Spring Traffic Safety Rally.

**Operation Checkpoint Strikeforce:** The department partnered with multiple law enforcement agencies in Operation Checkpoint Strikeforce. The department used its social media sites to share education initiatives sponsored and created by the initiative.

**Holiday Saturation Patrols:** The department worked with the local media to get the word out about holiday saturation patrols. Data analysis showed more cases of drivers operating impaired on holidays and holiday weekends, particularly St. Patrick’s Day weekend, New Year’s celebration weekend, and, as seen in the picture to the right of a story that aired on WSLs 10 in May, on Memorial Day weekend.



### Roanoke Police gear up for busy Memorial Day weekend

By Erin Brookshier - Virginia Today Reporter  
 Posted: 5:48 AM, May 25, 2016  
 Updated: 5:48 AM, May 25, 2016

Join the conversation



ROANOKE (WSLS10)— Memorial Day weekend is almost here and over the next few days, AAA expects more than 38 million people to travel 50 miles from home or further. Many of those vacationers will travel by car on a weekend that the National Safety Council reports is the second most dangerous holiday for travelling.

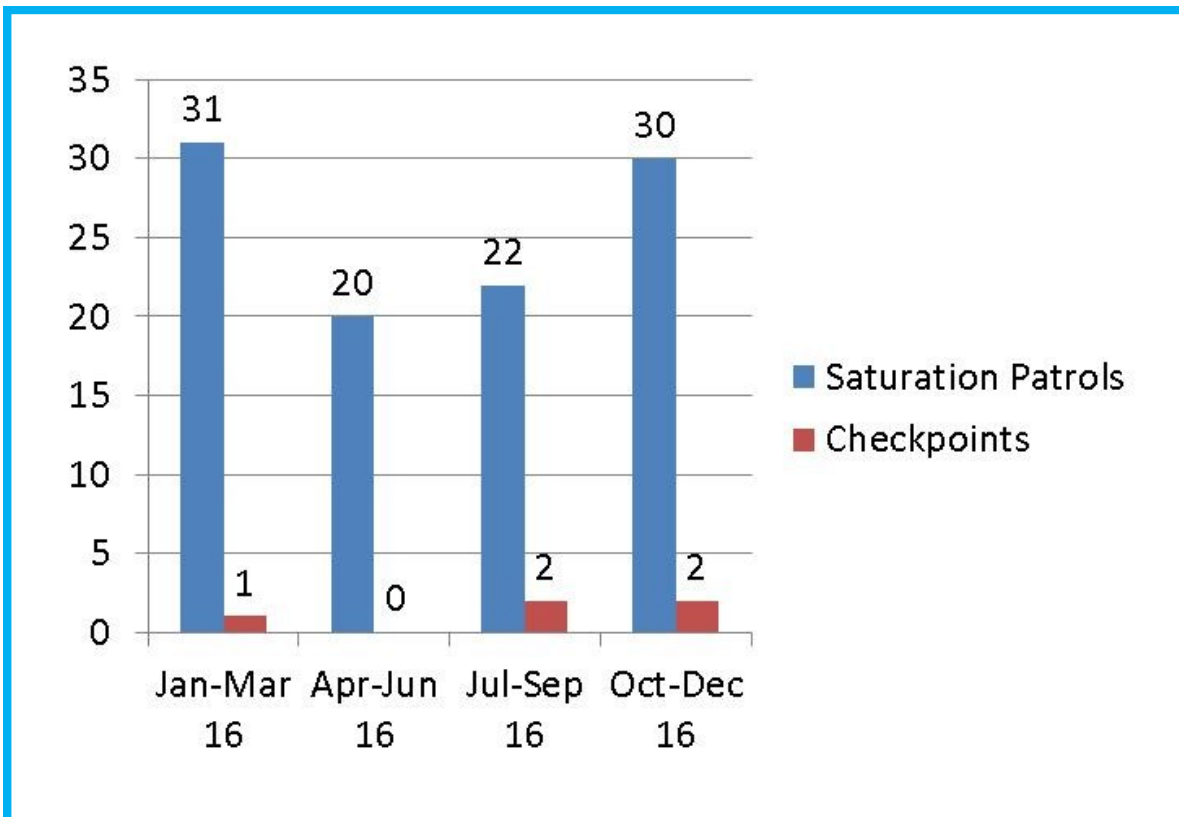
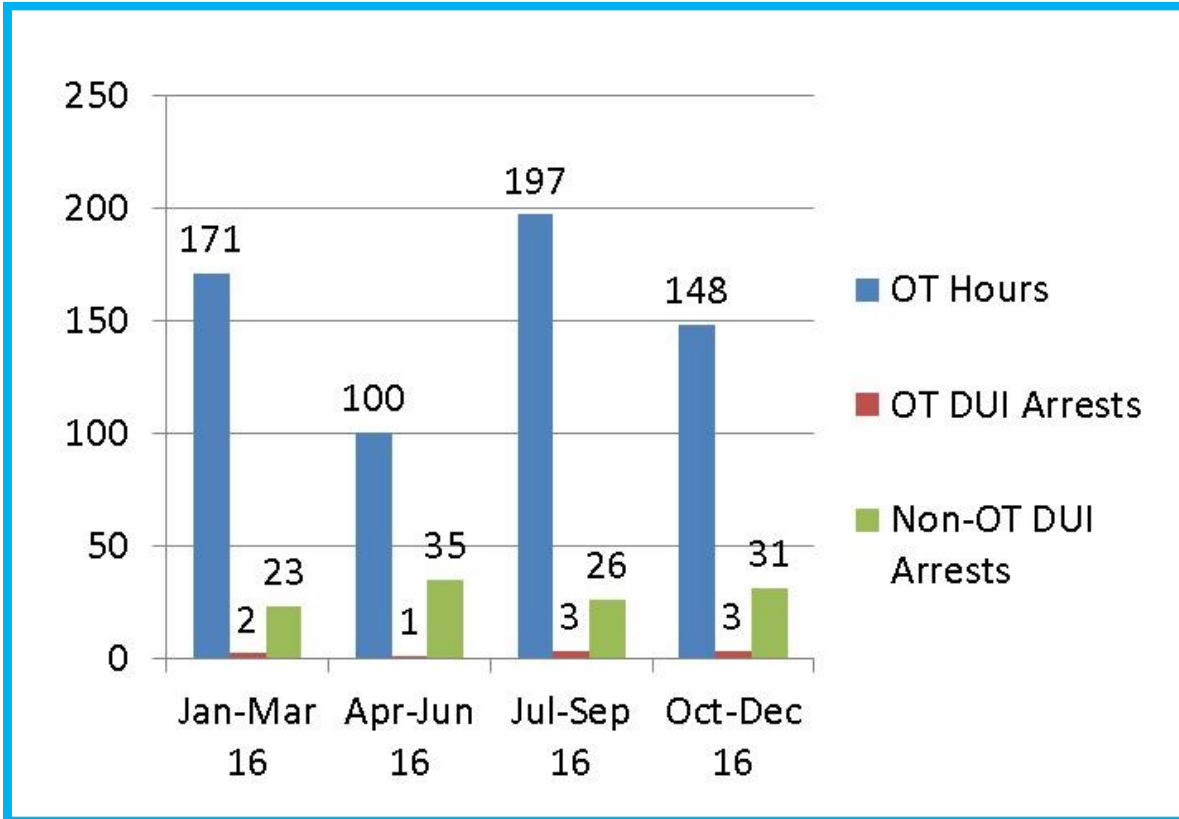
### Drive Sober or Get Pulled Over:

The department used its Traffic Safety Friday communications on holiday weekends and around the time of major sporting events to remind folks that RPD participates in the Drive Sober or Get Pulled Over campaign. The social media messaging included our “Have a plan” strategic communications in order to get people to think about using designated drivers or calling a cab/Uber. Our post from February 5, 2016, two days before the Super Bowl, is pictured on the right:

**Education at high schools:** School resources officers provided DUI prevention education at both of the city’s high schools and officers monitored all school dances and after parties for alcohol consumption, reaching an estimated 700 students. **This was a partnership with Roanoke City Schools. Dates: Various in May 2016.**

**RPD Drunk Goggles:** We started taking our drunk goggles to more community events in 2016 to provide additional alcohol awareness education. We find that the drunk goggles are always a hit, such as in this community event in June 2016 where we had kids shot baskets while wearing the lens [see picture on right].

**ENFORCEMENT:** As depicted in the graph below, regular duty time was heavily directed at the problem since arrest totals were fairly consistent throughout the year:



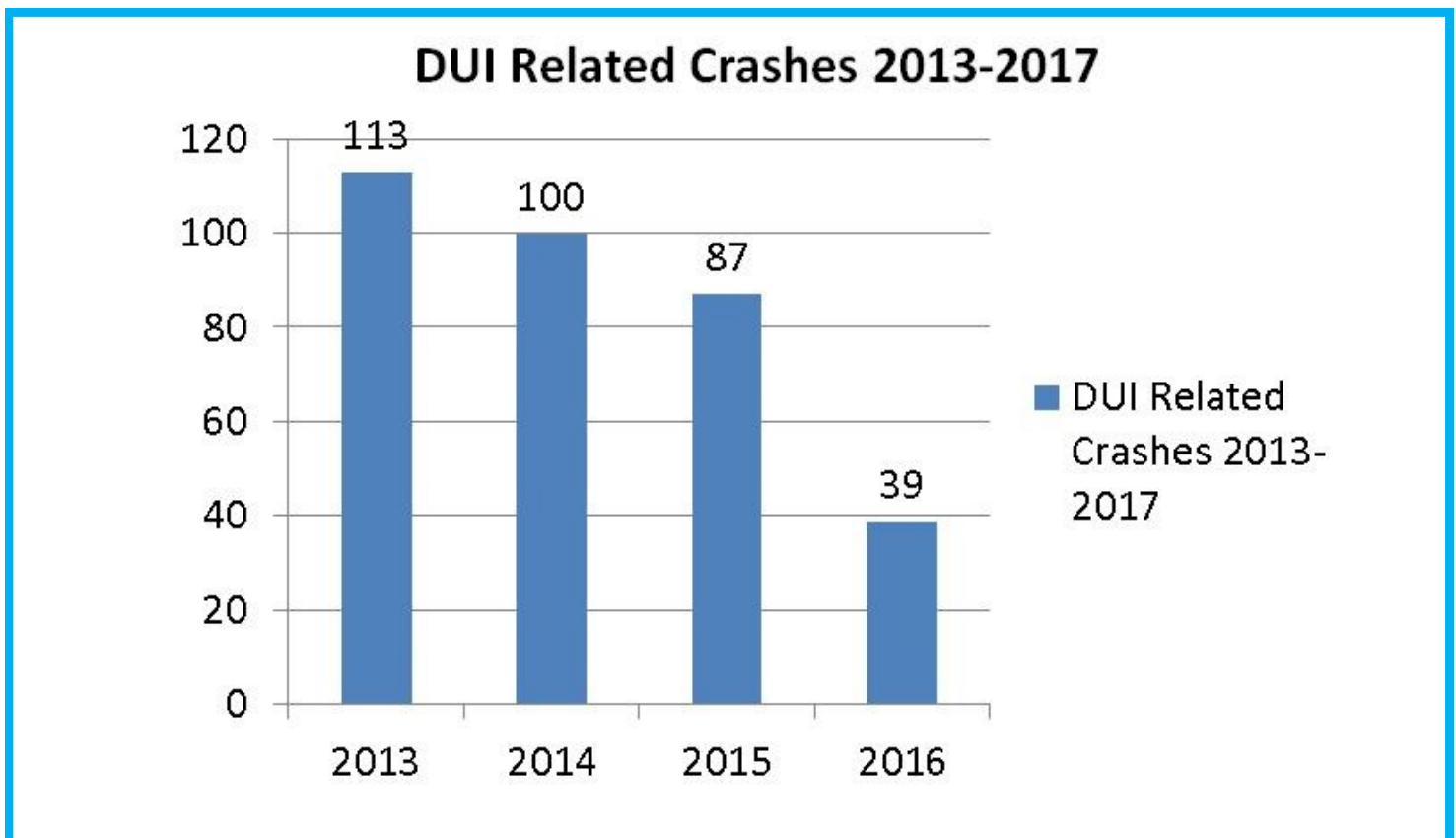
|   |                                  |
|---|----------------------------------|
| <b>DMV Grant funded OT total:</b>         | 616                              |
| <b>Total DUI arrests:</b>                 | 124                              |
| <b>Total DUI arrests in target areas:</b> | 9                                |
| <b>Total DUI arrests in target times:</b> | 9                                |
| <b>Total DUI -related charges:</b>        | 163                              |
| <b>Total Special Enforcement Details:</b> | 108 [see graph on previous page] |

The department’s data predicted that the majority of alcohol-related crashes involving underage drivers [under the age of 17] takes place in the same target areas. There were no DUI related crashes involving juvenile drivers in 2016. There were 13 individuals arrested for underage drinking or DUI in 2016, the same number as 2015.

**OUTCOMES:**

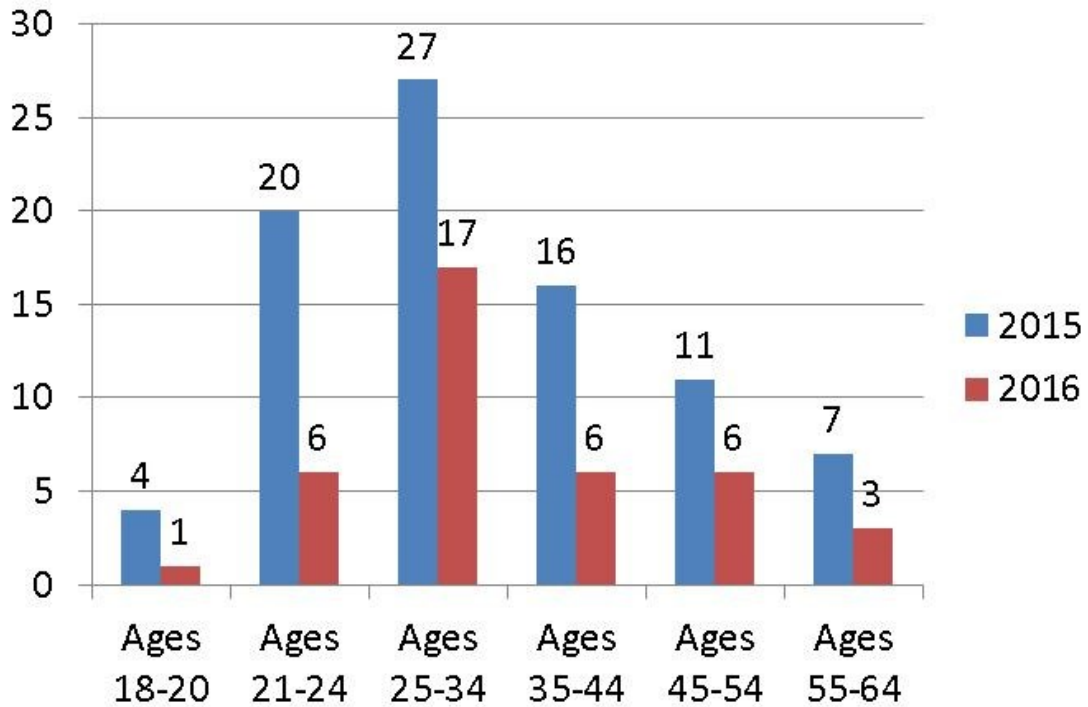
A follow up component of the plan was implemented to track enforcement efforts and ascertain if our prevention message was reaching the target age range as well as finding out if we were seeing any DUI-related reduction in crashes in the target age range.

Our plan, partnerships, implementation, and follow-up helped reduce DUI-related traffic crashes for the fourth straight year:



Another positive outcome was that our plan reduced DUI-related crashes for every age group in 2016:

### ALCOHOL RELATED VEHICLE CRASHES BY AGE GROUP



#### OFFICER RECOGNITION:

MADD 2016 Officer of the Year:

**Officer Cynthia Berrman**



Officer Berrman [pictured on left] won the department's 2016 Mothers Against Drunk Driving Officer of the Year Award in September.

## **2016 Traffic Safety Merit Honorees– DUI Enforcement Category [12+ DUI arrests]**

- **Officer G.P. Benton**
- **Officer C.T. Berrman**
- **Officer P.M. Begley**

In 2013, command staff approved the Harold F. Wallick Traffic Safety Excellence Awards to be given to the officers who go above and beyond the call of duty when it comes to traffic safety. Award winners must meet certain criteria outlined in policy. The award's namesake, Retired Officer Harold F. Wallick, served the department for 25+ years and was known for his extensive legal, prevention, and enforcement knowledge in traffic safety.

## **2016 Harold F. Wallick Award for Traffic Safety Excellence winners:**

- **Officer K.R. Wilkerson**
- **Officer C.T. Berrman**
- **Officer P.M. Begley**
- **Officer R.K. Newman**
- **Officer T.L. Hoke**

**Stakeholder Recognition:** The Citizens Police Academy Alumni assisted on all DUI-related checkpoints and many other traffic safety related outreach and enforcement events. The department honored the group with a special dinner during National Volunteer Week in April. The dinner featured a buffet and was catered by a local restaurant.



|  |  |
|--|--|
| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.5</b>                     |
| <b>Subject: Officer Contact with Traffic Violators</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 7/30/11, 2/12/09, 7/15/07, 5/25/04, 11/29/01, 1/07/93; OD61.1.6–3/10/93; OD62.1.9–5/25/94, 1/01/93</b> | <b>CALEA Standard(s): 61.1.7, 61.1.8, 61.1.12</b>        |

**NOTE:**

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**I. PURPOSE**

To provide guidelines to ensure that officers conduct themselves professionally and minimize conflict when dealing with traffic violators and to establish criteria to refer drivers for DMV reexamination.

**II. PROCEDURE**

- A. Officers in contact with traffic violators will uphold a professional image. The demeanor used will be courteous and professional at all times.
- B. The violator will be advised as to the nature of the stop based on the officer's observations. Discussion of the traffic violation and the action to be taken should be brief and business like. Verbal conflict will be avoided.
- C. Officers will request to see an operator's license and vehicle registration or other identification during the traffic stop.
- D. The proper forms/citations will be readily available to the officer.
- E. The completion of forms will be done without unnecessary delay.
- F. Should a driver show signs of emotional distress every effort will be made to calm the subject and to take the necessary action to ensure their safety.
- G. Upon completion of the stop, every effort will be made for assisting the motorist back into the flow of traffic safely.

**III. PROCEDURE FOR STOPPING AND APPROACHING TRAFFIC VIOLATORS**

- A. The safety of both the officer and motorist will be the primary concern.
- B. The police vehicle will utilize blue flashing lights.
- C. A safe distance and a safe zone between the police vehicle, the motorist vehicle and moving traffic will be provided.
- D. The officer affecting the stop will be responsible for providing the necessary information by radio concerning the stop. The in-car video camera shall be activated, if available.
- E. Extreme caution will be used upon approaching the violator's vehicle. Officers will adhere to all officer safety training practices during the traffic stop.

**IV. PROCEDURES GOVERNING UNKNOWN AND HIGH RISK TRAFFIC STOPS**

- A. In addition to procedures governing traffic stops, officers will employ the following procedures when dealing with any unknown or high risk situation:
  - 1. Officers will notify the E-911 Communications Center that they are following and will be attempting to stop a vehicle that presents reasonable suspicion that a high risk traffic stop will be made.
    - a. Officers will relay all pertinent information to the dispatcher to include but not be limited to:
      - 1) Vehicle license number;
      - 2) Vehicle description by type and color;
      - 3) Location of stop; and
      - 4) Driver and occupant description as is possible.
  - 2. Officers will request a back-up unit and will, when possible, wait for the arrival of the back-up unit prior to initiating the traffic stop in a safe location.
  - 3. Officers will position their vehicle behind the suspect vehicle at an angle that provides officer protection. Officers will have their firearm in hand. Officers will use high beams and spotlight to illuminate the suspect vehicle.
  - 4. Officers will position the public address (PA) microphone so that it is readily accessible.



5. Officers will identify themselves to the occupants of the suspect vehicle via the PA advising the occupants that they are under arrest, considered armed and dangerous and ordering them to obey all commands.
  - a. Occupants will be ordered to place their hands behind their heads.
  - b. The driver will be ordered to shut off the engine and throw the keys to the rear of the vehicle.
6. The initiating officer will direct back-up officers to positions that cover the right rear and side of the suspect vehicle.
7. Officers will remove all occupants from the vehicle from the driver's side, beginning with the driver and moving across the front seat to the rear seat occupants.
  - a. All occupants will be ordered to make a complete circle to the left keeping their hands behind their heads.
  - b. All occupants will be ordered to walk backwards in the direction of the officer's voice.
  - c. All occupants will walk backwards past the end of the suspect vehicle and ordered to kneel on the ground.
  - d. All occupants will then be handcuffed behind their backs and searched. Handcuffs will be double locked whenever there is a complaint of pain or when the detainee is handcuffed in the front.
  - e. Once thoroughly searched all occupants will be placed in the back seat of a police vehicle.
8. Personal information will be collected from all occupants and NCIC, VCIN and DMV checks run on all occupants.
9. Back-up officers will then conduct an interior search of the vehicle.

**V. PROCEDURE FOR REFERRING DRIVERS FOR DMV RE-EXAMINATION**

- A. Officers will, through routine enforcement and accident investigation be aware of a driver whose ability to operate a vehicle safely is apparently impaired by some physical or medical condition:**
  - 1. Impaired drivers may be charged if they have committed a violation. During the appearance in court the officer and Commonwealth may recommend re-examination to the judge.**
  - 2. Upon the court's approval, DMV is notified and the individual summoned for re-examination.**
  
- B. If an officer believes a driver is or will continue to be a hazard to himself or the general public, the officer may have the individual reexamined under the provision of section §46.2-322 of the Motor Vehicle Laws.**
  - 1. The officer must submit a DMV Medical Review Request Form, MED 3. If the reason stems from a single incident, the details should include date, time, place, and a description of the driver's actions.**
  - 2. If the request is filed due to general observation of an individual's driving habits, the form will include dates of observation and the driver's actions. In all cases, the officer will include his specific observations or concerns leading to the request.**

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 63.1.1</b>   |
| <b>Subject: Traffic Crash Investigation</b>   | <b>Review Date: February 27, 2014</b>  |
| <b>Effective Date: March 5, 2014</b>  | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b>                                     |
| <b>Amends/Supercedes: 3/15/12, 10/25/10, 10/14/09, 5/1/09, 5/25/04, 11/19/01, 7/07/00, 10/15/86; OD63.1.2–4/25/94; OD63.1.3–10/15/86; OD63.1.4–10/15/86, OD63.1.5–10/16/86; OD63.1.7–10/16/86; OD63.2.1–10/16/86; OD41.3.24–1/1/93; OD41.3.29–7/20/98, 1/1/93</b> | <b>CALEA Standard(s): 41.2.4, , 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.2.6</b> |

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**I. PURPOSE**

To establish policy for situations requiring traffic crash investigation and response to the scene for crashes occurring on public roadways.

**II. PROCEDURE**

A. This Department will respond to and investigate all traffic crash scenes:

1. On city streets;
2. Involving death or injuries;
3. Property damage;
4. Driving under the influence;
5. Hit and Runs on City streets and private property;
6. Hazardous materials;
7. Situations where a disorder has broken out between the parties involved;
8. Situations where major traffic congestion has occurred as a result of the traffic crash;

9. Reports of traffic crashes on private property involving reckless driving;
  10. Damage to public vehicles or property; and
  11. Vehicle damage to the extent where towing is required.
- B. It will be the responsibility of the first officer on the scene to undertake the following:
1. Immediate care for the injured by summoning ambulance and/or additional police assistance;
  2. Protecting the scene of the traffic crash to prevent further crashes, including summoning wrecker, if not already on the way;
  3. Protecting the scene to prevent evidence being destroyed that might prevent an effective traffic crash investigation;
  4. Locating and identifying witnesses;
  5. Recording the traffic crash investigation;
  6. Ensuring that property belonging to traffic crash victims is protected from theft. Vehicles and contents will be released to the owner, a person or wrecker service designated by the owner or driver, or an authorized wrecker service.
- C. Procedure for determining the officer in charge at the traffic crash scene.
1. The closest available patrol officer will take charge of a traffic crash scene as assigned by the E-911 Communications Center.
  2. Officers who happen upon traffic crashes during normal patrol will be responsible for the complete investigation of the traffic crash unless the investigative responsibility is transferred to another officer or reassigned by a supervisor.
  3. For traffic crashes involving death, serious injury, or unusual circumstances, an officer trained to investigate major traffic crashes may be called upon to take charge of the investigation.
  4. The ranking on-site supervisor may take charge of the traffic crash scene.
  5. A supervisor will respond to any crash involving a Department vehicle.

- D. All traffic crash investigations will be conducted in accordance with Department training and state guidelines.
1. At the scene traffic investigation will include the collection of the following information:
    - a. Interviewing principals and witnesses;
    - b. Examining/Recording vehicle damage;
    - c. Examining/Recording effects of the traffic crash on the roadway;
    - d. Taking measurements, as appropriate, to reconstruct the scene and support the investigation;
    - e. Taking photographs, as appropriate;
    - f. Collecting/preserving evidence; and
    - g. Exchanging information among principals.
  2. Any traffic crash that is non-reportable according to state guidelines, in which no special circumstances, to include Hit and Run, DUI, or city vehicle involvement are present, may be handled by officers completing and distributing to the involved parties the Accident Exchange of Information form. An FR 300 will be completed on any traffic crash involving any government vehicle regardless of jurisdiction meeting these listed criteria.
    - a. When no FR300P report is filed the officer must retain a copy of the Accident Exchange of Information form on which observations and notations will be made. The original copy containing only the exchange information and offense number will be turned into the Records Unit for filing.
    - b. Handling of non-reportable traffic crashes described above does not preclude the officer from placing appropriate charges related to the traffic crash.
    - c. Notation will be made at the bottom of the Accident Exchange of Information form as to which driver is charged, the charge wording and the appropriate code section.
- E. Officers will conduct follow-up traffic crash investigations as needed. Various activities involved in this task will include, but are not limited to:

1. Collection of off-scene data;
  2. Obtaining/recording formal statements from principals and witnesses;
  3. The reconstruction of traffic crash scenes;
  4. Preparing formal reports to support criminal charges arising from the traffic crash;
  5. Officers may, when approved by a supervisor, contact a Traffic Fatality Investigator.
  6. Patrol officers are responsible for Hit and Run investigations until all leads are exhausted. Investigative Support personnel will be responsible for Hit and Run follow-up investigations when the patrol officer has exhausted all available leads.
- F. Officers will examine crash scenes to locate and identify preliminary dangers of fire, spill or leak of hazardous materials, and the identification of the vehicle and container placards of the substance involved. Utilizing the Emergency Response Guidebook, the officer will communicate to the E-911 Communications Center the need for additional police personnel, Hazardous Material Team, EMS and the Fire Department as appropriate.
- G. At a supervisor's discretion a fatality investigator may be assigned.
- H. When the investigating officer detects a violation of a traffic law or ordinance and when evidence exists to satisfy all the elements of the particular violation, the appropriate enforcement action will be taken.

**III. TRAFFIC DIRECTION AND CONTROL AT A CRASH SCENE**

- A. The investigating officer at the scene of a traffic crash will be responsible for establishing a safety zone around the scene when the normal traffic flow is disrupted.
- B. The necessary equipment will be utilized in order to give timely notice of a disruption in the traffic flow. The use of temporary traffic control devices to include flares, traffic cones, or other devices will be set up to ensure that the safety of the scene is maintained.
- C. If necessary to close a section of roadway, barricades will be set to make the detour as simple to follow as possible.
- D. Additional officers may be called to the scene to adequately direct and control traffic through uniform hand signals or the manual operation of traffic control devices while wearing Department issued reflective vests.

IV. TRAFFIC CRASH FORMS, PROCEDURES AND PROCESSING

- A. Traffic Crash Report Forms designated FR-300P will be used for all reportable motor vehicle crash reporting.
1. These forms are to be prepared on all traffic crashes that require a report be submitted to the Division of Motor Vehicles (DMV) within 24 hours after taking the report. As necessary, through the continuing investigation and until completion, officers will submit revised FR300P reports as required by the COV.
  2. This form is a minimum four page package with copies going, as required, to DMV and/or the Records Unit. If wrecker(s) are used, the name(s) of the wrecker used will be included in *the report narrative*.
  3. The Police Officer's Instruction Manual for Completing the Police Crash Report FR300P explains the FR-300P.
- B. Offense Reports
1. With the use of the FR-300P, no incident report will be required for motor vehicle traffic crashes. In instances where a traffic crash is reported by a citizen who is so separated by time and/or distance from the event that no FR300P investigation may be completed, an incident report titled Police Information may be used to document the citizen's account of events.
- D. Hit and Run Reports
1. If the traffic crash is a Hit and Run, the investigating officer will complete a Hit and Run Report in addition to the FR300P. The Hit and Run Report will be completed with all available information. The Hit and Run Report will be capable of standing alone as a description of the traffic crash. The completed Hit and Run Report will be submitted with the FR300P.
  2. Officers will contact an Evidence Technician (ET) to respond to any Hit and Run traffic crash that involves damage to an occupied dwelling or building, damage to an unoccupied dwelling or building, an occupied vehicle or any personal injury. The ET will thoroughly process and photograph the suspect vehicle and all related damages prior to having the vehicle towed by a private tow company. The ET will document their actions on a supplement to the Hit and Run Report.

E. Disposition of Reports in CAD

1. Officers handling crashes will provide the following disposition for CAD reporting purposes:
  - a. When an FR300P is required by DMV guidelines officers will **assign** the CAD system a disposition of "F" indicating a full FR-300P report **has been** filed.
  - b. Officers handling a crash where no extraordinary circumstances exist **and no FR-300P is required** will assign the CAD system a disposition of "S" indicating that an Exchange Form has been completed.

F. Submission of Reports

1. The incident number will be legibly added to the margin of the FR300P or the upper right-hand corner of the Department copy of the FR300P by the officer prior to submission to the Records Unit.
2. A supervisor or his designee will review the traffic crash report to determine that the report is complete, that there is an incident number on the report, and all appropriate supplements, citations and all other necessary documentation is attached. The supervisor or his designee will then forward the traffic crash report to the Patrol Bureau.
3. The traffic crash report will be reviewed for errors and completeness by the **Traffic Safety Officer**. Proper distribution of the FR300P copies and other traffic crash related forms will be done by the **Traffic Safety Officer**.

CCP: rdc/pjp





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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 41.2.2</b>                             |
| <b>Subject: Vehicle Operation, Response and Pursuits</b>   | <b>Review Date: September 29, 2015</b>                           |
| <b>Effective Date: February 10, 2016</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>         |
| <b>Amends/Supercedes: 8/30/14, 3/10/14, 3/21/12, 1/4/11, 3/22/07, 3/02/06, 5/18/04, 12/10/01, 12/21/98, 7/19/96; OD2.1.5-1/1/93, 3/10/00</b> | <b>CALEA Standard(s): 41.2.1, 41.2.2, 41.2.3, 41.3.3, 61.3.4</b> |

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**I. PURPOSE**

This Operational Directive establishes the Department's policy and procedures concerning emergency vehicle operation, response and motor vehicle pursuits.

**II. POLICY**

It is the policy of the Department that all employees operate Department vehicles in the safest manner possible pursuant to this Operational Directive. While operating Department vehicles, employees shall exercise safe driving practices and obey the traffic laws of the Commonwealth of Virginia. To increase officer's safety and the safety of citizens, officers of the Department shall follow the procedures set forth in this Operational Directive. The apprehension of a fleeing subject shall be secondary in importance to the safety of the public, violators and/or members of the Department. While operating Department vehicles, employees will utilize their training, experience and judgment to exercise safe driving practices. Officers will utilize their training, experience and judgment in determining the best and safest means of responding to a particular call or engaging in a pursuit while performing their duties as law enforcement officers.

**III. DEFINITIONS**

- A. Emergency - any situation in which the response and arrival of an officer will either eliminate or reduce the high probability of serious injury or death.

- B. Emergency Response - Response to any situation in which the immediate response and arrival of an enforcement officer will either eliminate or reduce the high probability of serious injury or death. **Officers shall, during any emergency response, turn on the in-car video and audio system and shall keep the in-car video and audio system activated throughout the duration of the emergency response. Any time the in-car audio and video camera system is malfunctioning or ceases to function officers will immediately report the malfunctioning or non-operational in-car audio and video system and/or bwc to the on-duty supervisor or Field Commander.**
- C. Monitoring - Keeping abreast of continual changes during the course of a pursuit. **All officers, other than the pursuing primary and secondary officer, are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, or to join in any pursuit unless specifically authorized to do so by a supervisor.**
- D. Supervisor includes the field commander throughout this Operational Directive.

#### IV. PROCEDURES

##### A. General

1. Department vehicles will be driven in a safe and proper manner with the driver remaining in control of the vehicle at all times and acting in full compliance with all traffic laws and regulations.
2. All police personnel, while operating any city owned motor vehicle so equipped and/or while in a duty status, pursuant to the COV, will not place the vehicle in motion unless the seat belt and/or shoulder harness is in use as designed. It is the responsibility of the operator to see that all occupants of the vehicle comply with City Policy and state law in regards to such use of safety equipment. Child safety seats will be used pursuant to COV when transporting children.
3. Operators of Department vehicles are advised that traffic regulations requiring other vehicles to yield the right of way to an emergency vehicle does not relieve the operator of such emergency vehicle from the duty to drive with due regard for the safety of all persons using the highways, nor shall it protect the driver from the consequences of an arbitrary exercise of such right of way.
4. The Code of Virginia (COV) section § 46.2-920 defines emergency situations that authorize vehicle operators to disregard certain traffic regulations specified therein.

5. While operating a vehicle in an emergency mode both the blue lights and siren will be used pursuant to the COV and this Operational Directive and the driver will maintain safe and proper control of the vehicle at all times. Extreme care and caution will be exercised at all cross streets, flashing red signals, traffic lights, stop signs, yield signs or other device indicating that moving traffic shall stop. The speed of the Department vehicle will be sufficiently reduced to enable it to be stopped at any intersection, flashing red signal, traffic light, stop sign, yield sign or other device. The driver will ensure that the intersection can be entered and crossed in a safe manner with due regard to the safety of persons and property.
  - a. Any driver of any police vehicle responding to an emergency call or involved in a vehicle pursuit will use the blue light and siren for the purpose of gaining safe passage and to indicate the need for a driver to yield.
  - b. When an expeditious response is necessary the officer will exercise caution and will restrict the use the blue lights and siren to areas in which traffic congestion becomes a hindrance to the passage of the police vehicle pursuant to the COV and this Operational Directive.
  - c. This policy contemplates that police best practices may allow an emergency response without an officer using their emergency equipment or using their emergency equipment intermittently. Officers are required to utilize their judgment and discretion when responding in such a manner to ensure that such response is justified.

**B. Vehicle Equipment**

1. Emergency blue lights are a part of a police vehicle's emergency equipment and will be used in the following situations:
  - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
  - b. During vehicular pursuit, as further detailed in Section IV, C.
2. In addition to pursuits and emergency operation, blue lights may be used in the following situations:
  - a. During vehicular stops to notify the vehicle being stopped of that intention and/or to maintain vehicular safety at the scene of the stop;

- b. At the scene of roadway hazards to warn approaching motorists; and
    - c. At emergency scenes where officers are required by the situation to leave their vehicle in a traffic lane, to warn approaching motorists.
  3. Emergency blue lights will not be used except when necessary for vehicular safety or other legitimate purposes.
  4. The siren is a part of the police vehicle's emergency equipment and will be used in the following situations:
    - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
    - b. During vehicular pursuit, as further detailed in Section, IV, C.
  5. In addition to pursuits and emergency operation, the siren may be used in the following situations:
    - a. To gain the attention of and give notice to the operator of a vehicle of the officers order to stop the vehicle; and
    - b. To warn citizens of an impending danger, when no other means is readily available.
    - c. The siren will not be used except when necessary for vehicular safety or other legitimate purposes.
  6. Hazardous warning lights or four-way flashers may be used to increase vehicular safety and visibility at the scene of vehicular stops, roadway hazards or situations where the police vehicle is stopped near a traffic lane. They will not be used when the police vehicle is in operation.
  7. Alley lights and spotlights may be used when the vehicle is stationary or moving at slow speeds. Auxiliary lighting will not be used in a manner which will blind or interfere with the vision of other drivers. Spotlights and take-down lights will be used in traffic stops to enhance officer safety. Officers are encouraged to make use of headlights at all times when operating as an emergency vehicle. The use of headlights during daylight hours increases the visibility of the police vehicle.

C. Vehicle Pursuits

1. The decision to initiate a pursuit is made by the officer *pursuant to this Operational Directive*. Likewise, the decision to terminate is also the responsibility of that officer. Even though a supervisor holds the authority and the responsibility to order the termination of a pursuit, the initiating officer still holds authority to terminate the pursuit at any time prior to such supervisory intervention.
2. Before making a decision to continue or terminate a pursuit several factors must be considered. The factors include, but are not limited to, the following:
  - a. The condition of the police vehicle;
  - b. Whether the identity of the suspect driver is known;
  - c. The offense involved;
  - d. The time of day;
  - e. The weather, road, and traffic conditions;
  - f. The speed of the pursued vehicle;
  - g. The type of vehicle being pursued;
  - h. The characteristics of the area, including the presence of pedestrians;
  - i. The behavior and apparent driving ability of the suspect driver;
  - j. Whether the pursued vehicle contains passengers;
  - k. The degree of risk to the officer and the public;
  - l. The ability to apprehend the subject at a later date; and
  - m. The ability of the pursuing officer(s) to effectively communicate the details of the pursuit over the radio. If the pursuing officer(s) are not able to effectively communicate the details of the pursuit the pursuit will be immediately terminated.

3. The potential dangers of the pursuit must be carefully and realistically weighed against the listed factors and the reason for the pursuit. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
4. Officers will utilize all available and practical tactics as authorized by law or Department policies to avoid pursuits of motor vehicles.
5. No pursuits shall be initiated by an officer having a civilian, a detainee or any other non-sworn individual in the police vehicle.

D. Termination of Pursuits

1. A pursuit shall be discontinued when any of the following conditions exist:
  - a. Hazards of exposing the public or the officer to injury or serious property damage are high;
  - b. Environmental, weather, road or traffic conditions indicate that a successful apprehension is unlikely;
  - c. The identity of the violator has been or can be established without immediate apprehension and continued pursuit is not necessary to end an active felony or to eliminate an imminent serious physical injury or threat to life.
2. ***Officers may initiate a vehicle pursuit only for violent felonies or misdemeanor crimes of violence. Pursuits can be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a fleeing felon whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur. Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
3. An officer who makes a decision to terminate a pursuit of a motor vehicle based on the procedures contained in this Operational Directive will not be subjected to Department disciplinary action for terminating the pursuit.

4. When officers choose to terminate a pursuit or are directed to terminate a pursuit by a supervisor, they will ***immediately*** pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor or specific permission from that supervisor to leave the location of that stop. The pursuing officer, immediate supervisor, the shift supervisor or higher ranking officer may order termination at any time.
5. ***Any officer granted permission by a supervisor to engage in a pursuit pursuant to this Operational Directive, will immediately, at the conclusion of the pursuit, pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor. The supervisor may grant permission for the officer to leave the location of that stop.***

E. Initiating Officer's Responsibility

1. When a decision to pursue has been made the primary officer initiating the pursuit will:
  - a. Activate the blue lights and the siren;
  - b. Unless working a pre-planned operation on a designated side channel transmit the following information to the 911 Communications Center on channel one. Officers will not switch to a side channel.
    - 1) Unit identification number and location;
    - 2) Direction of travel;
    - 3) All available information concerning the description of the pursued vehicle and occupant information;
    - 4) Reason for the pursuit;
    - 5) Speed of the pursuit; and
    - 6) Continual position reports.
  - c. Follow training guidelines concerning the operation of a police vehicle during a pursuit;

- d. Not pursue violators against the flow of traffic on divided highways. Parallel pursuit may be utilized after considering the potential risks involved if the speed of the pursued vehicle allows the officer to operate without emergency lights and siren. Parallel pursuits are defined as traveling in the proper lane parallel to the violator who is traveling against the flow of traffic on a divided highway; and
- e. Write an offense report regardless of the duration or outcome of the pursuit. The report will contain all details of the pursuit and will describe why a pursuit was terminated and who terminated the pursuit. The initiating officer will be responsible for preparing the incident report and supplementary reports to that incident are to be submitted by other officers involved ***prior to the end of their tour of duty***. This report requirement is mandatory and never discretionary.

F. Secondary or Backup Unit's Responsibility

1. There will be only two vehicles involved in any Department pursuit. If a secondary officer is deemed necessary by the supervisor, the supervisor will assign the secondary officer for each pursuit. The officer assigned as secondary will acknowledge their assignment on channel one. A supervisor has the authority to involve additional police vehicles/officers in a pursuit if the circumstances are such as to warrant the need for additional officers. A supervisor authorizing additional vehicles will prepare a written report detailing the facts and circumstances which led to the assignment of additional units.
2. All other officers are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, to join in any pursuit unless specifically authorized to do so by a supervisor.
3. Pursuits by motorcycle officers are authorized, but as soon as the first police automobile joins the pursuit, the motorcycle officer will assume the responsibilities of the secondary pursuit vehicle unless directed differently by a supervisor and the automobile will become the primary pursuit vehicle.



4. Officers trained in the use of the pursuit intervention device (PID) may utilize emergency equipment to respond to a location in order to deploy the PID only with the prior supervisory approval. A supervisor may authorize more than one PID trained officer to respond. Supervisors or PID trained officers responding for this purpose will give an on-air notification that they are responding using emergency equipment. Emergency response will be consistent with this Operational Directive and training established by the Department.

G. Supervisor's Responsibility

1. The supervisor is responsible for monitoring the progress of the pursuit and coordinating the backup unit.
2. Supervisors must continuously evaluate the justification for the pursuit. If the hazards become too great the supervisor shall terminate the pursuit. The supervisor is responsible for ordering the termination of a pursuit; taking into account the factors listed in this Operational Directive. This supervisory responsibility does not prevent the initiating pursuing officer from making the decision to terminate the pursuit prior to any order to do so.
3. Once the pursuit leaves the city, the supervisor must make a decision as to whether to allow the pursuit to continue and communicate that decision to the pursuing officer(s) immediately.
4. The Bureau Commander will ensure that an incident report is written by the initiating officer and a Vehicular Pursuit Critique Form is completed by a supervisor on all pursuits. Both will be submitted without delay, with a copy of the report and the original critique forwarded to the Patrol Captain. All pursuits regardless of duration or outcome require a written incident report. The Patrol Captain will be notified of any pursuit that occurred and that the Pursuit Critique was completed on the incident.
5. ***At the conclusion of each pursuit, the on-duty supervisor shall ensure that the in-car camera electronic media has been downloaded pursuant to Operational Directive 62.1.20. The supervisor, prior to the end of his tour of duty will review each pursuit for compliance or non-compliance with this Operational Directive and will document his determination through Blue Team and a pursuit report.***

H. Pursuits Continuing Outside the City

1. Officers shall not pursue persons suspected ***of a violent felony or misdemeanor crimes of violence*** outside the territorial limits of the City of Roanoke and contiguous jurisdictions ***absent the approval of a supervisor***. The fact that a person is fleeing is not justification to pursue outside of these limits.
2. When the pursuit leaves the city the pursuing officer must immediately notify his supervisor of that fact. Supervisors will then hold primary responsibility for a decision to continue or terminate the pursuit.
3. If a unit from the jurisdiction enters the pursuit or the Virginia State Police enters the pursuit, the Department unit will maintain its primary pursuit responsibility unless the outside jurisdiction unit or the Virginia State Police unit initiates an action to take over the primary position. If the outside jurisdiction unit or the Virginia State Police unit takes the primary pursuit position, the Department unit will drop back and assume backup responsibilities. If a Department unit is involved as a backup to the first Department unit that second unit will terminate involvement in the pursuit unless ordered otherwise by a supervisor. If both a unit from the jurisdiction and a Virginia State Police unit enter the pursuit the Department will terminate involvement in the pursuit unless ordered otherwise by a supervisor.

I. Pursuits Entering the City from Other Jurisdictions

1. When a pursuit by a single unit of another jurisdiction enters the city limits an officer of this Department may join the pursuit only with the approval of a supervisor. ***Officers shall join such a vehicle pursuit only if the originating offense in the other jurisdiction was for a violent felony or misdemeanor crimes of violence. Such pursuits may be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a violent felony suspect or misdemeanor crime of violence suspect whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur.***

2. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit. One unit from this Department, if authorized by a supervisor, may assist in the pursuit utilizing both blue lights and siren. The officer will then follow the procedures outlined in this Operational Directive. The officer must ascertain from the E-911 Communications Center of any outstanding charges against the suspect driver.***
3. The Department unit involved must advise if the pursuit leaves the City. Department units will not pursue outside the city limits if the pursuit originated in another jurisdiction.
4. For cases in which a pursuit enters the city with two or more police units involved, no Department units will be authorized to join in the pursuit.

J. E-911 Communications Center Responsibilities

1. E-911 Communications Center personnel have been trained to utilize the following procedures when notified by a unit that a pursuit has been initiated:
  - a. Transmit to all units the fact that a pursuit is in progress and the unit(s) involved. Clear a channel to be utilized only for the pursuit related communications;
  - b. Advise all units of the description of the pursued vehicle, direction of travel, speed and other necessary information;
  - c. Maintain close radio contact while leaving a radio channel available to the pursuing unit so as to immediately react to the officer's needs;
  - d. Coordinate notifications of adjoining jurisdictions;
  - e. Make certain that Department supervisors are notified of the pursuit;
  - f. Take action to see that the supervisors are updated frequently as to the pursuit;

- g. When an officer indicates the initiation of a vehicular pursuit, E-911 Communications Center personnel will immediately assign an incident number; and
- h. ***When a pursuit by an officer of another jurisdiction enters the city limits E-911 Communications Center personnel will determine the reason for the pursuit. E-911 Communications Center personnel will immediately advise the on-duty supervisor of the underlying reason for the pursuit.***

K. Pursuit Intervention Devices

1. ***The use of a Pursuit Intervention Devices (PID) is considered a use of force.*** PID's are designed to afford officers with an alternative to the use of potential deadly force to end a pursuit by deflating the tires of the fleeing vehicle. PID's will be used only on vehicles with four or more tires unless deadly force is justified under Operational Directive 2.1.22.
2. PID's will only be utilized by supervisors/officers who have completed training on the proper use and deployment of the specific device they intend to use. Supervisors/officers will deploy the PID's as directed in training. Supervisors/officers are responsible for their safety and that of the public. PID's will not be deployed when circumstances indicate to the supervisor/officer that it would not be in the best safety interest to attempt to deploy the PID.
3. Supervisors/officers intending to utilize a PID are responsible for attempting to notify all involved units regardless of jurisdiction of the location of deployment.
4. Supervisors/officers are responsible for attempting to limit exposure of uninvolved motorists to the PID's to prevent damage to their vehicles.
  - a. Should an uninvolved motorist's vehicle be damaged, the proper special report will be completed and forwarded to the Patrol Captain's Office along with the Pursuit Critique Form.
  - b. If the uninvolved motorist's vehicle is not drivable, a wrecker from the city list will be called and the vehicle will be towed to a location of the motorist's choice.

5. A use of force report is required by the officer who deploys a PID whether or not a driver makes contact with the PID. A review of each use of a PID will follow the procedures established in Operational Directive 2.1.22 section Five, D.

**L. Roadblocks**

1. The United States Supreme Court has ruled that the use of a roadblock is an example of the potential use of deadly force. Stationary roadblocks shall be used only when the suspect being pursued clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for and must approve all roadblocks. Roadblocks shall:
  - a. Not be placed in a manner that is likely to cause any motorist to crash;
  - b. Only be used when an application of deadly force is justified;
  - c. Be established in a highly visible area to ensure that the pursued vehicle has time to stop upon seeing the roadblock;
  - d. Provide non-involved motorists ample room to maneuver their vehicles with safety; and
  - e. Be established with ample emergency lights, flares, or other illumination so that all motorists and the pursued driver are fully aware of the roadblock.
2. Officers will be certain that other responding units from all jurisdictions are aware of the roadblock location.
3. Officers establishing a roadblock will position themselves outside their vehicles and at a safe distance to ensure safety in the event the suspect tries to evade capture.
4. Supervisors are responsible for positioning at least one unit well past the roadblock to continue the pursuit in the event that the suspect evades or crashes through the roadblock.
5. A written report and the completion of a use of force report are required by officers who establish a roadblock. An administrative review of each use of a roadblock will follow the procedures established in Operational Directive 2.1.22 section Five, D.

M. Forcible Stopping

1. The United States Supreme Court has ruled that forcible stopping is an example of the potential use of deadly force. Forcible stopping shall only be utilized when the suspect clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for approving forcible stopping when possible. Deliberate ramming of a suspect's vehicle shall be done only in the following instances:
  - a. When suspects pose a continued imminent threat of inflicting serious physical injury or death to an officer or a citizen; or
  - b. When suspects are actively committing an act of violence against a citizen or an officer in which there is a high probability of the officer or citizen sustaining serious physical injury or being killed.
2. Officers are reminded that deliberate ramming may cause the deployment of the police vehicle's airbag which could cause loss of vehicle control.
3. A written report and the completion of a use of force report are required by the officer involved in a forcible stopping incident. An administrative review of each forcible stopping incident will follow the procedures established in Operational Directive 2.1.22 section Five, D.

N. Pursuit by Unmarked Police Vehicles

1. Officers shall not initiate pursuits in non-emergency vehicles or personal vehicles.
2. Officers in unmarked vehicles are prohibited from initiating pursuits. The only exceptions **are in the case of a violent felony or misdemeanor crime of violence** with the prior approval of a supervisor. In the event an unmarked vehicle is involved in a pursuit, the pursuit will be discontinued by that vehicle immediately upon involvement by a marked patrol unit. The unmarked unit will then completely discontinue the pursuit.
3. An exception to the above guideline may be made in situations where the need for additional manpower at the site of apprehension is indicated. In this instance, the unmarked vehicle, after relinquishing the lead to a marked patrol vehicle and with prior supervisor approval, would continue with the pursuit in the safest possible manner to its conclusion.

4. Officers in unmarked patrol vehicles with emergency equipment may initiate pursuits in accordance with this Operational Directive. However, officers will relinquish the pursuit to marked patrol vehicles. Unmarked patrol units will not serve as secondary/back-up units, unless authorized by a supervisor.

**Administrative Review**

1. At the discretion of the Chief a panel may be designated to conduct a review of any pursuit incident. The review may include an evaluation of policy/procedures, tactics and/or training.

**P. Discipline**

1. Any officer found in violation of any section of this Operational Directive is subject to disciplinary action up to and including termination.

**Q. Pursuit Analysis**

1. The Patrol Captain or his designee will conduct an annual documented analysis of all Department pursuit pursuits and pursuit reports. The annual analysis will include a documented review of pursuit polices and reporting procedures.

CCP: tsj/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 61.3.1</b>                     |
| <b>Subject: Traffic Enforcement Data Collection and Evaluation</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 2/28/12, 5/11/10, 2/8/10, 8/31/09, 5/1/07, 5/24/05, 5/24/94, 11/29/01, OD61.2.1 – 8/01/93, OD61.2.2–3/24/93; OD61.2.3–10/20/93</b> | <b>CALEA Standard(s): 61.1.1, 82.2.4, 82.3.3</b>         |

**NOTE:**

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**I. PURPOSE**

Selective traffic enforcement is implemented and intended to reduce traffic crashes through proactive enforcement actions. The Department recognizes the importance of selective traffic enforcement activities as a means to help ensure safe travel throughout the City. It will be a priority of officers to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. To that end officers will diligently enforce the laws related to motor vehicle, moped and bicycle operation paying particular attention to the use of occupant safety devices, **texting while driving**, specific identified factors involved in crashes and in response to citizen complaints or requests for selective enforcement pursuant to this Operational Directive.

**II. POLICY**

The Department will direct its resources based on compiled and reviewed crash data, citizen complaints and citizen requests for enforcement action with the intention of reducing traffic crashes and the unsafe operation of motor vehicles, mopeds and bicycles throughout the City.

**III. PROCEDURE**

- A. The **Platoon** and **CRT** Lieutenants in conjunction with the Crime Analysts will compile and review traffic crash data, citizen complaints and requests for traffic enforcement on a monthly basis. The review will determine those locations experiencing the highest number of traffic crashes and citizen complaints or requests by Zone or **Sector** based on:



1. Specific location;
  2. Time; and
  3. Specific violations causing traffic crashes or traffic violations in those locations.
- B. Traffic enforcement activities will be compiled and reviewed by the Patrol Captain or his designee on a monthly basis.
- C. Monthly crash data and enforcement activities will be reviewed and compared. Based on this review the Department will deploy personnel and necessary specialized equipment to those identified locations to take appropriate enforcement action.
- D. The Department will implement selective enforcement techniques and procedures as a priority to include, but not be limited, to:
1. DUI details;
  2. Seat belt and child restraints;
  3. ***Texting while driving violations;***
  3. Occupant safety details;
  4. Stationary RADAR/LIDAR;
  5. Stationary operation, either overt or covert;
  6. Deployment of the RADAR Trailer;
  7. Deployment of numeric speed sensors; and
  8. Stealth Stat RADAR.
- E. The RADAR trailer, numeric speed sensors and the Stealth Stat RADAR will be deployed based on greatest need after a review of traffic crash data and citizen complaints or requests for traffic enforcement. Deployment will be in a secure, safe location that does not create a traffic hazard. Deployment requires pre-approval by a supervisor.
- F. Selective traffic enforcement activities will be evaluated at the end of each month. Each evaluation will:
1. Capture the number of traffic crashes;
  2. Capture the number of citations issued in conjunction with traffic crashes;

3. Establish the locations with the highest number of traffic crashes including;
  - a) Day of week;
  - b) Time of day; and
2. **Platoon and CRT** Lieutenants will make selective enforcement assignments based on citizen complaints, citizen requests for traffic enforcement and collected data.
3. Officers assigned to citizen complaints, citizen requests for traffic enforcement, any other selective enforcement assignment and identified traffic crash locations will complete a memorandum or e-mail response to the **Platoon or CRT** Lieutenant documenting all selective traffic enforcement activities undertaken at the identified location no later than the assigned deadline.
4. The **Platoon or CRT** Lieutenants will submit copies those memoranda or e-mail responses to the Patrol Captain's Office by the end of each month for inclusion in the monthly review.
5. Zone sergeants and Platoon lieutenants will submit any additional information that would benefit the Department's response to traffic enforcement activities to the Patrol Captain's Office by the end of each month for inclusion in the Department's monthly traffic enforcement evaluations.

### III. PROCEDURE FOR TRAFFIC RECORD COLLECTION AND STORAGE

#### A. Collection and Storage of Traffic Data

1. All traffic crash data including reports, investigations and location information will be scanned into docview and forwarded to the Records Unit for data entry and report filing. .
2. All traffic enforcement data including citations, arrests, dispositions and location information will be forwarded to the Records Unit for data entry and report filing.
3. All reports of hazardous roadway conditions will be made to the E-911 Communications Center to be forwarded to the appropriate Department for service.
4. Documentation of any presentation given on traffic safety will be forwarded to the appropriate **Platoon or CRT** Lieutenant for record keeping purposes.

5. All traffic volume data reports are made available upon request to the Department by the Traffic Engineering Office.
6. All traffic volume reports and the distribution of these reports is through the Traffic Engineering Office.
7. All traffic enforcement activity data will be compiled on a monthly basis and maintained by the *Patrol Captain* Administrative Assistant.

B. Traffic Records System

1. All documented traffic data will be entered by Records Unit personnel with the established computer index system.
2. The distribution of traffic offense material will be done in accordance with Operational Directive 82.1.4.
3. All traffic related offense documentation will be retained in their original form or by computer entry pursuant to the Virginia Records Retention Act.
4. Crash locations will be maintained in PolicePak and in ARC Map (GIS) to aid in evaluation and problem identification.

C. Crash Reporting

1. The Traffic Safety Officer will review traffic offense reports in order to:
  - a. Maintain the level of quality and accuracy of reports and
  - b. Provide required crash data to the Division of Motor Vehicles.



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 62.1.1</b>  |
| <b>Subject: Traffic Law Enforcement</b>   | <b>Review Date: March 10, 2014</b>  |
| <b>Effective Date: March 14, 2014</b>   | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b>                  |
| <b>Amends/Supercedes: 2/20/12, 5/15/11, 10/16/09, 4/11/07, 5/04/04, 11/29/01; 3/02/00, OD62.1.3–11/07/92; OD62.1.2–11/16/98, 10/15/93</b> | <b>CALEA Standard(s): 1.1.4, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6</b> |

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**I. PURPOSE**

To set forth procedures concerning enforcement action in relation to traffic law enforcement and uniform enforcement of traffic law violations.

**II. POLICY**

It will be the policy and a priority of Department to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. Traffic enforcement is a vital element of each officer's efforts to promote highway safety and to protect the lives of motorists and pedestrians. It has been demonstrated that numbers of quality traffic arrests and citations produce the best results in promoting safety and creating safer neighborhoods. Patrol officers will be diligent in bringing traffic violations before the court. While discretion may be exercised in minor cases, felony traffic cases and impaired drivers will be brought to the court's attention if the case is prosecutable.

**III. PROCEDURE**

- A. It will be the responsibility of all patrol personnel to equally enforce traffic violations throughout the city. Enforcement action will be in accordance with applicable laws and will take into account the degree and severity of the violation committed.
- B. Enforcement action taken incidental to traffic law violations will include:
  - 1. Warnings: An investigating officer may issue warnings verbally when inadvertent violations are committed which do not endanger other citizens.

2. **Citation:** Citations will be issued or arrests made for traffic infractions which endanger other motorists or pedestrians, or at the officer's discretion, in accordance with the applicable traffic laws.
3. **Physical arrest:** Traffic offenders may be taken under arrest under certain circumstances which are authorized by the Code of Virginia or the City Traffic Code.

**C. Procedure for handling traffic violations committed by the following:**

1. **Nonresidents:** Such persons will be given the same consideration as residents in accordance with the Code of Virginia in matters concerning traffic enforcement.
2. **Juveniles:** Traffic citations for those persons under the age of eighteen will be issued and set for trial in the Juvenile Court System.
3. **Legislators:** Legislators are granted no exceptional treatment unless such exceptions are specified by state code. Upon issuance of a citation to a legislator, the issuing officer will advise his immediate supervisor of the occurrence.
4. **Foreign Nationals:** When a foreign national is arrested or detained they must be advised of the right to have their consular officials notified. Officers can access detailed information regarding their responsibilities pursuant to consular notification on the MCT.
5. **Foreign Diplomats:** Individuals provided with diplomatic status, who are involved in a chargeable traffic offense, will be immune from arrest or imprisonment. It is incumbent on the officer to positively establish the claimed diplomatic status.
  - a. Individuals with diplomatic immunity may be issued a summons but need not sign the summons.
  - b. Individuals with diplomatic immunity may be offered standard field sobriety tests. The taking of these tests may not be compelled.
  - c. Individuals with diplomatic immunity vehicles may not be searched, seized, impounded or booted. The vehicle may be towed the distance necessary to ensure public safety.
6. **Military Personnel:** When military personnel are charged with traffic violations, every effort will be made to set a court date that would minimize any conflict with the individual appearing in court.

- D. Information provided to each motorist relative to the specific charge will include:
1. **Court Appearance Schedule:** Each citation issued will specify the date and time for the motorist to appear concerning the charge, the proper court, and the address of the court.
  2. **Mandatory Court Appearance:** The citation will have the proper section checked to advise whether or not mandatory appearance is required.
  3. **Other Information:** The motorist will be provided information as to why the citation has been issued and the state or city section dealing with the violation. A telephone number for further information dealing with the disposition of the charge will be provided. Verbal instructions will be given by the issuing officer to help clarify the citation process and method of payment prior to the scheduled court date.
- E. **Driving under the influence of alcohol/drugs:** Following whatever initial examinations at the scene of the traffic stop are necessary, the officer will:
1. Effect a physical arrest of the subject and assume responsibility for the safety of the subject and the subject's property; and
  2. Offer chemical test(s) to the subject in accordance with state statutes. These chemical tests are supplementary tools only and the refusal to submit to these tests will constitute an additional charge.
- F. **Speed Violations/RADAR/LIDAR:** RADAR/LIDAR speed measuring devices will be used by properly trained and certified officers as a supplementary tool to assist them in response to citywide speeding violations, citizen's complaints concerning speeding motorists, citizen requests for traffic enforcement and in speed enforcement in high or potentially high traffic crash locations.
1. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
  2. RADAR/LIDAR will be deployed with the safety of the officer and the public in mind at all times.
  3. The primary function of patrol officers is to provide high visibility in their assigned areas. Officers may utilize RADAR and stationary LIDAR as a supplement to their patrol functions.
  4. The Patrol Bureau will document the number of RADAR/LIDAR charges placed monthly.

- G. Hazardous Violations: Those violations that by nature endanger life or property of the person committing the act or others. Traffic violations of this nature will require priority enforcement be given by patrol officers. Information concerning problem areas and the type of hazardous violations committed in those areas will be maintained in the Patrol Bureau. The following offenses will be treated as hazardous moving violations for Department purposes and will be an enforcement priority:
1. Operating under the influence of alcohol or drugs;
  2. Reckless driving;
  3. Speeding;
  4. Failure to yield;
  5. Disregard stop light;
  6. Disregard stop sign;
  7. Improper lane change;
  8. Improper turns; and
  9. Following too close.
- H. Equipment Violations: An offense of this nature will be enforced to prevent the use of unsafe or improperly equipped vehicles on City streets.
- I. Public Carrier/Commercial Vehicle Violations: Traffic law enforcement procedures will be applied equally to all violators regardless of their association with any public carrier or commercial vehicle.
- J. Other Non-hazardous Violations: Nonhazardous traffic violations when appropriate circumstances warrant the issuance of a citation. Officers will be diligent in enforcing occupant safety violations to include but not be limited to seat belt and child restraint violations. Officers will make enforcement of occupant safety violations a priority.
- K. Multiple Violations: In cases where a subject is observed committing more than one offense, primary attention will focus on the most serious offense. Discretion will be used by an officer when issuing additional citations. At no time will multiple charges be issued to merely compound punishment.

**IV. PROACTIVE TRAFFIC LAW ENFORCEMENT PROCEDURES**

- A. Newly enacted laws and/or regulations: The Department addresses newly enacted laws and regulations annually. Officers will consider the new law or regulation in conjunction with the seriousness of the offense when taking enforcement action.
- B. Visible Traffic Patrol: Officers will engage in visible traffic patrol in order to deter motor vehicle violations whether area, line or directed.
- C. Stationary Observation: Officers may, when there is an unusual or continuing enforcement program, engage in stationary observation. Whether covert or overt, this type of activity should not suggest the appearance of a trap situation.
- D. Use of unmarked or unconventional vehicles: The Department will use unmarked vehicles for traffic law enforcement only when approved by the Patrol Captain or his designee.

CCP: sek/pjp





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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.11</b>                    |
| <b>Subject: RADAR/LIDAR Speed Enforcement</b>  | <b>Review Date: March 3, 2014</b>                        |
| <b>Effective Date: March 10, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supersedes: 11/9/12, 2/20/12, 7/30/11, 10/30/09, 8/31/09, 5/22/07, 9/22/06, 8/24/03, 12/20/02, 11/19/01, 1/16/89</b> | <b>CALEA Standard(s): 61.1.1, 61.1.9</b>                 |

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**I. PURPOSE**

To establish procedures for RADAR/LIDAR speed enforcement. The Department prioritizes speed enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will diligently enforce the laws related to speeding violations through the use of RADAR and LIDAR pursuant to this Operational Directive. It will be a priority of officers to utilize RADAR/LIDAR in the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city.

**II. GENERAL INFORMATION**

- A. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
- B. All sets are licensed under the Department's general radio license. All equipment will conform to §2.2-1112 COV.
- C. If technical or expert testimony in court is necessary a written request must be forwarded to the Patrol Captain. Requests will indicate the date of the offense, the court date, and the serial number of the set, counting unit or other components involved and a description of circumstances of the case.
- D. Under no circumstances will a vehicle containing a LIDAR unit be sent to a repair facility unless the officer is to remain with the vehicle. If the vehicle is to be left for repairs the LIDAR unit will be placed in the replacement vehicle or returned to the appropriate LASER/LIDAR storage location.

**III. PROCEDURE**

- A. Care must be exercised in handling and transporting LIDAR devices. Devices will be maintained in accordance with manufactures recommendations. Maintenance records will be retained by the Department.
- B. It will be the operator's responsibility to select safe locations to conduct RADAR/LIDAR operations. All locations selected will be properly posted with speed limit signs if the legal limit is different than the maximum normally permissible under law.
- C. The LIDAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift at a predetermined location as follows:
  - 1. Internal system check;
  - 2. Distance calibration test; and
  - 3. Vertical and horizontal sight alignment test.
- D. The results of the tests will be recorded on the LASER Enforcement Log. Any time the officer operating the LASER changes, the LASER must be rechecked using the three tests outlined above. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the LIDAR through the listed calibration checks. Officers will record each enforcement location on their LASER Enforcement Log.
- E. Each RADAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift. Any time the officer operating the RADAR changes, the RADAR must be re-checked for accuracy. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the RADAR through the listed checks. The results of the calibration checks will be recorded on the RADAR enforcement log.
  - 1. Internal calibration system;
  - 2. The appropriate tuning fork method;
  - 3. Speedometer comparison in moving mode will be made at speeds of 5 MPH below the posted speed limit and at the posted speed limit which is violated; and
  - 4. Verification of patrol unit speed at the times of violation.
  - 5. Officers will record each enforcement location on their RADAR Enforcement Log.

- F. When placed in the moving mode the RADAR is used to monitor vehicles:
    - 1. Approaching/departing on a two lane roadway;
    - 2. Approaching/departing in either lane of a four lane undivided roadway;
    - 3. Approaching/departing in either lane of divided highways, if conditions permit; and
    - 3. Traveling in the same direction.
    - 4. When the RADAR is in moving mode officers will not take enforcement action while rapidly accelerating or decelerating.
  - G. When placed in the stationary mode the RADAR is used to monitor vehicles:
    - 1. Traveling on a one way roadway;
    - 2. Traveling in either direction on a two lane roadway;
    - 3. Traveling in either direction on three lane roadways; and
    - 4. Traveling in the same direction in no more than three adjacent lanes of a divided roadway.
  - H. Only marked patrol units or unmarked vehicles approved by a Division Captain will be utilized for RADAR/LIDAR speed measurement and enforcement.
  - I. Officers will maintain their RADAR and LIDAR Enforcement Logs for two years after the last entry date on the RADAR and/or LIDAR Enforcement Log.
  - J. Officers will maintain copies of all issued summonses for one year.
  - K. All RADAR/LIDAR operators will be certified every three years according to Department of Criminal Justice Services guidelines.
- IV. MAINTENANCE**
- A. The Patrol Captain or his designee will be responsible for the upkeep and accountability for each RADAR/LIDAR issued.
  - B. The Patrol Captain or his designee will be responsible for the maintenance of the RADAR/LIDAR.

- C. Missing, unaccounted for, or damaged RADAR/LIDAR will be immediately reported to a supervisor. A Special Report will be written and forwarded to the Patrol Captain's office immediately.
- D. RADAR/LIDAR will not be used for any purposes other than authorized training, exhibitions or related Department business.
- E. RADAR/LIDAR in need of repairs as a result of normal use will be turned over to a supervisor. The supervisor will forward the RADAR/LIDAR to the Patrol Captain or his designee with a memorandum describing the malfunction.
- F. Whenever a patrol car is left at the City Service Center the complete RADAR/LIDAR and all the accessories except for any permanent mounts will be removed.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 41.3.30A</b>                         |
| <b>Subject: DUI/DUID Traffic Checkpoints</b>   | <b>Review Date: March 4, 2014</b>                              |
| <b>Effective Date: March 10, 2014</b>  | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 7/30/11, 8/31/09, 4/11/07, 4/27/04, 12/07/01, 5/10/95, 11/01/92; OD41.3.30B-03/01/93</b> | <b>CALEA Standard(s): 61.1.10</b>                              |

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**I. PURPOSE**

To establish policy and procedures for the operation of DUI/DUID traffic checkpoints. The Department recognizes the importance of DUI/DUID enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will prioritize and diligently enforce the laws related to DUI/DUID violations through the use DUI/DUID traffic checkpoints pursuant to this Operational Directive.

**II. PROCEDURE**

- A. DUI/DUID traffic checkpoints will be established only in accordance with the provisions of this Operational Directive.
- B. The Patrol Captain or his designee may authorize personnel to establish a DUI/DUID traffic checkpoint. The authorization must be given to a supervisor and may be given verbally. The authorization must include:
  - 1. The location of the DUI/DUID checkpoint;
  - 2. The beginning and ending times;
  - 3. The number of officers to be involved; and
  - 4. Whether traffic will be checked in both directions or in only one direction.
  - 5. A new authorization must be given for each checkpoint and must include the elements listed above.

- C. The supervisor who receives authorization to establish a DUI/DUID traffic checkpoint must remain at the checkpoint for the duration of the operation. The supervisor is to be present for supervision only and may not take part in stopping vehicles or administering DUI/DUID tests. The supervisor is responsible for ensuring that the following guidelines are met:
1. All officers involved in operating the checkpoint must wear the Department issued traffic safety vest over the police uniform. Officers must wear the issued police hat with shield. The field supervisor must also wear these items.
  2. At night the DUI/DUID checkpoint area must be well-lit.
  3. At least one police car must have its emergency blue lights on at all times.
  4. Flares may be utilized to assist with traffic flow or to increase the overall safety of the DUI/DUID checkpoint.
  5. During daylight hours, traffic cones should be used instead of flares.
  6. There must be adequate space for vehicles to pull out of the traffic lane to a well-lit area when requested to do so by an officer.
  7. Each vehicle in the targeted lane is to be stopped unless a traffic tie-up occurs, in which case all waiting cars are to be allowed to pass through. In the case of unusually heavy traffic, the supervisor may direct that every second vehicle be stopped.
  8. There must be a minimum of three officers working each target lane, except between the hours of 0100 and 0600 when the minimum will be two officers per lane.
  9. Each officer will greet the driver and immediately explain the purpose of the stop, "We are operating a DUI/DUID checkpoint. May I see your driver's license?"
  10. Each officer should endeavor to limit his contact with a vehicle to 30 seconds while the vehicle remains in the roadway.
  11. If the officer has reasonable suspicion justifying further inquiry, the driver will be directed to pull out of the traffic lane to the designated area.

12. If one of the three officers working a target lane affects an arrest and leaves the scene, the supervisor retains the discretion to allow two officers to work the target lane, to reduce the number of target lanes, or to call another officer to the checkpoint. A target lane may not be worked by just one officer.
13. If all officers working a target lane are engaged in off-roadway activity, the supervisor may shift personnel to cover the target lane or may allow that lane to pass freely through the checkpoint. If no cars are to be stopped, the supervisor will direct officers to move the cars through the checkpoint.
14. At the completion of the DUI/DUID checkpoint operation the checkpoint supervisor will complete a Checkpoint Operations Report Form and submit it to the Patrol Captain.

### III. PROCEDURE FOR TRAFFIC CHECKPOINT OPERATIONAL REPORT

#### A. Report Form

1. The Traffic Checkpoint Operational Report Form will be maintained in the office of the Patrol Captain.
2. This form will be completed by the supervisor in charge of the checkpoint.
3. The form will be signed and along with all checkpoint documentation will be forwarded to the Patrol Captain.
4. The Patrol Captain will review the report and initial same prior to filing.

#### B. Site Location Log

1. A Site Location Log will be developed which will contain all of the sites approved by the Patrol Captain or his designee. This log will be maintained in the office of the Patrol Captain, his designee and/or on **PowerDMS**. The supervisor conducting a checkpoint operation will ensure that each checkpoint is documented with the location, date and time in the checkpoint log in the office of the Patrol Captain.

2. An annual review of the log will be conducted by the Patrol Captain or his designee. The review will include individual site use along with any recommendations as to additions, deletions or other necessary changes in checkpoint sites. Recommendations for additional sites may be made through the chain of command to the Patrol Captain or his designee. A report documenting the review will be prepared and submitted through the chain of command to the Operations Deputy Chief.

CCP: sek/pjp





|  |   |
|--|---|
| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.8</b>                            |
| <b>Subject: DUI/DUID Enforcement</b>   | <b>Review Date: April 14, 2015</b>                              |
| <b>Effective Date: April 23, 2015</b>  | <b>Approved: _____</b><br><b>C. C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 2/28/14, 7/7/10, 8/31/09, 4/11/07, 5/25/04, 12/05/01, 6/22/94,</b> | <b>CALEA Standard(s): 61.1.5, 61.1.10, 61.1.11</b>              |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Operational Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To establish procedures for handling persons charged with driving under the influence of alcohol (DUI) or drugs (DUID) and to establish effective countermeasures for the reduction of alcohol and/or drug related traffic offenses. The Department recognizes that DUI/DUID are high priority enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will diligently and proactively enforce the laws related to DUI/DUID violations pursuant to this Operational Directive.

**II. RESPONSIBILITY**

Each officer will take the necessary enforcement action to remove alcohol and/or drug related drivers from the roadway.

**A. Section §18.2-266, COV states that it shall be unlawful for any person to drive or operate any motor vehicle, engine or train:**

- 1. While such person has a blood alcohol concentration of 0.08 percent or more by weight by volume as indicated by breath test administered in accordance with the provisions of section §18.2-268.2.2, COV;**
- 2. While such person is under the influence of alcohol;**
- 3. While such person is under the influence of any narcotic drug or any other self-administered intoxicant or drug of whatsoever nature, or any combination of such drugs, to a degree which impairs his ability to drive or operate any motor vehicle, engine or train safely;**  
**or**

4. While such person is under the combined influence of alcohol and any drug or drugs to a degree which impairs his ability to drive or operate any motor vehicle, engine or train safely.
- B. Section §18.2-267, COV, preliminary breath tests, states that any person who is suspected of a violation of section §18.2-266, COV shall be entitled, if such equipment be available, to have his breath analyzed to determine the probable alcoholic content of his blood.
1. An officer who suspects that an operator of a motor vehicle is under the influence must offer the suspect a preliminary breath test.
    - a. The suspect shall have the right to refuse the preliminary breath test.
    - b. Refusal shall not be used as evidence in any prosecution under section §18.2-266, COV.
  2. The suspect shall be entitled, upon request, to observe the process of analysis and to see the blood alcohol reading on the equipment used to perform the preliminary breath test.
  3. The results of the preliminary test shall not be admitted into evidence in any prosecution under section §18.2-266, COV.
  4. Any officer stopping any person suspected of operating under the influence shall advise that person of the aforementioned rights.
- C. Pursuant to Section §18.2-268.2, COV any person, whether licensed by Virginia or not, who operates a motor vehicle upon a public highway in this Commonwealth shall be deemed thereby, as a condition of such operation, to have consented to have samples of his breath for a chemical test to determine the alcoholic content of his blood, if such person is arrested for a violation of section §18.2-266, COV or of a similar ordinance of any county, city, or town within three hours of the alleged offense. If the breath test is not available due to a mechanical failure of the machine or an obvious medical condition exists with the detainee, a blood test shall be offered.
1. The arresting officer must advise the detainee of the Implied Consent law from the form provided by the Virginia Supreme Court which includes the following restrictions.
    - a. The suspect must consent to the breath test. Failure to do so is considered a refusal.
    - b. There is no option of requesting a blood test over a breath test.

2. The detainee shall be entitled, upon request, to observe the process of analysis and to see the blood alcohol reading on the equipment used to perform the breath test. If such equipment automatically produces a written printout of the results, the written printout or a copy thereof shall be given to the accused.
3. If a person, after being arrested for a violation of section §18.2-266, COV submits to a breath test in accordance with section §18.2-268.2, COV that person may also be required to submit to a blood test to determine the drug content of his blood if the officer has reasonable cause to believe the person was driving under the influence of any drug or combination of drugs or the combined influence of alcohol and drugs.

D. Miranda Warning

1. Once a person is arrested for allegedly having committed a misdemeanor, he must be advised of his Constitutional Rights under Miranda before further questioning.
2. Application of the Miranda Warning has no effect on the Implied Consent law to the extent that the accused must submit to the breath test without benefit of counsel. Submission to a blood alcohol examination for the first offense is a civil process, which carries only the loss of a privilege, not a right to operate a motor vehicle, if a person unreasonably refuses to comply while a subsequent offense is criminal.

III. PROCEDURE

- A. The DUI/DUID Field Notes Form may be used as a guide for handling and recording contact with the DUI/DUID suspect. All officers shall be trained to recognize and detect those persons suspected of operating a motor vehicle while impaired by alcohol or drugs. The steps for collecting evidence in a DUI/DUID case include, but are not limited to, the following items:
  1. Vehicle observation: Observe the actions of the motor vehicle, to include but not be limited to the vehicle turning with a wide radius, straddling center line, weaving, striking an object or other vehicle, or the driver appearing to be under the influence.
- B. The initial investigation of the suspect allows the officer to gather evidence of alcohol or drug influence by the use of his senses.
  1. Sense of sight would include observing bloodshot eyes, alcohol or drug containers in the vehicle; disheveled clothing, or fumbling for driver's license.

2. Sense of hearing would include slurred speech, inconsistent responses, admission of drinking or drug ingestion.
  3. Sense of smell would include odor of alcoholic beverages on or about their person.
- C. Pre-arrest screening: All officers will be trained in the use of field sobriety tests and the alcosensor to establish probable cause for arrest.
1. Observe the driver exit their vehicle and note the suspect's balance, coordination, ability to follow instructions, and willingness to follow instructions.
  2. Field Sobriety Testing. Preparation of a court case for DUI/DUID should include observation of more than one field test, providing that the subject is cooperative. Where applicable, the officer *will* fully demonstrate the proper performance of the test for the suspect prior to administering the test. The tests may include:
    - a. Finger to nose test;
    - b. Heel to toe walk and turn test;
    - c. One leg stand;
    - d. Picking up an object test;
    - e. Alphabet recitation test. The suspect's educational level should be asked and recorded prior to recitation; and
    - f. Horizontal gaze nystagmus test.
- D. Preliminary Breath Test (PBT). If the officer suspects the person is driving under the influence, a PBT must be offered and the driver must be advised of their rights concerning that test. The advisement will be read word for word from the DUI Arrest Checklist or the Department issued DUI advisement wallet card.
- E. Arrest
1. If the suspect takes the PBT and it indicates the presence of alcohol in the person's blood and if observations are consistent with impairment, he should be arrested for DUI.
  2. If the suspect refuses the PBT but previous observations are consistent with impairment, he should be arrested for DUI/DUID.

3. If the suspect takes the PBT and it does not indicate the presence of alcohol in the person's blood shows a negative reading, but the officer's observations are consistent with impairment and the officer has probable cause to believe that the suspect is under the influence of drugs, he should be arrested for DUID.
4. The Implied Consent law will be read to all persons arrested for DUI/DUID word for word from the form provided by the Virginia Supreme Court, explaining the advisement if necessary in cases where the detainee refuses to permit blood or breath testing.
5. After the suspect is placed under arrest, he will be advised of the Miranda warning statement as provided on the Department issued card.
6. Officers may, within three hours of an alleged DUI offense arrest without a warrant at any location any person whom the officer has probable cause to suspect of operating a motor vehicle while intoxicated whether or not the offense was committed in the officer's presence.
7. The detainee's vehicle will be secured by one of the following procedures:
  - a. If the detainee is driving on a suspended or revoked license for an alcohol-related offense, a thirty day administrative vehicle impoundment or immobilization is mandated.
  - b. If a passenger in the vehicle is competent to drive, is the owner of the vehicle, or has the detainee's permission, the vehicle will be released to that person after making notation of their identity.
  - c. The vehicle will be secured out of the traffic lane and a check made inside the vehicle for items of value to be inventoried and/or for evidence pertinent to the arrest. Any inventory or seizure of property will be documented in the report.
  - d. If the vehicle has stopped in a traffic lane or other hazardous location and the detainee refuses to allow officers present to move it to a place of safety, the detainee's choice of wrecker or the next wrecker on the Communication Center list will be called to remove the vehicle to their place of business.
  - e. The disposition of the detainee's vehicle will always be noted in the offense report.

8. Persons detained for DUI/DUID will be transported in compliance with Operational Directive 2.3.6. Officers are reminded to use caution at every stage of dealing with a DUI/DUID suspect, as the alcohol or drug involved may reduce the suspect's inhibitions or self-restraint.

F. Evidentiary Test

1. If the suspect consents to a breath test, the E-911 Communications Center should be notified so that the Breath Examiner Specialist (BES) operator may be notified. Officers will transport the detainee to the breathalyzer room and follow the procedure outlined in the DUI/DUID Arrest Checklist. Following completion of the test officers will transport the detainee to the magistrate, obtain the warrant(s) and complete the summons.
2. ***Officers who submit BES electronic media to the Property Room are required to note the existence of the recording in the incident report. Officers who submit in-car camera or bwc electronic media to the Property Room related to a DUI or DUID are required to note the existence of the recording in the incident report.***

G. Refusal

1. If the suspect refuses to submit to a breath test, they shall be brought before the magistrate so that they can be charged with refusal under section §18.2-268.2.3 COV.
2. If the suspect arrested is a juvenile, the above procedures will be the same with the exception that no warrant will be issued by a magistrate. A summons will be completed, and petition(s) secured by the arresting officer.

H. Traffic Crash Involving a DUI/DUID

1. When officers respond to an accident involving a drunk driver or a driver under the influence of drugs, they must determine certain facts:
  - a. The driver of the vehicle;
  - b. That the driver of the vehicle has had nothing alcoholic to drink since the accident occurred; and
  - c. Time of the accident. An arrest must be made within three hours of the alleged offense.

2. Once this information has been obtained, continue with the usual crash investigation procedures.
  - a. If the suspect is transported to the hospital, an officer may still arrest if there is probable cause.
  - b. An officer may, in lieu of securing a warrant and without having to detain that person, issue a summons provided that the officer has probable cause to place the person under arrest. The issuance of a summons shall be deemed as an arrest.
- I. **Driving Under the Influence of Drugs**
  1. If the arresting officer believes a suspect is under the influence of drugs other than alcohol, the arresting officer can advise the suspect that he is required to submit to a blood test to determine drug ingestion or an additional charge of refusal can be added to the suspect's violations.
  2. Officers should be looking for the following in DUID cases:
    - a. Impairment not consistent with the blood alcohol content (BAC).
    - b. Admission of drug ingestion by the suspect.
    - c. Drugs found on the suspect.
  3. The procedures for drawing blood in a DUID case are outlined in the Department of General Services letter available in the breathalyzer room.
- J. **Other Countermeasures**
  1. The use of selected roadway checks or specialized units for DUI/DUID enforcement may be authorized by the Patrol Bureau Captain or his designee for areas with a high rate of alcohol or drug related arrests or accidents.



# OCCUPANT PROTECTION

## 2017 National Law Enforcement Challenge

### PROBLEM IDENTIFICATION:

The Roanoke Police Department understands that prevention is the best strategy to convey to unrestrained drivers. A core message to citizens and the media is this: “By the time officers are enforcing the law by ticketing citizens for not wearing a seat belt, it’s already too late.” The department utilized TREDIS (Traffic Records Electronic System), a seat belt survey conducted before and after the annual Click It Or Ticket campaign, and data engineered through the four crime analysts in ISTAR (Intelligence, Statistics, Technology, Analysis, and Research) to measure our occupant protection usage rate.

- The Virginia Highway Safety Office identified peak time periods for unrestrained serious injury crashes as 6 pm to 9 pm. The highest crash days were Saturday and Monday. The highest crash month was December.
- A total of four pre-surveys for seat belt usage were conducted on May 6, 2016, at four heavy traffic locations, selected areas included residential, business, and school zones. The average usage rate was 62 percent, which was well below the commonwealth’s seat belt usage rate at 79 percent.
- ISTAR and DMV data found the highest chances of unrestrained fatalities in the region as between midnight and 3 am. The highest days for unrestrained fatalities was Saturday and Sunday, and the highest months were January and March.
- ISTAR and DMV data also calculated daylight and nighttime area “hot spots” where crashes involving unrestrained drivers were occurring.
- ISTAR found the highest traffic flow times were weekdays between Noon and 6 p.m.

### POLICY:

Attached in separate PDF file are operational directives [in order of appearance]: Officer Contact with Traffic Violators (62.1.5), Trash Crash Investigation (63.1.1), Vehicle Operation and Vehicular Pursuits (41.2.2), Traffic Enforcement Data Collection and Evaluation (61.3.1), Traffic Law Enforcement (62.1.1), Detainee Transportation (2.3.6), and Ride Along Program (31.1.2).

### PLANNING:

Using data driven strategies the department developed operational plans to increase occupant protection awareness. The department understands this was not a problem that could be solved strictly with enforcement, which is why there were many prevention strategies involving in planning as well.

- Using DMV grant money, the department planned saturation patrols to have a presence in hot spots where unrestrained drivers had been identified, including night time hours.



- **Specific target areas included:** the intersection of Roanoke-Salem Boulevard and Salem Avenue SW, 10th Street NW at the railroad bridge, the 1800 block of 9th Street SE, and the 5800 block of Airport Road NW. The target areas were selected because they are approved checkpoint sites and have prior histories involving vehicle crashes.
- The selected locations were the same locations that were monitored during the pre-surveys. The plan called for checkpoints at each location during peak traffic flow times, which was between noon and 6 pm. The date was planned for May 31, 2016.
- Follow-up was planned. Post surveys at each of the four locations would be administered on June 10, 2016.

**STRATEGIC HIGHWAY SAFETY PLAN SUPPORT:**

The Department supported the Virginia Strategic Highway Safety Plan by doing the following:

- 1) Used DMV overtime grants to pay for additional enforcement
- 2) Used surveys to track occupant protection performance
- 3) Developed and implemented plans to address occupant safety related concerns
- 4) Utilized TREDs, iSTAR, and seat belt surveys to track and analyze crash statistics

**TRAINING:**

| Topic                           | Date(s)  | Attendance |
|---------------------------------|----------|------------|
| Click It or Ticket Training     | May 2016 | 121        |
| In-Service, Occupant Protection | Various  | 124        |

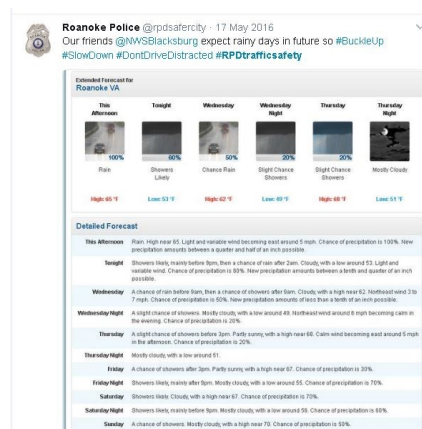
Half of the department’s 248 sworn officers (124) are required to attend in-service training every two years. The training includes policy, procedure, driving scenarios, and the importance of awareness and educating the public on occupant protection.

Platoon lieutenants engage in annual line-up training on the importance of seat belt safety.

**The department has 7 certified child restraint technicians and partners with Roanoke Fire EMS and Carilion Clinic.**

**PUBLIC INFORMATION & EDUCATION:**

**#RPDtrafficsafety Alerts:** The department partnered with the National Weather Service’s Blacksburg hub to issue #RPDtrafficsafety alerts using Twitter and Facebook. The alerts outlined potential hazardous weather and reminded drivers to buckle up. An example tweet is pictured on the right:



**Child Passenger Safety Week:** : The department partnered with Roanoke Fire EMS, Safe Kids Southwest Virginia, Carilion Clinic Children’s Hospital, and Target for child safety seat checks during National Child Passenger Safety Week (Sept. 18-24) at Target and Fire EMS Station 6; **the same fire station holds a monthly safety seat check and installation in which officers participate.** The team checked and/or installed dozens of child safety seats in 2016. Our officers checked a total of 14 child safety seats during the week.

**Summer Lunch Crime Prevention & Traffic Safety Program:** Officers partnered with the Roanoke Regional Housing Authority to bring crime prevention and traffic safety tips to dozens of kids at five different summer lunch program sites. Among the topics were seat belt usage and why it’s always safer to ride bicycles while wearing helmets.

**Child Safety Seat Installation Assistance:**

The department has 7 certified child safety seat installers. Citizens can come in off the street for an inspection and advice or schedule an appointment. The department used its social media pages several times in 2016 to remind citizens about this valuable service. The local media covered a child safety seat installation training in May 2016 which included a child safety seat check at Roanoke Fire EMS Station 6 with all of the trainees involved. The media story is depicted in the photo to the right:

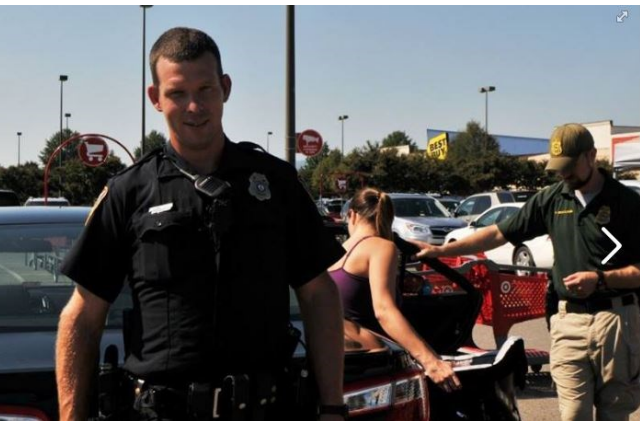
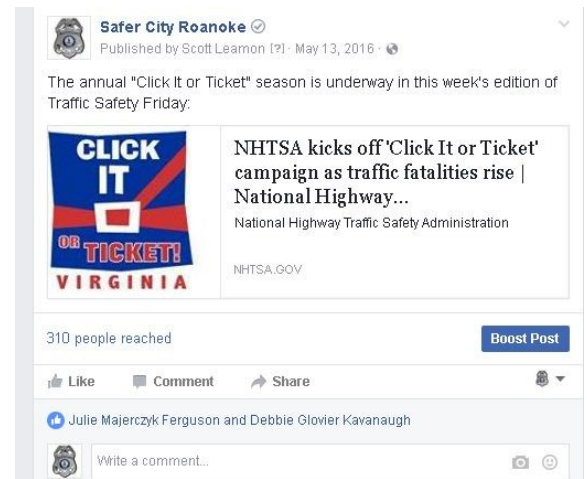


**Click It or Ticket Campaign:** The department participated in the annual Click It or Ticket campaign, which was kicked off with a regional news conference in May. **The department worked together with several other law enforcement agencies and community stakeholders, including the media,** to get the word out to citizens that occupant protection was extremely important. The department did four occupant safety checkpoints during the campaign, along with 14 individual saturation patrols, stopping a total of 490 vehicles. Vehicles stopped at the four checkpoints received safety flyers. All of this activity was within the target areas.

**Operation 460 Blitz:** The department joined 13 other law enforcement agencies along the Route 460 corridor to pay special attention to the highway over the Memorial Day weekend. The partnering agencies included the Roanoke County Police Department, the Bedford Police Department, and the Lynchburg Police Department.

**Drive 2 Save Lives:** The department participated in the Drive 2 Save Lives campaign, which in 2016 focused on reducing crashes between Christmas and New Year's Day. **The program allowed the department to cooperate with numerous law enforcement partners to increase public awareness.** The department educated the public on the campaign by working with the local media and several social media communications, like the social media post on the right that included our traffic safety partnership with the Roanoke Prevention Alliance.

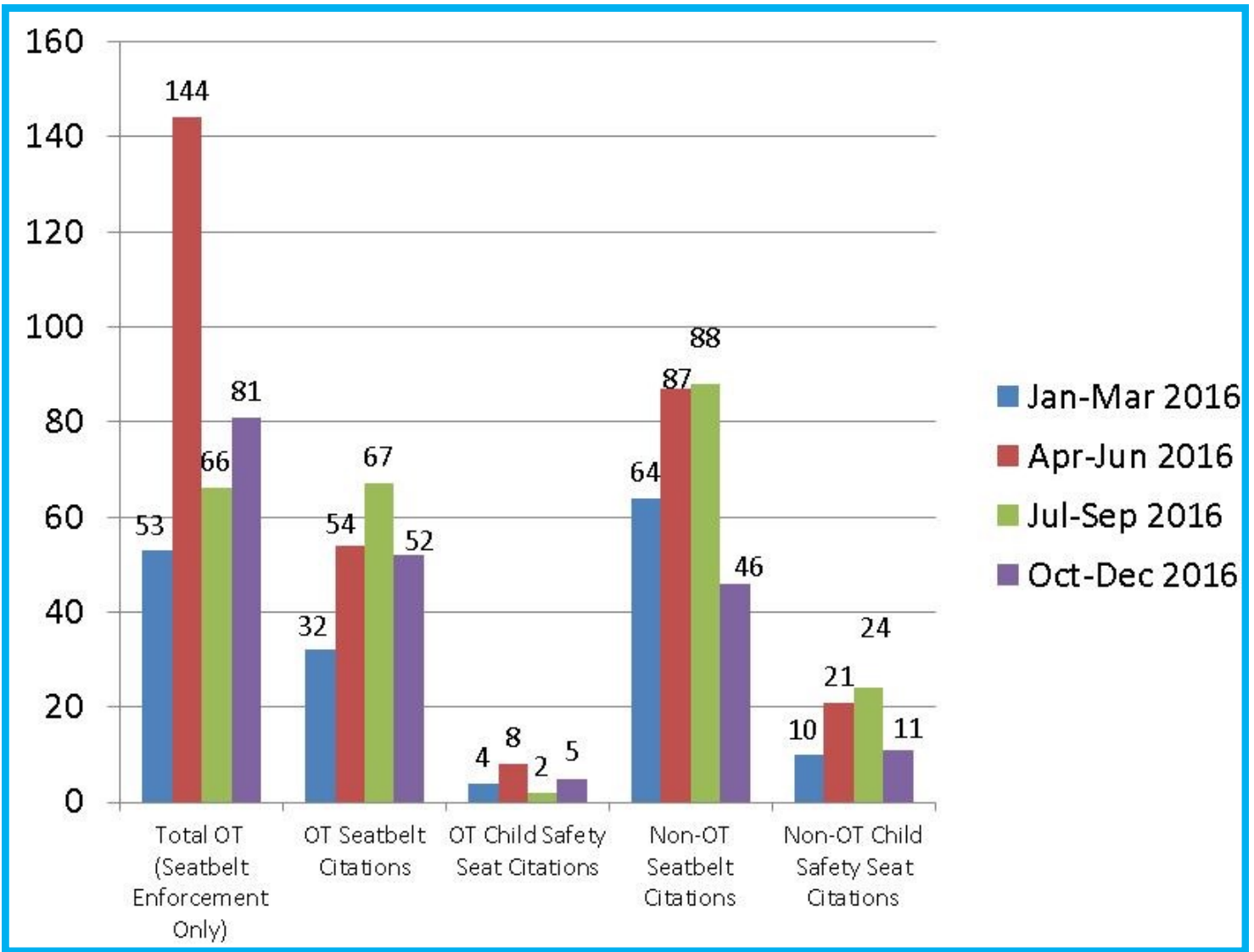
**Traffic Safety Friday:** The department offers a traffic safety tip every Friday on its social media pages. The tips are sometimes shared by citizens and the media. The example to the right was used to notify the public of the kick-off of the 2016 "Click It or Ticket" season:



**National Seat Check Saturday:** On September 24th the department participated in National Seat Belt Check Saturday at the Valley View Target store. **Partners in this event included Carilion Clinic, Roanoke Fire EMS, and Target.** Officer Meyer, pictured on the left, was among those officers who assisted at the event.

## **ENFORCEMENT:**

The bar graph on the next page depicts total overtime hours, total citations written during those hours for occupant protection related offenses, and the same information for offenses written during non-overtime duty hours.



**Total grant funded OT hours [Seatbelt Enforcement Only]: 344**

**Total occupant protection citations issued: 490**

**Total occupant protection citations in target areas & times: 205**

**Total child restraint citations issued: 85**

**Total child restraint citations issues in target areas & times: 19**

**Total child restraint citations- night hours:**

**Total special enforcement details:**

- 4 total checkpoints were conducted. All on May 31, 2016
- 53 DMV funded saturation patrols during 2016
- 484 total vehicles contacted during those saturation patrols in 2016

**National Click It or Ticket Campaign Day: May 31, 2016**

- 1800 block of 9th Street SE checkpoint: 118 vehicles contacted, 7 summons
- 1500 block of Eastern Avenue NE checkpoint: 89 vehicles contacted, 7 summons

- **Roanoke-Salem Boulevard & Salem Avenue SW checkpoint:** 79 vehicles contacted, 18 total summonses, 2 for seat belt violations.
- **10th Street NW at Railroad Bridge checkpoint:** 78 vehicles contacted, 11 summons

Each driver contacted was given educational material on the importance of buckling up and restraining children properly.

**2016 Click It or Ticket Saturation Patrol Results [May 23—June 5, 2016]:**

|   |     |
|---|-----|
| <b>Total number of officers who participated:</b> | 12  |
| <b>Total overtime hours:</b>                      | 58  |
| <b>Total vehicles stopped:</b>                    | 114 |
| <b>Total number of seatbelt violations:</b>       | 21  |
| <b>Total number of suspended/revoked:</b>         | 6   |
| <b>Total number of speeding violations:</b>       | 42  |

**OUTCOMES:**

A **post survey** revealed a seat belt usage rate in the City of Roanoke at **86 percent**, which was **7 percentage points above** the state seat belt usage percentage rate of **79 percent**. The locations surveyed for the post survey were the same four as the pre-survey.

Overall, 61 unrestrained drivers and/or passengers were involved in crashes in 2016 in the City of Roanoke, up slightly from 57 in 2015.

**Officer Recognition:**

**Traffic Safety Merit Honorees– Seatbelt Category [50+ seatbelt summonses]**

- **Officer K.R. Wilkerson**
- **Sergeant R.H. McNiff**
- **Officer T.J. Dowdy**

In 2013, command staff approved the Harold F. Wallick Traffic Safety Excellence Awards to be given to the officers who go above and beyond the call of duty when it comes to traffic safety. Award winners must meet certain criteria outlined in policy. The award’s name-sake, Retired Officer Harold F. Wallick, served the department for 25+ years and was known for his extensive legal, prevention, and enforcement knowledge in traffic safety.

**2016 Harold F. Wallick Award for Traffic Safety Excellence winners:**

- **Officer K.R. Wilkerson**
- **Officer C.T. Berrman**
- **Officer P.M. Begley**

**2016 Harold F. Wallick Award for Traffic Safety Excellence winners:**

- **Officer R.K. Newman**
- **Officer T.L. Hoke**

**External Stakeholder Recognition:** The Citizens Police Academy Alumni assisted on many traffic safety related outreach and enforcement events. The department honored the group with a special dinner during National Volunteer Week in April. The dinner featured a buffet and was catered by a local restaurant.



|  |  |
|--|--|
| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.5</b>                     |
| <b>Subject: Officer Contact with Traffic Violators</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 7/30/11, 2/12/09, 7/15/07, 5/25/04, 11/29/01, 1/07/93; OD61.1.6-3/10/93; OD62.1.9-5/25/94, 1/01/93</b> | <b>CALEA Standard(s): 61.1.7, 61.1.8, 61.1.12</b>        |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To provide guidelines to ensure that officers conduct themselves professionally and minimize conflict when dealing with traffic violators and to establish criteria to refer drivers for DMV reexamination.

**II. PROCEDURE**

- A. Officers in contact with traffic violators will uphold a professional image. The demeanor used will be courteous and professional at all times.
- B. The violator will be advised as to the nature of the stop based on the officer's observations. Discussion of the traffic violation and the action to be taken should be brief and business like. Verbal conflict will be avoided.
- C. Officers will request to see an operator's license and vehicle registration or other identification during the traffic stop.
- D. The proper forms/citations will be readily available to the officer.
- E. The completion of forms will be done without unnecessary delay.
- F. Should a driver show signs of emotional distress every effort will be made to calm the subject and to take the necessary action to ensure their safety.
- G. Upon completion of the stop, every effort will be made for assisting the motorist back into the flow of traffic safely.

**III. PROCEDURE FOR STOPPING AND APPROACHING TRAFFIC VIOLATORS**

- A. The safety of both the officer and motorist will be the primary concern.
- B. The police vehicle will utilize blue flashing lights.
- C. A safe distance and a safe zone between the police vehicle, the motorist vehicle and moving traffic will be provided.
- D. The officer affecting the stop will be responsible for providing the necessary information by radio concerning the stop. The in-car video camera shall be activated, if available.
- E. Extreme caution will be used upon approaching the violator's vehicle. Officers will adhere to all officer safety training practices during the traffic stop.

**IV. PROCEDURES GOVERNING UNKNOWN AND HIGH RISK TRAFFIC STOPS**

- A. In addition to procedures governing traffic stops, officers will employ the following procedures when dealing with any unknown or high risk situation:
  - 1. Officers will notify the E-911 Communications Center that they are following and will be attempting to stop a vehicle that presents reasonable suspicion that a high risk traffic stop will be made.
    - a. Officers will relay all pertinent information to the dispatcher to include but not be limited to:
      - 1) Vehicle license number;
      - 2) Vehicle description by type and color;
      - 3) Location of stop; and
      - 4) Driver and occupant description as is possible.
  - 2. Officers will request a back-up unit and will, when possible, wait for the arrival of the back-up unit prior to initiating the traffic stop in a safe location.
  - 3. Officers will position their vehicle behind the suspect vehicle at an angle that provides officer protection. Officers will have their firearm in hand. Officers will use high beams and spotlight to illuminate the suspect vehicle.
  - 4. Officers will position the public address (PA) microphone so that it is readily accessible.



5. Officers will identify themselves to the occupants of the suspect vehicle via the PA advising the occupants that they are under arrest, considered armed and dangerous and ordering them to obey all commands.
  - a. Occupants will be ordered to place their hands behind their heads.
  - b. The driver will be ordered to shut off the engine and throw the keys to the rear of the vehicle.
6. The initiating officer will direct back-up officers to positions that cover the right rear and side of the suspect vehicle.
7. Officers will remove all occupants from the vehicle from the driver's side, beginning with the driver and moving across the front seat to the rear seat occupants.
  - a. All occupants will be ordered to make a complete circle to the left keeping their hands behind their heads.
  - b. All occupants will be ordered to walk backwards in the direction of the officer's voice.
  - c. All occupants will walk backwards past the end of the suspect vehicle and ordered to kneel on the ground.
  - d. All occupants will then be handcuffed behind their backs and searched. Handcuffs will be double locked whenever there is a complaint of pain or when the detainee is handcuffed in the front.
  - e. Once thoroughly searched all occupants will be placed in the back seat of a police vehicle.
8. Personal information will be collected from all occupants and NCIC, VCIN and DMV checks run on all occupants.
9. Back-up officers will then conduct an interior search of the vehicle.

- V. PROCEDURE FOR REFERRING DRIVERS FOR DMV RE-EXAMINATION
- A. Officers will, through routine enforcement and accident investigation be aware of a driver whose ability to operate a vehicle safely is apparently impaired by some physical or medical condition:
1. Impaired drivers may be charged if they have committed a violation. During the appearance in court the officer and Commonwealth may recommend re-examination to the judge.
  2. Upon the court's approval, DMV is notified and the individual summoned for re-examination.
- B. If an officer believes a driver is or will continue to be a hazard to himself or the general public, the officer may have the individual reexamined under the provision of section §46.2-322 of the Motor Vehicle Laws.
1. The officer must submit a DMV Medical Review Request Form, MED 3. If the reason stems from a single incident, the details should include date, time, place, and a description of the driver's actions.
  2. If the request is filed due to general observation of an individual's driving habits, the form will include dates of observation and the driver's actions. In all cases, the officer will include his specific observations or concerns leading to the request.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 63.1.1</b>   |
| <b>Subject: Traffic Crash Investigation</b>   | <b>Review Date: February 27, 2014</b>  |
| <b>Effective Date: March 5, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>   |
| <b>Amends/Supercedes: 3/15/12, 10/25/10, 10/14/09, 5/1/09, 5/25/04, 11/19/01, 7/07/00, 10/15/86; OD63.1.2–4/25/94; OD63.1.3–10/15/86; OD63.1.4–10/15/86, OD63.1.5–10/16/86; OD63.1.7–10/16/86; OD63.2.1–10/16/86; OD41.3.24–1/1/93; OD41.3.29–7/20/98, 1/1/93</b> | <b>CALEA Standard(s): 41.2.4, , 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.2.6</b> |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To establish policy for situations requiring traffic crash investigation and response to the scene for crashes occurring on public roadways.

**II. PROCEDURE**

**A. This Department will respond to and investigate all traffic crash scenes:**

1. On city streets;
2. Involving death or injuries;
3. Property damage;
4. Driving under the influence;
5. Hit and Runs on City streets and private property;
6. Hazardous materials;
7. Situations where a disorder has broken out between the parties involved;
8. Situations where major traffic congestion has occurred as a result of the traffic crash;

9. Reports of traffic crashes on private property involving reckless driving;
  10. Damage to public vehicles or property; and
  11. Vehicle damage to the extent where towing is required.
- B. It will be the responsibility of the first officer on the scene to undertake the following:
1. Immediate care for the injured by summoning ambulance and/or additional police assistance;
  2. Protecting the scene of the traffic crash to prevent further crashes, including summoning wrecker, if not already on the way;
  3. Protecting the scene to prevent evidence being destroyed that might prevent an effective traffic crash investigation;
  4. Locating and identifying witnesses;
  5. Recording the traffic crash investigation;
  6. Ensuring that property belonging to traffic crash victims is protected from theft. Vehicles and contents will be released to the owner, a person or wrecker service designated by the owner or driver, or an authorized wrecker service.
- C. Procedure for determining the officer in charge at the traffic crash scene.
1. The closest available patrol officer will take charge of a traffic crash scene as assigned by the E-911 Communications Center.
  2. Officers who happen upon traffic crashes during normal patrol will be responsible for the complete investigation of the traffic crash unless the investigative responsibility is transferred to another officer or reassigned by a supervisor.
  3. For traffic crashes involving death, serious injury, or unusual circumstances, an officer trained to investigate major traffic crashes may be called upon to take charge of the investigation.
  4. The ranking on-site supervisor may take charge of the traffic crash scene.
  5. A supervisor will respond to any crash involving a Department vehicle.

- D. All traffic crash investigations will be conducted in accordance with Department training and state guidelines.
1. At the scene traffic investigation will include the collection of the following information:
    - a. Interviewing principals and witnesses;
    - b. Examining/Recording vehicle damage;
    - c. Examining/Recording effects of the traffic crash on the roadway;
    - d. Taking measurements, as appropriate, to reconstruct the scene and support the investigation;
    - e. Taking photographs, as appropriate;
    - f. Collecting/preserving evidence; and
    - g. Exchanging information among principals.
  2. Any traffic crash that is non-reportable according to state guidelines, in which no special circumstances, to include Hit and Run, DUI, or city vehicle involvement are present, may be handled by officers completing and distributing to the involved parties the Accident Exchange of Information form. An FR 300 will be completed on any traffic crash involving any government vehicle regardless of jurisdiction meeting these listed criteria.
    - a. When no FR300P report is filed the officer must retain a copy of the Accident Exchange of Information form on which observations and notations will be made. The original copy containing only the exchange information and offense number will be turned into the Records Unit for filing.
    - b. Handling of non-reportable traffic crashes described above does not preclude the officer from placing appropriate charges related to the traffic crash.
    - c. Notation will be made at the bottom of the Accident Exchange of Information form as to which driver is charged, the charge wording and the appropriate code section.
- E. Officers will conduct follow-up traffic crash investigations as needed. Various activities involved in this task will include, but are not limited to:

1. Collection of off-scene data;
  2. Obtaining/recording formal statements from principals and witnesses;
  3. The reconstruction of traffic crash scenes;
  4. Preparing formal reports to support criminal charges arising from the traffic crash;
  5. Officers may, when approved by a supervisor, contact a Traffic Fatality Investigator.
  6. Patrol officers are responsible for Hit and Run investigations until all leads are exhausted. Investigative Support personnel will be responsible for Hit and Run follow-up investigations when the patrol officer has exhausted all available leads.
- F. Officers will examine crash scenes to locate and identify preliminary dangers of fire, spill or leak of hazardous materials, and the identification of the vehicle and container placards of the substance involved. Utilizing the Emergency Response Guidebook, the officer will communicate to the E-911 Communications Center the need for additional police personnel, Hazardous Material Team, EMS and the Fire Department as appropriate.
- G. At a supervisor's discretion a fatality investigator may be assigned.
- H. When the investigating officer detects a violation of a traffic law or ordinance and when evidence exists to satisfy all the elements of the particular violation, the appropriate enforcement action will be taken.

### **III. TRAFFIC DIRECTION AND CONTROL AT A CRASH SCENE**

- A. The investigating officer at the scene of a traffic crash will be responsible for establishing a safety zone around the scene when the normal traffic flow is disrupted.
- B. The necessary equipment will be utilized in order to give timely notice of a disruption in the traffic flow. The use of temporary traffic control devices to include flares, traffic cones, or other devices will be set up to ensure that the safety of the scene is maintained.
- C. If necessary to close a section of roadway, barricades will be set to make the detour as simple to follow as possible.
- D. Additional officers may be called to the scene to adequately direct and control traffic through uniform hand signals or the manual operation of traffic control devices while wearing Department issued reflective vests.

IV. TRAFFIC CRASH FORMS, PROCEDURES AND PROCESSING

- A. Traffic Crash Report Forms designated FR-300P will be used for all reportable motor vehicle crash reporting.
1. These forms are to be prepared on all traffic crashes that require a report be submitted to the Division of Motor Vehicles (DMV) within 24 hours after taking the report. As necessary, through the continuing investigation and until completion, officers will submit revised FR300P reports as required by the COV.
  2. This form is a minimum four page package with copies going, as required, to DMV and/or the Records Unit. If wrecker(s) are used, the name(s) of the wrecker used will be included in *the report narrative*.
  3. The Police Officer's Instruction Manual for Completing the Police Crash Report FR300P explains the FR-300P.
- B. Offense Reports
1. With the use of the FR-300P, no incident report will be required for motor vehicle traffic crashes. In instances where a traffic crash is reported by a citizen who is so separated by time and/or distance from the event that no FR300P investigation may be completed, an incident report titled Police Information may be used to document the citizen's account of events.
- D. Hit and Run Reports
1. If the traffic crash is a Hit and Run, the investigating officer will complete a Hit and Run Report in addition to the FR300P. The Hit and Run Report will be completed with all available information. The Hit and Run Report will be capable of standing alone as a description of the traffic crash. The completed Hit and Run Report will be submitted with the FR300P.
  2. Officers will contact an Evidence Technician (ET) to respond to any Hit and Run traffic crash that involves damage to an occupied dwelling or building, damage to an unoccupied dwelling or building, an occupied vehicle or any personal injury. The ET will thoroughly process and photograph the suspect vehicle and all related damages prior to having the vehicle towed by a private tow company. The ET will document their actions on a supplement to the Hit and Run Report.

E. Disposition of Reports in CAD

1. Officers handling crashes will provide the following disposition for CAD reporting purposes:
  - a. When an FR300P is required by DMV guidelines officers will **assign** the CAD system a disposition of "F" indicating a full FR-300P report **has been** filed.
  - b. Officers handling a crash where no extraordinary circumstances exist **and no FR-300P is required** will assign the CAD system a disposition of "S" indicating that an Exchange Form has been completed.

F. Submission of Reports

1. The incident number will be legibly added to the margin of the FR300P or the upper right-hand corner of the Department copy of the FR300P by the officer prior to submission to the Records Unit.
2. A supervisor or his designee will review the traffic crash report to determine that the report is complete, that there is an incident number on the report, and all appropriate supplements, citations and all other necessary documentation is attached. The supervisor or his designee will then forward the traffic crash report to the Patrol Bureau.
3. The traffic crash report will be reviewed for errors and completeness by the **Traffic Safety Officer**. Proper distribution of the FR300P copies and other traffic crash related forms will be done by the **Traffic Safety Officer**.





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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 41.2.2</b>                             |
| <b>Subject:</b> Vehicle Operation, Response and Pursuits   | <b>Review Date:</b> September 29, 2015                           |
| <b>Effective Date:</b> February 10, 2016   | <b>Approved:</b><br>C.C. Perkins, Chief of Police                |
| <b>Amends/Supercedes:</b> 8/30/14, 3/10/14, 3/21/12, 1/4/11, 3/22/07, 3/02/06, 5/18/04, 12/10/01, 12/21/98, 7/19/96; OD2 1.5-1/1/93, 3/10/00 | <b>CALEA Standard(s):</b> 41.2.1, 41.2.2, 41.2.3, 41.3.3, 61.3.4 |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Operational Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

This Operational Directive establishes the Department's policy and procedures concerning emergency vehicle operation, response and motor vehicle pursuits.

**II. POLICY**

It is the policy of the Department that all employees operate Department vehicles in the safest manner possible pursuant to this Operational Directive. While operating Department vehicles, employees shall exercise safe driving practices and obey the traffic laws of the Commonwealth of Virginia. To increase officer's safety and the safety of citizens, officers of the Department shall follow the procedures set forth in this Operational Directive. The apprehension of a fleeing subject shall be secondary in importance to the safety of the public, violators and/or members of the Department. While operating Department vehicles, employees will utilize their training, experience and judgment to exercise safe driving practices. Officers will utilize their training, experience and judgment in determining the best and safest means of responding to a particular call or engaging in a pursuit while performing their duties as law enforcement officers.

**III. DEFINITIONS**

- A. Emergency - any situation in which the response and arrival of an officer will either eliminate or reduce the high probability of serious injury or death.

- B. Emergency Response - Response to any situation in which the immediate response and arrival of an enforcement officer will either eliminate or reduce the high probability of serious injury or death. **Officers shall, during any emergency response, turn on the in-car video and audio system and shall keep the in-car video and audio system activated throughout the duration of the emergency response. Any time the in-car audio and video camera system is malfunctioning or ceases to function officers will immediately report the malfunctioning or non-operational in-car audio and video system and/or bwc to the on-duty supervisor or Field Commander.**
- C. Monitoring - Keeping abreast of continual changes during the course of a pursuit. **All officers, other than the pursuing primary and secondary officer, are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, or to join in any pursuit unless specifically authorized to do so by a supervisor.**
- D. Supervisor includes the field commander throughout this Operational Directive.

#### IV. PROCEDURES

##### A. General

1. Department vehicles will be driven in a safe and proper manner with the driver remaining in control of the vehicle at all times and acting in full compliance with all traffic laws and regulations.
2. All police personnel, while operating any city owned motor vehicle so equipped and/or while in a duty status, pursuant to the COV, will not place the vehicle in motion unless the seat belt and/or shoulder harness is in use as designed. It is the responsibility of the operator to see that all occupants of the vehicle comply with City Policy and state law in regards to such use of safety equipment. Child safety seats will be used pursuant to COV when transporting children.
3. Operators of Department vehicles are advised that traffic regulations requiring other vehicles to yield the right of way to an emergency vehicle does not relieve the operator of such emergency vehicle from the duty to drive with due regard for the safety of all persons using the highways, nor shall it protect the driver from the consequences of an arbitrary exercise of such right of way.
4. The Code of Virginia (COV) section § 46.2-920 defines emergency situations that authorize vehicle operators to disregard certain traffic regulations specified therein.

5. While operating a vehicle in an emergency mode both the blue lights and siren will be used pursuant to the COV and this Operational Directive and the driver will maintain safe and proper control of the vehicle at all times. Extreme care and caution will be exercised at all cross streets, flashing red signals, traffic lights, stop signs, yield signs or other device indicating that moving traffic shall stop. The speed of the Department vehicle will be sufficiently reduced to enable it to be stopped at any intersection, flashing red signal, traffic light, stop sign, yield sign or other device. The driver will ensure that the intersection can be entered and crossed in a safe manner with due regard to the safety of persons and property.
  - a. Any driver of any police vehicle responding to an emergency call or involved in a vehicle pursuit will use the blue light and siren for the purpose of gaining safe passage and to indicate the need for a driver to yield.
  - b. When an expeditious response is necessary the officer will exercise caution and will restrict the use the blue lights and siren to areas in which traffic congestion becomes a hindrance to the passage of the police vehicle pursuant to the COV and this Operational Directive.
  - c. This policy contemplates that police best practices may allow an emergency response without an officer using their emergency equipment or using their emergency equipment intermittently. Officers are required to utilize their judgment and discretion when responding in such a manner to ensure that such response is justified.

**B. Vehicle Equipment**

1. Emergency blue lights are a part of a police vehicle's emergency equipment and will be used in the following situations:
  - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
  - b. During vehicular pursuit, as further detailed in Section IV, C.
2. In addition to pursuits and emergency operation, blue lights may be used in the following situations:
  - a. During vehicular stops to notify the vehicle being stopped of that intention and/or to maintain vehicular safety at the scene of the stop;

- b. At the scene of roadway hazards to warn approaching motorists; and
    - c. At emergency scenes where officers are required by the situation to leave their vehicle in a traffic lane, to warn approaching motorists.
  3. Emergency blue lights will not be used except when necessary for vehicular safety or other legitimate purposes.
  4. The siren is a part of the police vehicle's emergency equipment and will be used in the following situations:
    - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
    - b. During vehicular pursuit, as further detailed in Section, IV, C.
  5. In addition to pursuits and emergency operation, the siren may be used in the following situations:
    - a. To gain the attention of and give notice to the operator of a vehicle of the officers order to stop the vehicle; and
    - b. To warn citizens of an impending danger, when no other means is readily available.
    - c. The siren will not be used except when necessary for vehicular safety or other legitimate purposes.
  6. Hazardous warning lights or four-way flashers may be used to increase vehicular safety and visibility at the scene of vehicular stops, roadway hazards or situations where the police vehicle is stopped near a traffic lane. They will not be used when the police vehicle is in operation.
  7. Alley lights and spotlights may be used when the vehicle is stationary or moving at slow speeds. Auxiliary lighting will not be used in a manner which will blind or interfere with the vision of other drivers. Spotlights and take-down lights will be used in traffic stops to enhance officer safety. Officers are encouraged to make use of headlights at all times when operating as an emergency vehicle. The use of headlights during daylight hours increases the visibility of the police vehicle.

C. Vehicle Pursuits

1. The decision to initiate a pursuit is made by the officer *pursuant to this Operational Directive*. Likewise, the decision to terminate is also the responsibility of that officer. Even though a supervisor holds the authority and the responsibility to order the termination of a pursuit, the initiating officer still holds authority to terminate the pursuit at any time prior to such supervisory intervention.
2. Before making a decision to continue or terminate a pursuit several factors must be considered. The factors include, but are not limited to, the following:
  - a. The condition of the police vehicle;
  - b. Whether the identity of the suspect driver is known;
  - c. The offense involved;
  - d. The time of day;
  - e. The weather, road, and traffic conditions;
  - f. The speed of the pursued vehicle;
  - g. The type of vehicle being pursued;
  - h. The characteristics of the area, including the presence of pedestrians;
  - i. The behavior and apparent driving ability of the suspect driver;
  - j. Whether the pursued vehicle contains passengers;
  - k. The degree of risk to the officer and the public;
  - l. The ability to apprehend the subject at a later date; and
  - m. The ability of the pursuing officer(s) to effectively communicate the details of the pursuit over the radio. If the pursuing officer(s) are not able to effectively communicate the details of the pursuit the pursuit will be immediately terminated.

3. The potential dangers of the pursuit must be carefully and realistically weighed against the listed factors and the reason for the pursuit. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
4. Officers will utilize all available and practical tactics as authorized by law or Department policies to avoid pursuits of motor vehicles.
5. No pursuits shall be initiated by an officer having a civilian, a detainee or any other non-sworn individual in the police vehicle.

D. Termination of Pursuits

1. A pursuit shall be discontinued when any of the following conditions exist:
  - a. Hazards of exposing the public or the officer to injury or serious property damage are high;
  - b. Environmental, weather, road or traffic conditions indicate that a successful apprehension is unlikely;
  - c. The identity of the violator has been or can be established without immediate apprehension and continued pursuit is not necessary to end an active felony or to eliminate an imminent serious physical injury or threat to life.
2. ***Officers may initiate a vehicle pursuit only for violent felonies or misdemeanor crimes of violence. Pursuits can be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a fleeing felon whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur. Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
3. An officer who makes a decision to terminate a pursuit of a motor vehicle based on the procedures contained in this Operational Directive will not be subjected to Department disciplinary action for terminating the pursuit.

4. When officers choose to terminate a pursuit or are directed to terminate a pursuit by a supervisor, they will ***immediately*** pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor or specific permission from that supervisor to leave the location of that stop. The pursuing officer, immediate supervisor, the shift supervisor or higher ranking officer may order termination at any time.
5. ***Any officer granted permission by a supervisor to engage in a pursuit pursuant to this Operational Directive, will immediately, at the conclusion of the pursuit, pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor. The supervisor may grant permission for the officer to leave the location of that stop.***

E. Initiating Officer's Responsibility

1. When a decision to pursue has been made the primary officer initiating the pursuit will:
  - a. Activate the blue lights and the siren;
  - b. Unless working a pre-planned operation on a designated side channel transmit the following information to the 911 Communications Center on channel one. Officers will not switch to a side channel.
    - 1) Unit identification number and location;
    - 2) Direction of travel;
    - 3) All available information concerning the description of the pursued vehicle and occupant information;
    - 4) Reason for the pursuit;
    - 5) Speed of the pursuit; and
    - 6) Continual position reports.
  - c. Follow training guidelines concerning the operation of a police vehicle during a pursuit;

- d. Not pursue violators against the flow of traffic on divided highways. Parallel pursuit may be utilized after considering the potential risks involved if the speed of the pursued vehicle allows the officer to operate without emergency lights and siren. Parallel pursuits are defined as traveling in the proper lane parallel to the violator who is traveling against the flow of traffic on a divided highway; and
- e. Write an offense report regardless of the duration or outcome of the pursuit. The report will contain all details of the pursuit and will describe why a pursuit was terminated and who terminated the pursuit. The initiating officer will be responsible for preparing the incident report and supplementary reports to that incident are to be submitted by other officers involved *prior to the end of their tour of duty*. This report requirement is mandatory and never discretionary.

F. Secondary or Backup Unit's Responsibility

- 1. There will be only two vehicles involved in any Department pursuit. If a secondary officer is deemed necessary by the supervisor, the supervisor will assign the secondary officer for each pursuit. The officer assigned as secondary will acknowledge their assignment on channel one. A supervisor has the authority to involve additional police vehicles/officers in a pursuit if the circumstances are such as to warrant the need for additional officers. A supervisor authorizing additional vehicles will prepare a written report detailing the facts and circumstances which led to the assignment of additional units.
- 2. All other officers are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, to join in any pursuit unless specifically authorized to do so by a supervisor.
- 3. Pursuits by motorcycle officers are authorized, but as soon as the first police automobile joins the pursuit, the motorcycle officer will assume the responsibilities of the secondary pursuit vehicle unless directed differently by a supervisor and the automobile will become the primary pursuit vehicle.



4. Officers trained in the use of the pursuit intervention device (PID) may utilize emergency equipment to respond to a location in order to deploy the PID only with the prior supervisory approval. A supervisor may authorize more than one PID trained officer to respond. Supervisors or PID trained officers responding for this purpose will give an on-air notification that they are responding using emergency equipment. Emergency response will be consistent with this Operational Directive and training established by the Department.

G. Supervisor's Responsibility

1. The supervisor is responsible for monitoring the progress of the pursuit and coordinating the backup unit.
2. Supervisors must continuously evaluate the justification for the pursuit. If the hazards become too great the supervisor shall terminate the pursuit. The supervisor is responsible for ordering the termination of a pursuit; taking into account the factors listed in this Operational Directive. This supervisory responsibility does not prevent the initiating pursuing officer from making the decision to terminate the pursuit prior to any order to do so.
3. Once the pursuit leaves the city, the supervisor must make a decision as to whether to allow the pursuit to continue and communicate that decision to the pursuing officer(s) immediately.
4. The Bureau Commander will ensure that an incident report is written by the initiating officer and a Vehicular Pursuit Critique Form is completed by a supervisor on all pursuits. Both will be submitted without delay, with a copy of the report and the original critique forwarded to the Patrol Captain. All pursuits regardless of duration or outcome require a written incident report. The Patrol Captain will be notified of any pursuit that occurred and that the Pursuit Critique was completed on the incident.
5. ***At the conclusion of each pursuit, the on-duty supervisor shall ensure that the in-car camera electronic media has been downloaded pursuant to Operational Directive 62.1.20. The supervisor, prior to the end of his tour of duty will review each pursuit for compliance or non-compliance with this Operational Directive and will document his determination through Blue Team and a pursuit report.***

H. Pursuits Continuing Outside the City

1. Officers shall not pursue persons suspected ***of a violent felony or misdemeanor crimes of violence*** outside the territorial limits of the City of Roanoke and contiguous jurisdictions ***absent the approval of a supervisor***. The fact that a person is fleeing is not justification to pursue outside of these limits.
2. When the pursuit leaves the city the pursuing officer must immediately notify his supervisor of that fact. Supervisors will then hold primary responsibility for a decision to continue or terminate the pursuit.
3. If a unit from the jurisdiction enters the pursuit or the Virginia State Police enters the pursuit, the Department unit will maintain its primary pursuit responsibility unless the outside jurisdiction unit or the Virginia State Police unit initiates an action to take over the primary position. If the outside jurisdiction unit or the Virginia State Police unit takes the primary pursuit position, the Department unit will drop back and assume backup responsibilities. If a Department unit is involved as a backup to the first Department unit that second unit will terminate involvement in the pursuit unless ordered otherwise by a supervisor. If both a unit from the jurisdiction and a Virginia State Police unit enter the pursuit the Department will terminate involvement in the pursuit unless ordered otherwise by a supervisor.

I. Pursuits Entering the City from Other Jurisdictions

1. When a pursuit by a single unit of another jurisdiction enters the city limits an officer of this Department may join the pursuit only with the approval of a supervisor. ***Officers shall join such a vehicle pursuit only if the originating offense in the other jurisdiction was for a violent felony or misdemeanor crimes of violence. Such pursuits may be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a violent felony suspect or misdemeanor crime of violence suspect whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur.***

2. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit. One unit from this Department, if authorized by a supervisor, may assist in the pursuit utilizing both blue lights and siren. The officer will then follow the procedures outlined in this Operational Directive. The officer must ascertain from the E-911 Communications Center of any outstanding charges against the suspect driver.***
3. The Department unit involved must advise if the pursuit leaves the City. Department units will not pursue outside the city limits if the pursuit originated in another jurisdiction.
4. For cases in which a pursuit enters the city with two or more police units involved, no Department units will be authorized to join in the pursuit.

J. E-911 Communications Center Responsibilities

1. E-911 Communications Center personnel have been trained to utilize the following procedures when notified by a unit that a pursuit has been initiated:
  - a. Transmit to all units the fact that a pursuit is in progress and the unit(s) involved. Clear a channel to be utilized only for the pursuit related communications;
  - b. Advise all units of the description of the pursued vehicle, direction of travel, speed and other necessary information;
  - c. Maintain close radio contact while leaving a radio channel available to the pursuing unit so as to immediately react to the officer's needs;
  - d. Coordinate notifications of adjoining jurisdictions;
  - e. Make certain that Department supervisors are notified of the pursuit;
  - f. Take action to see that the supervisors are updated frequently as to the pursuit;

- g. When an officer indicates the initiation of a vehicular pursuit, E-911 Communications Center personnel will immediately assign an incident number; and
- h. ***When a pursuit by an officer of another jurisdiction enters the city limits E-911 Communications Center personnel will determine the reason for the pursuit. E-911 Communications Center personnel will immediately advise the on-duty supervisor of the underlying reason for the pursuit.***

K. Pursuit Intervention Devices

1. ***The use of a Pursuit Intervention Devices (PID) is considered a use of force.*** PID's are designed to afford officers with an alternative to the use of potential deadly force to end a pursuit by deflating the tires of the fleeing vehicle. PID's will be used only on vehicles with four or more tires unless deadly force is justified under Operational Directive 2.1.22.
2. PID's will only be utilized by supervisors/officers who have completed training on the proper use and deployment of the specific device they intend to use. Supervisors/officers will deploy the PID's as directed in training. Supervisors/officers are responsible for their safety and that of the public. PID's will not be deployed when circumstances indicate to the supervisor/officer that it would not be in the best safety interest to attempt to deploy the PID.
3. Supervisors/officers intending to utilize a PID are responsible for attempting to notify all involved units regardless of jurisdiction of the location of deployment.
4. Supervisors/officers are responsible for attempting to limit exposure of uninvolved motorists to the PID's to prevent damage to their vehicles.
  - a. Should an uninvolved motorist's vehicle be damaged, the proper special report will be completed and forwarded to the Patrol Captain's Office along with the Pursuit Critique Form.
  - b. If the uninvolved motorist's vehicle is not drivable, a wrecker from the city list will be called and the vehicle will be towed to a location of the motorist's choice.

5. A use of force report is required by the officer who deploys a PID whether or not a driver makes contact with the PID. A review of each use of a PID will follow the procedures established in Operational Directive 2.1.22 section Five, D.

**L. Roadblocks**

1. The United States Supreme Court has ruled that the use of a roadblock is an example of the potential use of deadly force. Stationary roadblocks shall be used only when the suspect being pursued clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for and must approve all roadblocks. Roadblocks shall:
  - a. Not be placed in a manner that is likely to cause any motorist to crash;
  - b. Only be used when an application of deadly force is justified;
  - c. Be established in a highly visible area to ensure that the pursued vehicle has time to stop upon seeing the roadblock;
  - d. Provide non-involved motorists ample room to maneuver their vehicles with safety; and
  - e. Be established with ample emergency lights, flares, or other illumination so that all motorists and the pursued driver are fully aware of the roadblock.
2. Officers will be certain that other responding units from all jurisdictions are aware of the roadblock location.
3. Officers establishing a roadblock will position themselves outside their vehicles and at a safe distance to ensure safety in the event the suspect tries to evade capture.
4. Supervisors are responsible for positioning at least one unit well past the roadblock to continue the pursuit in the event that the suspect evades or crashes through the roadblock.
5. A written report and the completion of a use of force report are required by officers who establish a roadblock. An administrative review of each use of a roadblock will follow the procedures established in Operational Directive 2.1.22 section Five, D.

M. Forcible Stopping

1. The United States Supreme Court has ruled that forcible stopping is an example of the potential use of deadly force. Forcible stopping shall only be utilized when the suspect clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for approving forcible stopping when possible. Deliberate ramming of a suspect's vehicle shall be done only in the following instances:
  - a. When suspects pose a continued imminent threat of inflicting serious physical injury or death to an officer or a citizen; or
  - b. When suspects are actively committing an act of violence against a citizen or an officer in which there is a high probability of the officer or citizen sustaining serious physical injury or being killed.
2. Officers are reminded that deliberate ramming may cause the deployment of the police vehicle's airbag which could cause loss of vehicle control.
3. A written report and the completion of a use of force report are required by the officer involved in a forcible stopping incident. An administrative review of each forcible stopping incident will follow the procedures established in Operational Directive 2.1.22 section Five, D.

N. Pursuit by Unmarked Police Vehicles

1. Officers shall not initiate pursuits in non-emergency vehicles or personal vehicles.
2. Officers in unmarked vehicles are prohibited from initiating pursuits. The only exceptions **are in the case of a violent felony or misdemeanor crime of violence** with the prior approval of a supervisor. In the event an unmarked vehicle is involved in a pursuit, the pursuit will be discontinued by that vehicle immediately upon involvement by a marked patrol unit. The unmarked unit will then completely discontinue the pursuit.
3. An exception to the above guideline may be made in situations where the need for additional manpower at the site of apprehension is indicated. In this instance, the unmarked vehicle, after relinquishing the lead to a marked patrol vehicle and with prior supervisor approval, would continue with the pursuit in the safest possible manner to its conclusion.

4. Officers in unmarked patrol vehicles with emergency equipment may initiate pursuits in accordance with this Operational Directive. However, officers will relinquish the pursuit to marked patrol vehicles. Unmarked patrol units will not serve as secondary/back-up units, unless authorized by a supervisor.

**Administrative Review**

1. At the discretion of the Chief a panel may be designated to conduct a review of any pursuit incident. The review may include an evaluation of policy/procedures, tactics and/or training.

**P. Discipline**

1. Any officer found in violation of any section of this Operational Directive is subject to disciplinary action up to and including termination.

**Q. Pursuit Analysis**

1. The Patrol Captain or his designee will conduct an annual documented analysis of all Department pursuit pursuits and pursuit reports. The annual analysis will include a documented review of pursuit polices and reporting procedures.

CCP: tsj/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 61.3.1</b>                    |
| <b>Subject:</b> Traffic Enforcement Data Collection and Evaluation   | <b>Review Date:</b> February 14, 2014                   |
| <b>Effective Date:</b> February 28, 2014   | <b>Approved:</b> _____<br>C.C. Perkins, Chief of Police |
| <b>Amends/Supercedes:</b> 2/28/12, 5/11/10, 2/8/10, 8/31/09, 5/1/07, 5/24/05, 5/24/94, 11/29/01, OD61.2.1 – 8/01/93, OD61.2.2–3/24/93; OD61.2.3–10/20/93 | <b>CALEA Standard(s):</b> 61.1.1, 82.2.4, 82.3.3        |

**NOTE:**

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**I. PURPOSE**

Selective traffic enforcement is implemented and intended to reduce traffic crashes through proactive enforcement actions. The Department recognizes the importance of selective traffic enforcement activities as a means to help ensure safe travel throughout the City. It will be a priority of officers to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. To that end officers will diligently enforce the laws related to motor vehicle, moped and bicycle operation paying particular attention to the use of occupant safety devices, ***texting while driving***, specific identified factors involved in crashes and in response to citizen complaints or requests for selective enforcement pursuant to this Operational Directive.

**II. POLICY**

The Department will direct its resources based on compiled and reviewed crash data, citizen complaints and citizen requests for enforcement action with the intention of reducing traffic crashes and the unsafe operation of motor vehicles, mopeds and bicycles throughout the City.

**III. PROCEDURE**

- A. The ***Platoon*** and ***CRT*** Lieutenants in conjunction with the Crime Analysts will compile and review traffic crash data, citizen complaints and requests for traffic enforcement on a monthly basis. The review will determine those locations experiencing the highest number of traffic crashes and citizen complaints or requests by Zone or ***Sector*** based on:



1. Specific location;
  2. Time; and
  3. Specific violations causing traffic crashes or traffic violations in those locations.
- B. Traffic enforcement activities will be compiled and reviewed by the Patrol Captain or his designee on a monthly basis.
- C. Monthly crash data and enforcement activities will be reviewed and compared. Based on this review the Department will deploy personnel and necessary specialized equipment to those identified locations to take appropriate enforcement action.
- D. The Department will implement selective enforcement techniques and procedures as a priority to include, but not be limited, to:
1. DUI details;
  2. Seat belt and child restraints;
  3. ***Texting while driving violations;***
  3. Occupant safety details;
  4. Stationary RADAR/LIDAR;
  5. Stationary operation, either overt or covert;
  6. Deployment of the RADAR Trailer;
  7. Deployment of numeric speed sensors; and
  8. Stealth Stat RADAR.
- E. The RADAR trailer, numeric speed sensors and the Stealth Stat RADAR will be deployed based on greatest need after a review of traffic crash data and citizen complaints or requests for traffic enforcement. Deployment will be in a secure, safe location that does not create a traffic hazard. Deployment requires pre-approval by a supervisor.
- F. Selective traffic enforcement activities will be evaluated at the end of each month. Each evaluation will:
1. Capture the number of traffic crashes;
  2. Capture the number of citations issued in conjunction with traffic crashes;

3. Establish the locations with the highest number of traffic crashes including;
  - a) Day of week;
  - b) Time of day; and
2. **Platoon and CRT** Lieutenants will make selective enforcement assignments based on citizen complaints, citizen requests for traffic enforcement and collected data.
3. Officers assigned to citizen complaints, citizen requests for traffic enforcement, any other selective enforcement assignment and identified traffic crash locations will complete a memorandum or e-mail response to the **Platoon or CRT** Lieutenant documenting all selective traffic enforcement activities undertaken at the identified location no later than the assigned deadline.
4. The **Platoon or CRT** Lieutenants will submit copies those memoranda or e-mail responses to the Patrol Captain's Office by the end of each month for inclusion in the monthly review.
5. Zone sergeants and Platoon lieutenants will submit any additional information that would benefit the Department's response to traffic enforcement activities to the Patrol Captain's Office by the end of each month for inclusion in the Department's monthly traffic enforcement evaluations.

### III. PROCEDURE FOR TRAFFIC RECORD COLLECTION AND STORAGE

#### A. Collection and Storage of Traffic Data

1. All traffic crash data including reports, investigations and location information will be scanned into docview and forwarded to the Records Unit for data entry and report filing.
2. All traffic enforcement data including citations, arrests, dispositions and location information will be forwarded to the Records Unit for data entry and report filing.
3. All reports of hazardous roadway conditions will be made to the E-911 Communications Center to be forwarded to the appropriate Department for service.
4. Documentation of any presentation given on traffic safety will be forwarded to the appropriate **Platoon or CRT** Lieutenant for record keeping purposes.

5. All traffic volume data reports are made available upon request to the Department by the Traffic Engineering Office.
6. All traffic volume reports and the distribution of these reports is through the Traffic Engineering Office.
7. All traffic enforcement activity data will be compiled on a monthly basis and maintained by the *Patrol Captain* Administrative Assistant.

**B. Traffic Records System**

1. All documented traffic data will be entered by Records Unit personnel with the established computer index system.
2. The distribution of traffic offense material will be done in accordance with Operational Directive 82.1.4.
3. All traffic related offense documentation will be retained in their original form or by computer entry pursuant to the Virginia Records Retention Act.
4. Crash locations will be maintained in PolicePak and in ARC Map (GIS) to aid in evaluation and problem identification.

**C. Crash Reporting**

1. The Traffic Safety Officer will review traffic offense reports in order to:
  - a. Maintain the level of quality and accuracy of reports and
  - b. Provide required crash data to the Division of Motor Vehicles.



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 62.1.1</b>  |
| <b>Subject: Traffic Law Enforcement</b>   | <b>Review Date: March 10, 2014</b>  |
| <b>Effective Date: March 14, 2014</b>   | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b>                  |
| <b>Amends/Supercedes: 2/20/12, 5/15/11, 10/16/09, 4/11/07, 5/04/04, 11/29/01; 3/02/00, OD62.1.3–11/07/92; OD62.1.2–11/16/98, 10/15/93</b> | <b>CALEA Standard(s): 1.1.4, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6</b> |

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**I. PURPOSE**

To set forth procedures concerning enforcement action in relation to traffic law enforcement and uniform enforcement of traffic law violations.

**II. POLICY**

It will be the policy and a priority of Department to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. Traffic enforcement is a vital element of each officer's efforts to promote highway safety and to protect the lives of motorists and pedestrians. It has been demonstrated that numbers of quality traffic arrests and citations produce the best results in promoting safety and creating safer neighborhoods. Patrol officers will be diligent in bringing traffic violations before the court. While discretion may be exercised in minor cases, felony traffic cases and impaired drivers will be brought to the court's attention if the case is prosecutable.

**III. PROCEDURE**

A. It will be the responsibility of all patrol personnel to equally enforce traffic violations throughout the city. Enforcement action will be in accordance with applicable laws and will take into account the degree and severity of the violation committed.

B. Enforcement action taken incidental to traffic law violations will include:

1. Warnings: An investigating officer may issue warnings verbally when inadvertent violations are committed which do not endanger other citizens.

2. Citation: Citations will be issued or arrests made for traffic infractions which endanger other motorists or pedestrians, or at the officer's discretion, in accordance with the applicable traffic laws.
  3. Physical arrest: Traffic offenders may be taken under arrest under certain circumstances which are authorized by the Code of Virginia or the City Traffic Code.
- C. Procedure for handling traffic violations committed by the following:
1. Nonresidents: Such persons will be given the same consideration as residents in accordance with the Code of Virginia in matters concerning traffic enforcement.
  2. Juveniles: Traffic citations for those persons under the age of eighteen will be issued and set for trial in the Juvenile Court System.
  3. Legislators: Legislators are granted no exceptional treatment unless such exceptions are specified by state code. Upon issuance of a citation to a legislator, the issuing officer will advise his immediate supervisor of the occurrence.
  4. Foreign Nationals: When a foreign national is arrested or detained they must be advised of the right to have their consular officials notified. Officers can access detailed information regarding their responsibilities pursuant to consular notification on the MCT.
  5. Foreign Diplomats: Individuals provided with diplomatic status, who are involved in a chargeable traffic offense, will be immune from arrest or imprisonment. It is incumbent on the officer to positively establish the claimed diplomatic status.
    - a. Individuals with diplomatic immunity may be issued a summons but need not sign the summons.
    - b. Individuals with diplomatic immunity may be offered standard field sobriety tests. The taking of these tests may not be compelled.
    - c. Individuals with diplomatic immunity vehicles may not be searched, seized, impounded or booted. The vehicle may be towed the distance necessary to ensure public safety.
  6. Military Personnel: When military personnel are charged with traffic violations, every effort will be made to set a court date that would minimize any conflict with the individual appearing in court.

- D. Information provided to each motorist relative to the specific charge will include:
1. Court Appearance Schedule: Each citation issued will specify the date and time for the motorist to appear concerning the charge, the proper court, and the address of the court.
  2. Mandatory Court Appearance: The citation will have the proper section checked to advise whether or not mandatory appearance is required.
  3. Other Information: The motorist will be provided information as to why the citation has been issued and the state or city section dealing with the violation. A telephone number for further information dealing with the disposition of the charge will be provided. Verbal instructions will be given by the issuing officer to help clarify the citation process and method of payment prior to the scheduled court date.
- E. Driving under the influence of alcohol/drugs: Following whatever initial examinations at the scene of the traffic stop are necessary, the officer will:
1. Effect a physical arrest of the subject and assume responsibility for the safety of the subject and the subject's property; and
  2. Offer chemical test(s) to the subject in accordance with state statutes. These chemical tests are supplementary tools only and the refusal to submit to these tests will constitute an additional charge.
- F. Speed Violations/RADAR/LIDAR: RADAR/LIDAR speed measuring devices will be used by properly trained and certified officers as a supplementary tool to assist them in response to citywide speeding violations, citizen's complaints concerning speeding motorists, citizen requests for traffic enforcement and in speed enforcement in high or potentially high traffic crash locations.
1. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
  2. RADAR/LIDAR will be deployed with the safety of the officer and the public in mind at all times.
  3. The primary function of patrol officers is to provide high visibility in their assigned areas. Officers may utilize RADAR and stationary LIDAR as a supplement to their patrol functions.
  4. The Patrol Bureau will document the number of RADAR/LIDAR charges placed monthly.

- G. Hazardous Violations: Those violations that by nature endanger life or property of the person committing the act or others. Traffic violations of this nature will require priority enforcement be given by patrol officers. Information concerning problem areas and the type of hazardous violations committed in those areas will be maintained in the Patrol Bureau. The following offenses will be treated as hazardous moving violations for Department purposes and will be an enforcement priority:
1. Operating under the influence of alcohol or drugs;
  2. Reckless driving;
  3. Speeding;
  4. Failure to yield;
  5. Disregard stop light;
  6. Disregard stop sign;
  7. Improper lane change;
  8. Improper turns; and
  9. Following too close.
- H. Equipment Violations: An offense of this nature will be enforced to prevent the use of unsafe or improperly equipped vehicles on City streets.
- I. Public Carrier/Commercial Vehicle Violations: Traffic law enforcement procedures will be applied equally to all violators regardless of their association with any public carrier or commercial vehicle.
- J. Other Non-hazardous Violations: Nonhazardous traffic violations when appropriate circumstances warrant the issuance of a citation. Officers will be diligent in enforcing occupant safety violations to include but not be limited to seat belt and child restraint violations. Officers will make enforcement of occupant safety violations a priority.
- K. Multiple Violations: In cases where a subject is observed committing more than one offense, primary attention will focus on the most serious offense. Discretion will be used by an officer when issuing additional citations. At no time will multiple charges be issued to merely compound punishment.

**IV. PROACTIVE TRAFFIC LAW ENFORCEMENT PROCEDURES**

- A. Newly enacted laws and/or regulations: The Department addresses newly enacted laws and regulations annually. Officers will consider the new law or regulation in conjunction with the seriousness of the offense when taking enforcement action.
- B. Visible Traffic Patrol: Officers will engage in visible traffic patrol in order to deter motor vehicle violations whether area, line or directed.
- C. Stationary Observation: Officers may, when there is an unusual or continuing enforcement program, engage in stationary observation. Whether covert or overt, this type of activity should not suggest the appearance of a trap situation.
- D. Use of unmarked or unconventional vehicles: The Department will use unmarked vehicles for traffic law enforcement only when approved by the Patrol Captain or his designee.

CCP: sek/pjp





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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.11</b>                    |
| <b>Subject: RADAR/LIDAR Speed Enforcement</b>  | <b>Review Date: March 3, 2014</b>                        |
| <b>Effective Date: March 10, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supersedes: 11/9/12, 2/20/12, 7/30/11, 10/30/09, 8/31/09, 5/22/07, 9/22/06, 8/24/03, 12/20/02, 11/19/01, 1/16/89</b> | <b>CALEA Standard(s): 61.1.1, 61.1.9</b>                 |

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**I. PURPOSE**

To establish procedures for RADAR/LIDAR speed enforcement. The Department prioritizes speed enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will diligently enforce the laws related to speeding violations through the use of RADAR and LIDAR pursuant to this Operational Directive. It will be a priority of officers to utilize RADAR/LIDAR in the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city.

**II. GENERAL INFORMATION**

- A. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
- B. All sets are licensed under the Department's general radio license. All equipment will conform to §2.2-1112 COV.
- C. If technical or expert testimony in court is necessary a written request must be forwarded to the Patrol Captain. Requests will indicate the date of the offense, the court date, and the serial number of the set, counting unit or other components involved and a description of circumstances of the case.
- D. Under no circumstances will a vehicle containing a LIDAR unit be sent to a repair facility unless the officer is to remain with the vehicle. If the vehicle is to be left for repairs the LIDAR unit will be placed in the replacement vehicle or returned to the appropriate LASER/LIDAR storage location.

**III. PROCEDURE**

- A. Care must be exercised in handling and transporting LIDAR devices. Devices will be maintained in accordance with manufactures recommendations. Maintenance records will be retained by the Department.
- B. It will be the operator's responsibility to select safe locations to conduct RADAR/LIDAR operations. All locations selected will be properly posted with speed limit signs if the legal limit is different than the maximum normally permissible under law.
- C. The LIDAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift at a predetermined location as follows:
  - 1. Internal system check;
  - 2. Distance calibration test; and
  - 3. Vertical and horizontal sight alignment test.
- D. The results of the tests will be recorded on the LASER Enforcement Log. Any time the officer operating the LASER changes, the LASER must be rechecked using the three tests outlined above. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the LIDAR through the listed calibration checks. Officers will record each enforcement location on their LASER Enforcement Log.
- E. Each RADAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift. Any time the officer operating the RADAR changes, the RADAR must be re-checked for accuracy. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the RADAR through the listed checks. The results of the calibration checks will be recorded on the RADAR enforcement log.
  - 1. Internal calibration system;
  - 2. The appropriate tuning fork method;
  - 3. Speedometer comparison in moving mode will be made at speeds of 5 MPH below the posted speed limit and at the posted speed limit which is violated; and
  - 4. Verification of patrol unit speed at the times of violation.
  - 5. Officers will record each enforcement location on their RADAR Enforcement Log.

- F. When placed in the moving mode the RADAR is used to monitor vehicles:
    - 1. Approaching/departing on a two lane roadway;
    - 2. Approaching/departing in either lane of a four lane undivided roadway;
    - 3. Approaching/departing in either lane of divided highways, if conditions permit; and
    - 3. Traveling in the same direction.
    - 4. When the RADAR is in moving mode officers will not take enforcement action while rapidly accelerating or decelerating.
  - G. When placed in the stationary mode the RADAR is used to monitor vehicles:
    - 1. Traveling on a one way roadway;
    - 2. Traveling in either direction on a two lane roadway;
    - 3. Traveling in either direction on three lane roadways; and
    - 4. Traveling in the same direction in no more than three adjacent lanes of a divided roadway.
  - H. Only marked patrol units or unmarked vehicles approved by a Division Captain will be utilized for RADAR/LIDAR speed measurement and enforcement.
  - I. Officers will maintain their RADAR and LIDAR Enforcement Logs for two years after the last entry date on the RADAR and/or LIDAR Enforcement Log.
  - J. Officers will maintain copies of all issued summonses for one year.
  - K. All RADAR/LIDAR operators will be certified every three years according to Department of Criminal Justice Services guidelines.
- IV. MAINTENANCE**
- A. The Patrol Captain or his designee will be responsible for the upkeep and accountability for each RADAR/LIDAR issued.
  - B. The Patrol Captain or his designee will be responsible for the maintenance of the RADAR/LIDAR.

- C. Missing, unaccounted for, or damaged RADAR/LIDAR will be immediately reported to a supervisor. A Special Report will be written and forwarded to the Patrol Captain's office immediately.
- D. RADAR/LIDAR will not be used for any purposes other than authorized training, exhibitions or related Department business.
- E. RADAR/LIDAR in need of repairs as a result of normal use will be turned over to a supervisor. The supervisor will forward the RADAR/LIDAR to the Patrol Captain or his designee with a memorandum describing the malfunction.
- F. Whenever a patrol car is left at the City Service Center the complete RADAR/LIDAR and all the accessories except for any permanent mounts will be removed.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 2.3.6</b>  |
| <b>Subject: Detainee Transportation</b>   | <b>Review Date: September 9, 2015</b>  |
| <b>Effective Date: November 12, 2015</b>  | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b>                             |
| <b>Amends/Supercedes: 3/10/14, 7/15/11, 2/12/09, 8/25/08, 5/18/04, 5/14/02, 12/05/01, 11/02/00, 1/16/98</b> | <b>CALEA Standard(s): 70.1.1 - 70.1.8, 70.2.1, 70.3.1 - 70.3.3, 70.4.1, 70.4.2, 70.5.1</b> |

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**I. PURPOSE**

To establish Department procedures governing detainee transportation. ***All patrol vehicles and patrol wagons will have in-car cameras installed. The in-car cameras will remain operational for the duration of all detainee transports.***

**II. PROCEDURES**

**A. Search of detainee and patrol vehicle**

**1. Vehicle Search**

- a. All patrol vehicles and the patrol wagon will be searched at the beginning and end of each tour of duty for evidence, weapons or contraband.
- b. Prior to and after transporting a detainee all vehicles used in a transport will be searched for any weapons, evidence or contraband.

**2. Detainee Search**

- a. All detainees will be searched for weapons, evidence or contraband by the transporting officer before being placed in a police vehicle.
- b. Detainees of the opposite sex should be searched by an officer of the same sex if possible.

**B. Detainee Transportation**

**1. Restraining Devices**

a. Officer discretion may be used in applying restraining devices to detainees. Factors to be taken into account are:

- 1) Age and physical condition of the detainee;
- 2) Charges; and
- 3) Attitude and actions of the detainee.

b. Authorized restraint devices include:

- 1) Handcuffs;
- 2) Flexi-cuffs;
- 3) Ankle shackles;
- 4) Belly chains; and
- 5) Electronic Restraint Devices (ERD)
  - a) ERD may only be utilized by personnel having successfully completed ERD training provided by the Marshall's Service.
  - b) ERD will only be used for high risk detainees; those detainees with a history of or demonstrating violent behaviors or those detainees with a history of or demonstrating the likelihood of escape.
  - c) ERD use must be pre-approved in advance by the Patrol Captain's Office.
  - d) Any use of the ERD will require the completion of an Incident Report and Use of Force Report pursuant to existing Operational Directives.

- c. Under no circumstances is a detainee to be handcuffed to any part of a vehicle. Detainees will be handcuffed with their hands behind them. When a detainee is being transported for a distance which will require more than one hour of time the hands may be placed in the front, but officers are to utilize the waist chains and/or ankle shackles to limit the movement of the hands and/or feet. Handcuffs will be double locked whenever there is a complaint of pain or when the detainee is handcuffed in the front.
- d. At no time while a detainee is in custody or in transport will their hands and feet be secured behind the back and bound together.
- e. In an attempt to reduce the potential dangers associated with positional asphyxia the following will be considered when transporting any detainee:
  - 1) An upright sitting position is the preferred method for transporting all detainees. The seatbelt and harness will be buckled to protect the detainee during transport.
  - 2) If a detainee cannot sit, place the detainee on their side so breathing is not restricted and the detainee is capable of expelling matter from the mouth and/or nose if needed.
  - 3) A detainee lying on their stomach will be monitored as closely as possible to assure breathing is not obstructed and that expulsion of matter from the mouth and/or nose is possible if necessary. Obese detainees will not be allowed to lie on their side any longer than absolutely necessary.
  - 4) All reasonable efforts must be made to prevent a detainee from lying on their backs during transport. Severely intoxicated detainees will never be transported in this manner due to the possibility of choking or drowning in their own vomit.
  - 5) As seat belts are not in the paddy wagon extra precautions will be taken including visual monitoring of the detainee and the safe operation of the vehicle during transport.

- f. When sick, injured or disabled detainees must be restrained care will be taken to prevent further injury. If a detainee is disabled, becomes sick or is injured incidental to arrest the arresting officer will transport or arrange transportation for the detainee to a medical facility. When it is necessary to transport the detainee to a hospital for medical treatment, examination or admission the detainee will remain handcuffed to prevent escape or injury to him, the officer or to others. If the handcuffs must be removed for medical treatment the officer will not lose sight of the detainee except in the event of surgery. In the event the detainee is violent or an escape risk the officer will handcuff the detainee to the hospital bed railing or bed support. If the detainee is admitted for treatment security will be provided as necessary.
  - g. Detainee restraints will be maintained during the transfer of custody. In situations where the detainee is not transported immediately to a medical facility, the jail paramedic will be notified. The paramedic's recommendation for the detainee's medical needs will be strictly enforced.
  - h. Mentally disturbed detainees will be handcuffed with care taken to prevent a further aggravation of their mental state. Restraining devices used should securely restrain the detainee without causing injury.
2. Detainee location in vehicle
- a. Patrol Wagon
    - 1) All adult detainees transported in the patrol wagon will be placed in the rear.
    - 2) No juveniles under the age of fifteen will be transported in the patrol wagon. No juvenile will be transported in the patrol wagon with any adult suspected of or charged with a criminal offense.
    - 3) Disorderly or violent detainees will be transported in the patrol wagon when available.
  - b. Patrol Vehicle
    - 1) Detainees will be transported in the patrol wagon or other police vehicle equipped with a safety barrier. The detainee will be placed in the back seat.



**c. Unmarked Vehicles**

- 1) Unmarked vehicles may be used by personnel to transport witnesses or other potential interviewees.
- 2) Witnesses and interviewees may be placed in the front or backseat. If placed in the backseat they will sit beside an officer who will sit behind the driver.
- 3) In exceptional circumstances a single detainee may be transported in a vehicle without a safety barrier. In those instances the detainee will be searched and placed in the front seat. If a second officer is available that officer will either sit in the backseat behind the detainee or that officer will sit behind the driver in the backseat with the detainee beside them.

**3. Detainees with disabilities**

- a. When transporting a detainee with disabilities the transporting officer will request help when needed to complete the transport conveniently, comfortably and safely for both the detainee and the officer.
- b. When transporting a detainee with a disability, who because of this disability cannot be transported safely in a patrol van/wagon, patrol car or other police vehicle the officer will contact a supervisor and the detainee will be transported by an ambulance provided by Fire/EMS Department. An officer will accompany any detainees transported by ambulance or will follow immediately behind the ambulance.
- c. Detainees will be restrained in the customary manner except when the detainee's disability renders such restraint unsafe or impractical. If, because of the detainee's disability, customary restraint is unsafe or impractical and conditions indicating danger of escape or injury to the detainee or officer do not exist, the officer may restrain the detainee solely for the purpose of the detainee's and officer's safety. In all instances in which a detainee is restrained, the officer will take care to prevent harm or injury to the detainee and will consider the nature of the detainee's disability in determining the type of and manner of restraint used.
- d. The officer will arrange to transport any devices such as wheelchairs, crutches, prostheses and similar devices that are used by a detainee with a disability to assist with mobility. The officer will also arrange to transport any required medications or other special items if practical.

4. Officers transporting detainees of the opposite sex will notify E-911 Communications Center personnel of their location, starting vehicle mileage and destination. Upon arrival at the destination, the officer will advise E-911 Communications Center personnel of arrival and ending mileage.
5. When available, the in car camera will be used during transport of combative detainees, juveniles or detainees of the opposite sex of the officer.
6. While transporting detainees officers will not respond to police calls or get involved in vehicle stops with the exception of officer needs assistance or serious felonies in progress. Response will depend upon the charges against and attitude of the detainee, availability of other units and seriousness of the call. Response to a call with a detainee in the vehicle is only authorized as a last resort in an emergency. Officers may render emergency assistance only if the detainee is not placed in danger and will interrupt the transport only until relieved by another officer or Fire/EMS.
7. Officers will prevent detainees from conversing with others outside the police vehicle. To prevent possible harm to the detainee or escape officers will prevent others from approaching the vehicle containing a detainee.
8. All patrol vehicles primarily used for detainee transportation will be modified so that rear doors will not open from the inside. All vehicles used primarily for detainee transportation will be equipped with safety screens.
9. Upon arrival at the City Jail all officers will place their service weapon in lockers provided for that purpose before entering the docket area. Restraining devices will not be removed until the detainee enters the holding facility. The warrant process will be completed with the magistrate. A jail committal form will be taken from the magistrate to the on-duty jail docket personnel responsible for computer entry. The jail personnel will document the needed information from the committal form, sign and return the top copy to the transporting officer. This will be hand-carried back to the magistrate. Receiving personnel will be advised of any potential medical or security risks associated with the detainee. In the event the detainee must be transported to another facility the following actions will be performed:

- a. Secure firearms;
  - b. Safely restrain detainee until committed by the facility;
  - c. Deliver documentation to the receiving officer;
  - d. Advise receiving personnel of any potential medical or unusual security risks; and
  - e. Obtain the signature of the receiving officer to confirm the transfer of custody.
10. In the event of an escape during transportation the following will apply:
- a. The officer will notify E-911 Communications Center personnel immediately advising the following:
    - 1) Detainee description;
    - 2) Location of travel; and
    - 3) Charges.
  - b. The officer will notify the on-duty supervisor.
  - c. Contact K-9 officers for tracking, if appropriate.
  - d. Completely document the circumstances of the escape in an IBR report.
  - e. File any additional charges.
11. With the exception of the patrol wagon, where vision is limited to the rear compartment, officers will not lose sight of detainees during transportation. On arrival in the jail docket area the detainee will be allowed the use of toilet facilities, if desired, upon approval by jail personnel.
12. During a detainee transport, if it becomes necessary to take a meal or personal rest break, the stop site will be chosen at random.
13. The transfer of detainees to court proceedings is the responsibility of the Sheriff's Office. The Department assumes no responsibility for transportation of detainees to court or security measures during such proceedings. Information an officer receives relating to the security, unusual security risk or potential danger of a detainee will be relayed to jail and court officers immediately.

14. Detainee transportation and security measures in special situations are handled as follows:
  - a. In situations such as visiting a critically ill person, attending a funeral or attending the reading of a will the transportation and security of the inmate is the responsibility of the Sheriff's Office. The Department will not assume any responsibility for transportation or security measures in such instances.
  - b. Permission to release an inmate to take a polygraph or to allow the inmate to point out a crime location for must be obtained from the officer's Bureau/Unit Commander and approved by the Sheriff's Office prior to any such activity.
15. Officers transporting detainees from a detention facility must positively identify the detainee as the person to be transported by photograph or personal confirmation. Booking records and/or numbers assigned to the detainee must be verified.
16. For all detainee transports between facilities the transporting officer will carry documentation which will include committal papers; medical records, if applicable and personal property. For interstate transports the transporting officer, in addition to above listed documentation, must have a properly executed governor's warrant or properly executed waiver.
17. Any information regarding escape, suicide potential or other personal traits of a security nature will be documented and supplied to the transporting officer prior to transport. This documentation will accompany the detainee throughout the transport. The receiving agency will be notified of any unusual security risks associated with the detainee.

CCP: sr/pjp



|   |  |
|---|--|
| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 31.1.2</b>                     |
| <b>Subject: Ride Along Program</b>  | <b>Review Date: March 3, 2014</b>                        |
| <b>Effective Date: March 10, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 5/15/11,<br/>6/15/09, 4/30/09, 5/18/07, 11/13/01,<br/>8/30/99, 11/30/94</b> | <b>CALEA Standard(s):</b>                                |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To develop a ride along program to be utilized by the Department. The ride along program allows citizens to voluntarily accompany officers and to observe law enforcement activities to better understand policing activities. In keeping with the Department's commitment to community-oriented policing this program is designed to promote a mutual respect and understanding between the community and the officers.

**II. GUIDELINES**

**A. Persons may participate in the Department's Ride Along Program only if they meet the following applicable requirements:**

1. Active applicants seeking employment as a police officer;
2. Employees of:
  - a) The Roanoke City E-911 Communications Center;
  - b) Virginia Probation and Parole officers; and
  - c) Personnel of the Commonwealth Attorney's Office for the City of Roanoke. These personnel will be permitted to participate on a limited basis, which will be restricted to required training and joint operations approved by the Commonwealth Attorney and the Chief.
3. Explorer Scout Program participants as necessary for the program;
4. Citizen's Police Academy, Advanced Citizen's Police Academy and Business Academy participants as necessary for the program;

5. Department Chaplains;
  6. Citizens or officers from other agencies will be considered on an individual basis; and
  7. Internship Program participants; and
  8. Others as approved by the Chief or his designee.
- B. All individuals participating in the Ride Along Program must complete an application and submit the application for approval prior to any ride along activities.
1. Individuals enumerated in section A, one through eight must have the Ride Along Program application signed by the Operations Deputy Chief or his designee. No ride along will be considered to be approved under any conditions prior to the written approval of the Operations Deputy Chief or his designee.
  2. A background investigation must be completed prior to the Chief or Operations Deputy Chief approving any ride along. Requests for background investigations on ride along applicants will be submitted to the Academy Lieutenant. The Academy Lieutenant will ensure that the required background investigation is completed in an expeditious manner by the Academy Background Investigators. Completed background investigations along with the application will be returned to the Operations Deputy Chief for final review and approval.
- C. Other than the individuals listed in Section II A, all approved requests to participate in the Ride Along Program will be limited to two times each 12 month period.
- D. All participants will be required to read and sign the appropriate waiver form and will be advised of the restrictions placed on the ride along participant by this Operational Directive. All participants will be issued a badge identifying the participant before riding in a police vehicle. It is mandatory that each participant wear their seatbelt and a ballistic vest during the ride along.
- E. Any officer having difficulty with a ride along participant will immediately notify a supervisor. The supervisor will decide if the ride along participant can be assigned to another officer to complete the ride along or if the ride along should be terminated.

- F. Participants in the Ride Along Program will not enter any residence or structure during the execution of a search or arrest warrant or any forced entry into a structure. The ride along participant will remain in the police vehicle during any such entry. This does not prohibit the participant from accompanying the officer on calls when the officer is invited into a residence. Probation Officers and Commonwealth Attorneys may enter with the police in such instances if their presence is to aid in the execution of the warrant or search.
- G. Officers are prohibited, while in the company of a ride along participant, from engaging in any form of pursuit driving, responding to a call for service involving the presence of violence and/or placing the ride along participant in a situation which may compromise the participant and/or officer's safety. If officers must engage in such activities they will leave the ride along participant at a safe location.
- H. Ride along participants will not interfere with investigations in any way by conversing with victims, suspects, or witnesses, handling evidence or equipment or participating in any enforcement activity unless directed to do so by the officer per section §18.2-463 COV, Refusal to Aid Officer in the Execution of his Office.
- I. Any law enforcement personnel approved as a ride along participant will be treated as a civilian and all procedures governing the program will apply.
- J. No ride along participant will be allowed to carry any weapons with the exception of a certified law enforcement officer or Virginia Probation and Parole Officer while in the performance of their official probation and parole duties.



## 2017 National Law Enforcement Challenge

### PROBLEM IDENTIFICATION:

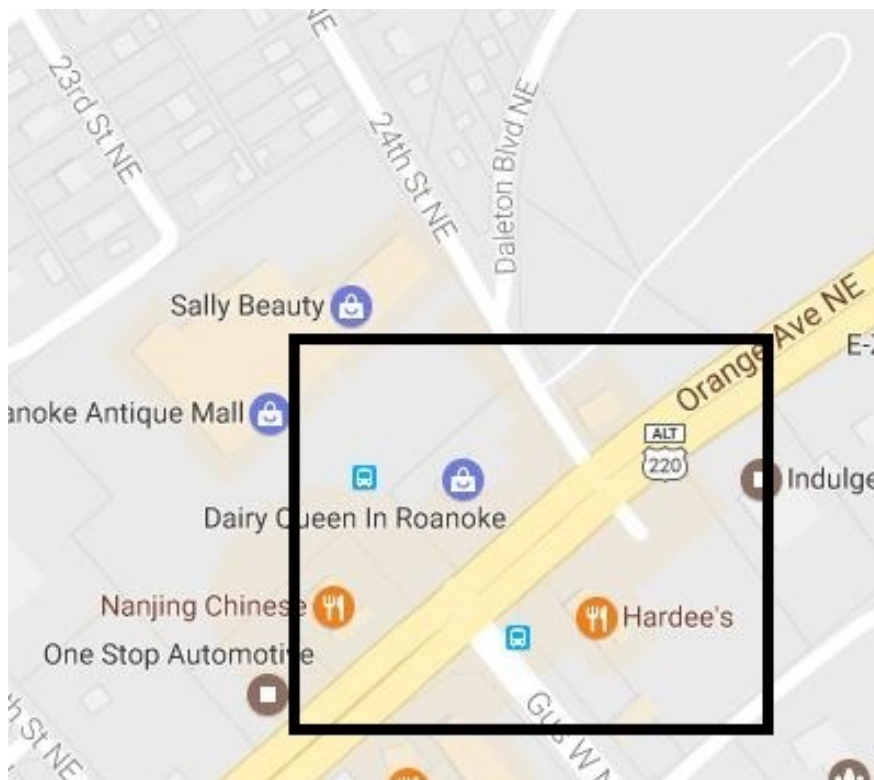
When we looked at our speed related crash problems, we saw issues not only on our major highways, such as Route 220, but also in higher populated neighborhoods that yield higher traffic and higher concentrations of crime. In short, the problems we identified in 2016 could be better addressed using the Directed Traffic Enforcement Model. Careful analysis showed that our overtime efforts in speed enforcement should be focused during the evening and nighttime hours [1800 to 2100], with special emphasis on Mondays and Tuesdays with the highest months for injury crashes related to speed being March and May.

In order to properly identify problem areas, the department sought input from the following:

- Citizens in impacted areas.
- Partnerships with employees in the City of Roanoke Traffic Engineering Department.
- Attending community meetings and events in impacted areas.
- TREDIS [Traffic Records Electronic Data System].
- The department's four crime analysts in ISTAR [Intelligence, Statistics, Technology, Analysis, and Research]. ISTAR is responsible for all data collection and analysis for the department.

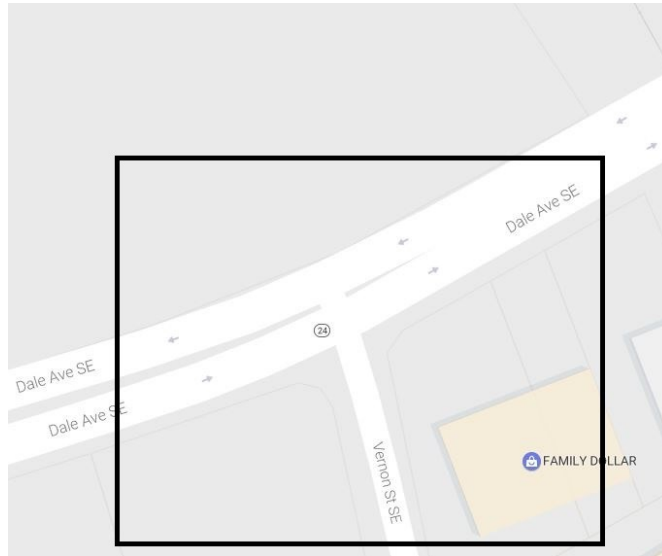
ISTAR found several target locations with high volumes of traffic and high crash histories where the Directed Traffic Enforcement Model would be most beneficial in crash reduction, three of which will be outlined in this submission. Those three locations were:

- Orange Avenue NE and Gus Nicks Boulevard NE and 24th Street NE. The intersection is outlined in the box in the map to the right:

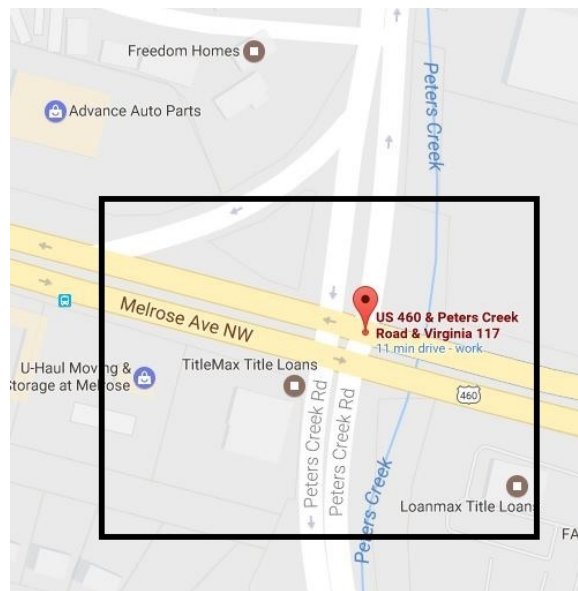




- Dale Avenue SE and Vernon Street SE. The intersection is outlined in the box in the map below:



- Intersection of Melrose Avenue NW and Peters Creek Road NW. The intersection is outlined in the box in the map below:



## **POLICY:**

Attached in a separate PDF file are operational directives [in order in PDF file]: Officer Contact with Traffic Violators (62.1.5), Traffic Crash Investigation (63.1.1), Vehicle Operation and Vehicular Pursuits (41.2.2), Traffic Enforcement Data Collection and Evaluation (61.3.1), Traffic Law Enforcement (62.1.1), RADAR/LIDAR Speed Enforcement (62.1.11).

## **PLANNING:**

The ISTAR crime analysts and Patrol Lieutenants met two times monthly, or every other week, to develop and monitor each Directed Traffic Enforcement Zone. The plan was designed so that each month officers were directed to focus on a different zone. The zones were selected due to past crash histories and traffic volume. All operational plans

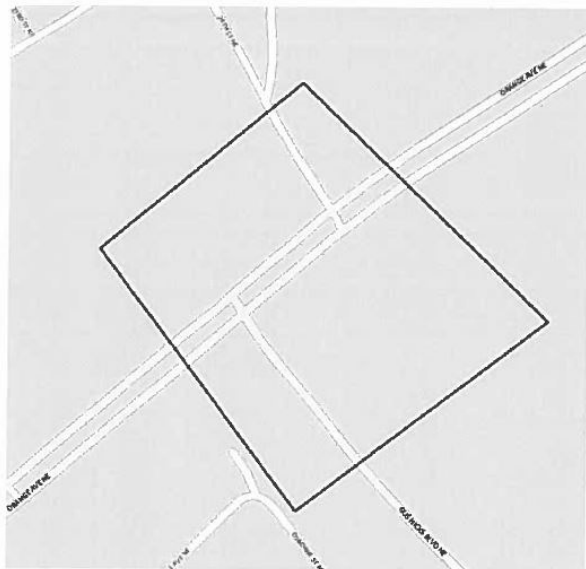
included specific information as to the time and day when the problems were occurring. To ensure follow-up and implementation, each zone was discussed at the bi-weekly ISTAR meetings, with outcomes distributed to officers at each patrol lineup following the ISTAR meetings.

Examples of each plan and follow-up implementation is below:

### Orange Avenue, Gus Nicks Boulevard, & 24th Street in NE:



**Roanoke Police Department**  
October 2016 Directed Traffic Enforcement Report



**Enforcement Period:** Oct 1– Oct 31, 2016

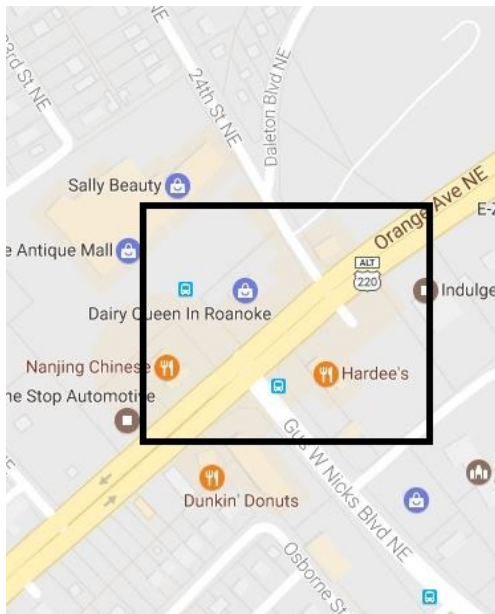
**Target Location:** Orange Ave NE/ Gus Nicks Blvd NE and 24th St NE

**Target Result:** Decrease crashes by 25% with focus on Speeding enforcement either way on Gus Nicks Blvd and Disregarding Red Light heading East on Orange Ave turning South onto Gus Nicks Blvd.

**Primary Crash Causes:** Following too Close and Failing to Stop

**Hot Days/ Times:** Monday (1400-1500, 1700-1800) *\*May enforce other times.*

**Total Crashes:** 8 (Aug 1– Sept 28, 2016)



*\*Area chosen due to other high crash locations decreasing. This location had the only increase.*

| Problem Description/Analysis   |  |
|--|--|
| An analysis was completed of citywide crashes comparing Jun-July 2016 and Aug- Sept 2016 to identify one area for directed traffic enforcement. There were 8 crashes at Aug 1- Sept 28 <sup>th</sup> , 2016 on Orange Ave NE at Gus Nicks Rd and 24 <sup>th</sup> St NE. Other high crash locations have decreased besides this location.  |  |
| Hot Days and Times for that area during the analyzed time was Monday at 1400-1500 and 1700-1800 hours. The causes for the crashes were Following too Close and Failing to Stop. Directed Enforcement time is for the dates Oct 1- Oct 31, 2016 with an evaluation mid-month to be given at the iSTAR Meeting. The goal for this project is a decrease of crashes by 25% focusing on enforcement of Speeding either way on Gus Nicks Blvd and Disregarding Red Light heading east on Orange Ave and turning onto Gus Nicks Blvd. This does not exclude other enforcement efforts as the officer sees fit. |  |

| Project Activities/Responses |              |   |
|------------------------------|--------------|---|
| Date                         | Officer/Sgt. | Activity Description and Follow-Up Recommendations    |
| 10/02/16                     | KA Nagy      | 2030hrs to 2100hrs. No moving violations observed.    |
| 10/04/2016                   | JM Call      | 1400-1530. 3 Speeding tickets. 1 stop sign violation. |
| 10/06/2016                   | KA Nagy      | 2045hrs to 2115hrs. No moving violations observed.    |
| 10/20/16                     | N. Buck      | 0430-0530 No moving violations observed               |
| 10/30/2016                   | KA Nagy      | 1930hrs to 2015hrs. No moving violations observed.    |
| 10/28/2016                   | WR Cobler    | 0945 to 1010 hours. No moving violations observed.    |
| 11/12/2016                   | WR Cobler    | 0840-0910 hours. No moving violations observed.       |
| 11/12/2016                   | WR Cobler    | 0930-0940 hours. 1 stop sign violation.               |
| 11/12/2016                   | WR Cobler    | 1545-1600 hours. 1 stop sign violation.               |

# Intersection of Melrose Avenue and Peters Creek Road in NW:



## Roanoke Police Department

### November 2016 Directed Traffic Enforcement Report



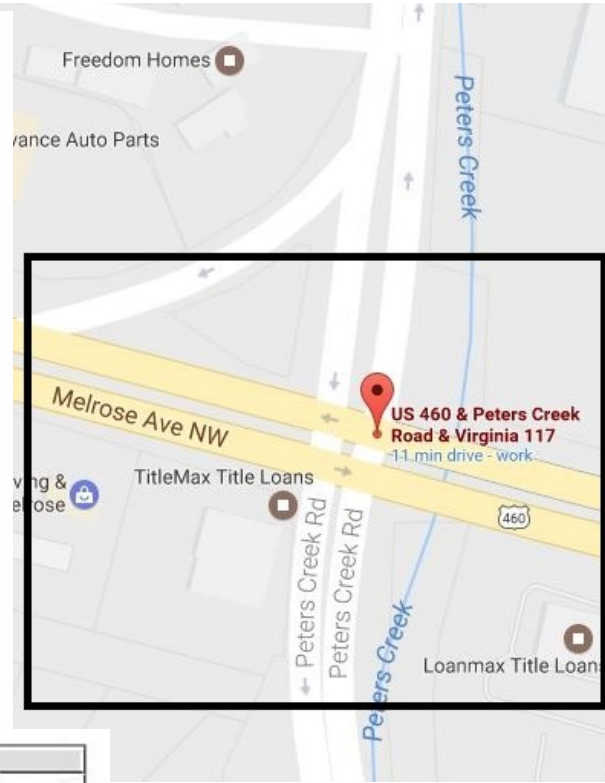
**Enforcement Period:** Nov 1– Nov 30, 2016

**Target Location:** Intersection of Melrose Ave NW and Peterscreek Rd NW

**Target Result:** 25% decrease (below 6 crashes) focusing on enforcement for disregarding the red light traveling east and west on Melrose, No right on red turning north on Peterscreek, Speeding.

**Primary Crash Causes:** Following too close

**Hot Days/ Times:** Wednesdays, 1700– 1900\*May enforce other



**Problem Description/Analysis**

An analysis was completed of citywide crashes comparing Sept 2016 and Oct 2016. There were 3 increased crash locations, 2 involved 581/ highway ramps and 1 was at Melrose and Peterscreek Rd NW. Due to Ofc Foster working with State Police on 581 and 220, Melrose and Peterscreek was chosen as the Nov 2016 directed traffic enforcement area with 8 crashes over a 2 month period.

Hot Days and Times for that area during the analyzed time was Wednesday at 1700-1900. The greatest causes for the crashes were Following too Close. Directed Enforcement time is for the dates Nov- Nov 30, 2016 with an evaluation mid-month to be given at the iSTAR Meeting. The goal for this project is a decrease of crashes by 25% focusing on enforcement of disregarding red light going east and west on Melrose Ave, no right on red turning north on Peterscreek from Melrose, and Speeding either way. This does not exclude other enforcement efforts as officers sees fit.

|            |                 |  |
|------------|-----------------|--|
| 11/16/2016 | J.A. Willoughby | Radar at 4400 Melrose Avenue. 1 warrant served on Antonio Johnson, and 1 summons for no OL |
| 11/19/2016 | J.A. Willoughby | Radar at 4500 Melrose Avenue NW before Peters Creek. 1 summons for speeding 51.30 MPH zone |

| Project Reporting Period | Reviewed By/Date | (additional comments on back) |
|--------------------------|------------------|-------------------------------|
|                          |                  |                               |

| Project Activities/Responses |                |  |
|------------------------------|----------------|--|
| Date                         | Officer/Sgt.   | Activity Description and Follow-Up Recommendations   |
| 11/11/16                     | CT Berman      | 1250-1330 I performed radar westbound Melrose at Peters Creek Rd observ the red light as well. One red light violation and one speeding citation was issued.   |
| 11/12/16                     | CT Berman      | 1040-1050 Performed stationary radar in the 1200 block of Peters Creek Rd. No offenses were observed. 1125-1135 hours I performed stationary radar 12 Peters Creek one speeding citation was issued.   |
| 11/14/2016                   | R. Howell      | 0900-1130 Worked area and wrote 2 summonses.   |
| 11/15/16                     | J. Call        | Stationary Radar from 2100-2200. 2 speeding citations issued.  |
| 11/16/2016                   | P. Begley      | Watched red light. Two traffic stops, one summonses issued.  |
| 11/17/16                     | CT Berman      | 0900-0940I CT Berman performed radar west bound as well as observed the red light. No offenses found.950-1000 1200 block of Peters Creek southbound 1130-1300 Performed radar eastbound Melrose Ave Nw., three summonses for speed was issued. |
| 11/18/16                     | J. W. Tardy    | 0305-0335. Monitored the intersection for red light violations. None were detected. Remarkably heavy traffic for that time of morning.   |
| 11/17/2016                   | Det. W.A Engel | 2000-2025 Monitored intersection for violations 1 speeding ticket Peters cree and Steel dr. 50-35. At firehouse.   |
| 11/19/16                     | CT Berman      | Performed stationary radar east bound in the 4300 block of Melrose Ave NW. 1630-1800. Issued three summonses for speed one for no operators license.   |
| 11/23/2016                   | J.A. Johnson   | Monitored intersection from 1000-1100 hours for red light violations. Attempted vehicle stop on one vehicle but due to traffic I was unable to stop vehicle.   |
| 11/17/2016                   | CT Fike        | Handled a call Peters/Creek Melrose AVE NW. Two summonses issued. 16-120477  |

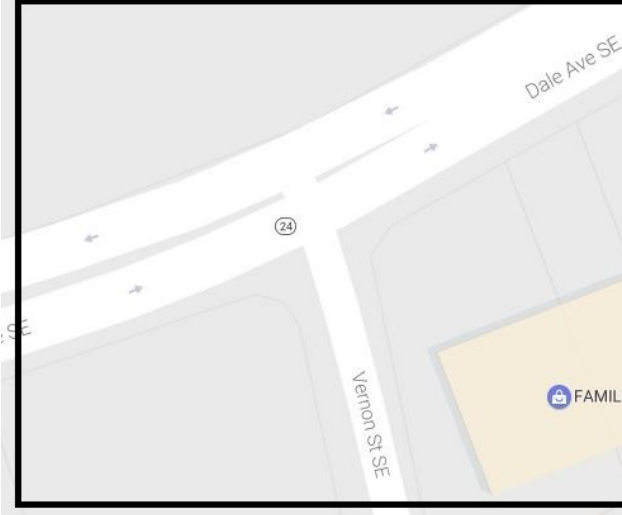
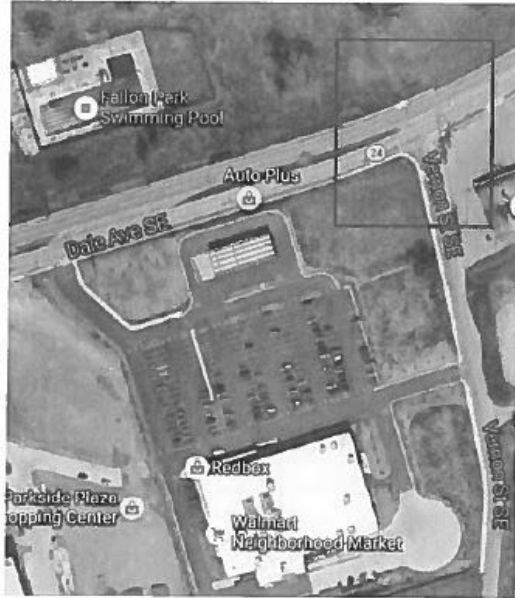
| Date       | Officer/Sgt.    | Activity Description and Follow-up Recommendations  |
|------------|-----------------|---|
| 11/21/2016 | J.A. Willoughby | Radar at 4400 Melrose Avenue, before Peters Creek. 1 summons for speeding 50/35 MPH zone  |
| 11/25/16   | CT Berman       | 1400-1430 radar 4500 Melrose. 1 speeding ticket   |
| 11/26/16   | CT Berman       | 1430-1450 radar 1400 Peters Creek, no offenses located  |
| 11/17/2016 | PM Begley       | 915-945 radar eastbound Melrose 4400 block. 1 summons for speed. 945-1015 1200 peters creek no offenses found 1630-1700 radar 4400 melrose, 1 summons issued 0900-0925 Watched Traffic Light 1 Traffic Stop 1 Summons |
| 11/21/2016 | PM Begley       | 0006-0020 Watched Traffic Light 1315-1330 Watched Traffic Light 1630-1708 Watched Traffic Light   |
| 11/19/2016 | RK Newman       | Radar from 0400-0430 in the 4400 Melrose Ave NW. 2 summonses. speeding 51/35, DLJ revoked At 0515 hours one vehicle observed improper lane change. 2 summonses. improper lane change, suspended                       |
| 11/23/2016 | RK Newman       | Observed a vehicle run and redlight going west on Melrose Ave through Peter Creek Rd NW. Vehicle stopped, summonses issued for disregarding a red light.  |
| 11/24/2016 | RK Newman       | Radar from 2320-2340 in the 4700 Melrose Ave NW. 1 summons, speeding 49/35  |
| 11/29/2016 | RK Newman       | Radar from 0320-0420 hours in the 4400 Melrose Ave NW. 2 summonses. speeding 53/35, 51/35   |
| 11/30/16   | CT Berman       | Radar from 1530-1630 1 speed 1 no o/l ticket. Watched all sides of intersection for red light violations, nothing observed.   |
| 11/15/16   | JE Kaufmann     | Observed vehicle in intersection with expired tags and inspection. 1 summons issued and notification of suspended OL completed  |
| 11/23/16   | JE Kaufmann     | Stationary observation & patrol presence : 1226-1246  |
| 11/24/16   | JE Kaufmann     | Stationary observation: 1133-1156   |
| 11/26/16   | NE Buck         | Watched No Right turn, no violations: 1030-1110   |
| 11/26/16   | CT Fike         | Stationary observation & patrol presence: 0200-0300   |
| 11/09/16   | CT Fike         | Patrolled Peters Creek/Melrose: 16-117546   |
| 11/12/16   | CT Fike         | Patrolled Peters Creek/Melrose AVE NW. Observed traffic: 2000-2020.   |
| 11/27/17   | CT Fike         | Stationary Observation. Light Traffic. No violations observed.  |

# Intersection of Dale Avenue and Vernon Street in SE:



## Roanoke Police Department

### December 2016 Directed Traffic Enforcement Report



**Enforcement Period:** Dec 1– Dec 31st, 2016

**Target Location:** Intersection of Dale and Vernon St SE

**Target Result:** Decrease crashes by 25% from 6 to 4 crashes. Focusing on expired tags/ inspection, no O/L and wanted subjects. Although following too close is the primary offense, there is construction on Dale which would open opportunity to enforce the above.

Indirect presence to assist Walmart shoplifting.

**Primary Crash Causes:** Following too close

**Hot Days/ Times:** No hot days/ Hot times are 1600-1900 hours.

#### Problem Description/Analysis

An analysis was completed of citywide crashes for the month for the Nov 2016 month to see areas of crashes that had repeats. The location that had the most repeat crashes is Dale and Vernon St SE. This area had 6 crashes over the past two months with 3 in November for following too close.

There were no hot days for this area but the hot time was 1600-1900. The greatest causes for the crashes were Following too Close. Directed Enforcement time is for the dates Dec 1- Dec 31, 2016 with an evaluation mid-month to be given at the iSTAR Meeting. The goal for this project is a decrease of crashes by 25% focusing on enforcement of expired tags/ inspection, no O/L and wanted subjects. Although Following Too Close was the primary offense, there is construction going on in this area which will allow for officers to do the listed enforcement. Indirectly, officers may assist with shoplifting at the Walmart by presence. This does not exclude other enforcement efforts as officers sees fit.

#### Project Activities/Responses

| Date       | Officer/Sgt. | Activity Description and Follow-Up Recommendations   |
|------------|--------------|--|
| 12/1/16    | Berman       | Performed radar in school zone just west of intersection from 1400-1500. Two stops no summons issued.                            |
| 12/6/16    | Berman       | Observed the red light at the intersection from 0620 to 0715 hours no offenses were observed.                                    |
| 12/8/16    | Kulish       | 1 Summons issued for disregard red light Vernon/Dale Ave Se  |
| 12/02/16   | Wood WD      | 21 <sup>st</sup> dale 0800-0815, Vernon/dale 0815-1005 no tickets (citizen compliments)  |
| 12/03/16   | Wood WD      | Vernon/Dale 0812-0838, 0915-0946 No tickets.   |
| 12/16/2016 | R CASTILLO   | Vernon/Dale 2000-2200, observed lights and radar for enforcement. 2 traffic stops, 1 summons issued for disregard a red light    |
| 12/18/2016 | R CASTILLO   | Vernon/Dale 2030-2140, observed lights and radar for enforcement, No offenses  |
|            | Berman       | Observed intersection while performing radar eastbound 2100-2120 no offenses. Speed limits have still not been posted westbound. |
| 12/7/17    | Pendleton    | Vernon and Dale. Stationary patrol. No violations observed.  |
| 12/8/17    | Pendleton    | Vernon and Dale. Stationary patrol. No violations observed.  |
| 12/30/17   | Pendleton    | Vernon and Dale, parking lot of Family Dollar. No violations observed.   |
| 12/31/17   | Pendleton    | Vernon and Dale, parking lot of Family Dollar. No violations observed.   |

#### Comments

Analyzed on 1/4/17- All goals met. 1 crash outside hot time. 2 summons issued during enforcement time. Ofc Berman notified Ofc F Foster of no speed limit sign westbound for follow up. (C. Phauk, Senior Analyst, RPD)

## STRATEGIC HIGHWAY SAFETY PLAN SUPPORT:

The Department supported the Virginia Strategic Highway Safety Plan by doing the following:

- 1) Used DMV overtime grants to pay for additional enforcement
- 2) Used speed radar trailer to mitigate citizen complaints
- 3) Developed and implemented plans to address speed and safety related concerns
- 4) Utilized TREDIS, ISTAR, and speed surveys to track and analyze crash statistics

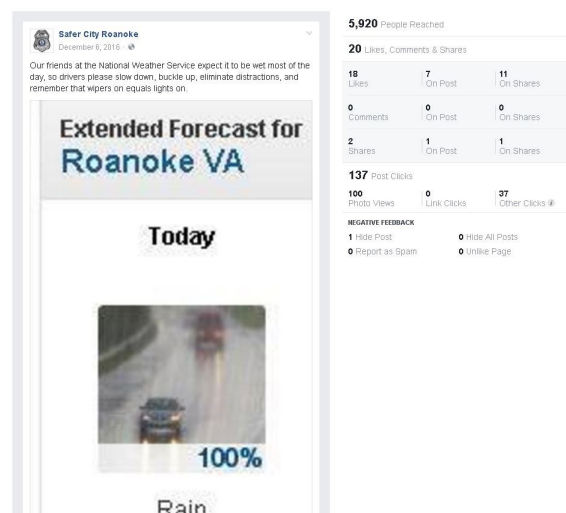
## TRAINING:

| Title                                | Date(s)     | Attendance |
|--------------------------------------|-------------|------------|
| Radar/Lidar Instructor Recert        | 10/28/16    | 1          |
| Driving Instructor Recert            | 9/23/16     | 8          |
| Basic Motorcycle School              | 11/14-23/16 | 1          |
| In-Service, Speed: Driving scenarios | Various     | 124        |
| Initial Radar/Lidar Certification    | Various     | 22         |
| Level 1 Crash Investigations         | 5/2-6/16    | 1          |

Half of the entire force of sworn officers are required to go through in-service training every year (124 of the 248 sworn officers in 2016). Part of that instruction includes speed-related scenario training, such as enforcement and pursuits. All rookie officers leave the academy certified in radar and lidar detection. All officers assigned to the patrol division are RADAR/LIDAR certified.

## PUBLIC INFORMATION & EDUCATION:

**Special Weather Statements:** Whenever severe weather is in the forecast, we work with our partners at the National Weather Service to issue social media alerts to our citizens that driving conditions could be impacted and requesting that they remember to slow down. We issued 15 such special weather statements on Facebook and Twitter in 2016. The example photo to the right shows a reach of nearly 6,000 people:



**Back to School Patrols:** The department worked together with the Roanoke city school system to place extra patrols in school zones as students headed back to class during the third week in August 2016. Using data driven analysis, ISTAR identified certain school zones that were specific speed problem areas. The department used social media and partnered with the local CBS affiliate, WDBJ, to demonstrate how speed impacts stopping distance. A screenshot of the report is provided on the next page.

### Overland, Preston rank among Roanoke's busiest school zones



By Sara Machi | Posted: Fri 10:21 PM, Aug 19, 2016 | Updated: Fri 11:19 PM, Aug 19, 2016

ROANOKE, Va. (WDBJ7) Officer Fatima Foster will be on patrol Monday looking for anyone speeding, texting, or cutting around school buses before that first Roanoke school bell rings.



<http://www.wdbj7.com/content/news/Overland--390766361.html>

4/14/2017

<http://www.wdbj7.com/content/news/Overland--390766361.html>

4/14/2017

"Now you gotta get more into a routine of getting up, taking the kids either to the bus stop or to school drop them off. In the midst of all that rush, you put vehicle safety in the back seat, so to speak," Foster said.

Foster says there's a little bit of a learning curve for motorists used to summer vacation hours, but they're not cutting anyone a break.

"We will be enforcing all traffic laws come first day of school," Foster said. "There's no bigger priority than making sure that kids get to school safe and sound to receive their education."

Police say the stretch of school zone on Overland Rd. by James Madison Middle Fishburn Park Elementary pulls in some of the highest traffic volume because of the major thoroughfares on either side of this street.

"A combination of everything makes this really, really busy intersection," Foster said as she stood by the two schools' shared entrance.

Another problem spot for Roanoke city police is around Preston Park Elementary, with Breckenridge Middle around the corner.

In the county, they said their busiest school zone is in front of Clearbrook Elementary with all the traffic off US 220.

In addition to regular driving laws, they're also enforcing a new state ban on smoking in the car with children eight and under.

### WSLS 10 Dangerous Intersections Story:

In late 2016 the department partnered with WSLS, the NBC affiliate in Roanoke, to feature three of Roanoke's worst intersections as far as crash histories. The reporter interviewed our Traffic Safety Officer, Fatima Foster, for the story. In the piece, Officer Foster communicated several safety tips, such as slowing down, eliminating distractions, and not following too closely. The department also provided information to the reporter on the success of the November 2016 Directed Traffic Enforcement Project at Melrose Avenue NW and Peters Creek Road NW, among the busiest intersections in the city, and how it reduced crashes at the intersection from 6 to 0. A screenshot of Officer Foster in the story is provided below:





## Third Annual Spring Traffic Safety Rally:

On April 4, 2016 the department partnered with Downtown Roanoke Incorporated, McDonald's, and Chik-fil-A for the Third Annual Spring Traffic Safety Rally in Downtown Roanoke. About 150 people attended the event. There were three stations set up. The station that related to speed was a demonstration on stopping distance. Participants were asked to guess how many feet it would take the average vehicle to stop if it was going 25 mph. Officers used measuring tape to show each participant how far off they were in their estimation. The photos below depict our social media efforts to get the word out about the event, the actual event itself, and news coverage of the rally. Participants were given coupons to Chik-fil-A and McDonald's and were eligible to enter a raffle for a \$50 gift card from Downtown Roanoke Inc.

**Safer City Roanoke** added 2 new photos.  
Published by Scott Leamon [?] · March 25, 2016 · 🌐

Traffic Safety Friday: Officer Martin's Top Five Reasons to Visit our Spring Traffic Safety Rally Downtown on April 4th:

- 5) Because what else would you do during your lunch hour on a Monday?
- 4) To get free coupon cards from our partners at Mission BBQ and McDonald's for free stuff!
- 3) To enter a chance to win a \$50 gift card from Downtown Roanoke Inc.!
- 2) So Officer Martin can beat you in a game of "distracted" cornhole!
- And the Number 1 reason to attend this year's Spring Traffic Safety Rally on April 4th from 11 am to 2 pm at the Market Square Plaza is... Hanging out with us gives you a great reason to extend your lunch hour a bit beyond 60 minutes! [Your bosses won't get mad... we hope...]

**Safer City Roanoke**  
April 4, 2016 · 🌐

Our annual Spring Traffic Safety Rally is up and running at the Market Square Plaza downtown. Here till 2 so come see us!



2,294 people reached

Boost Post

22 Likes 1 Share

Like Comment Share

2,294 People Reached

23 Likes, Comments & Shares

|            |            |             |
|------------|------------|-------------|
| 22 Likes   | 22 On Post | 0 On Shares |
| 0 Comments | 0 On Post  | 0 On Shares |
| 1 Shares   | 1 On Post  | 0 On Shares |

116 Post Clicks

|                |               |                 |
|----------------|---------------|-----------------|
| 87 Photo Views | 0 Link Clicks | 29 Other Clicks |
|----------------|---------------|-----------------|

NEGATIVE FEEDBACK

- 0 Hide Post
- 0 Report as Spam
- 0 Hide All Posts
- 0 Unlike Page

WLSL10 NEWS SPORTS ENTERTAINMENT DAYTIME BLUE RIDGE ONLY ON WLSL 10

## Roanoke Police bring awareness to distracted driving

By Erin Brookshier - Virginia Today Reporter  
Posted: 5:42 AM, April 04, 2016  
Updated: 5:42 AM, April 04, 2016

f t+ Join the conversation

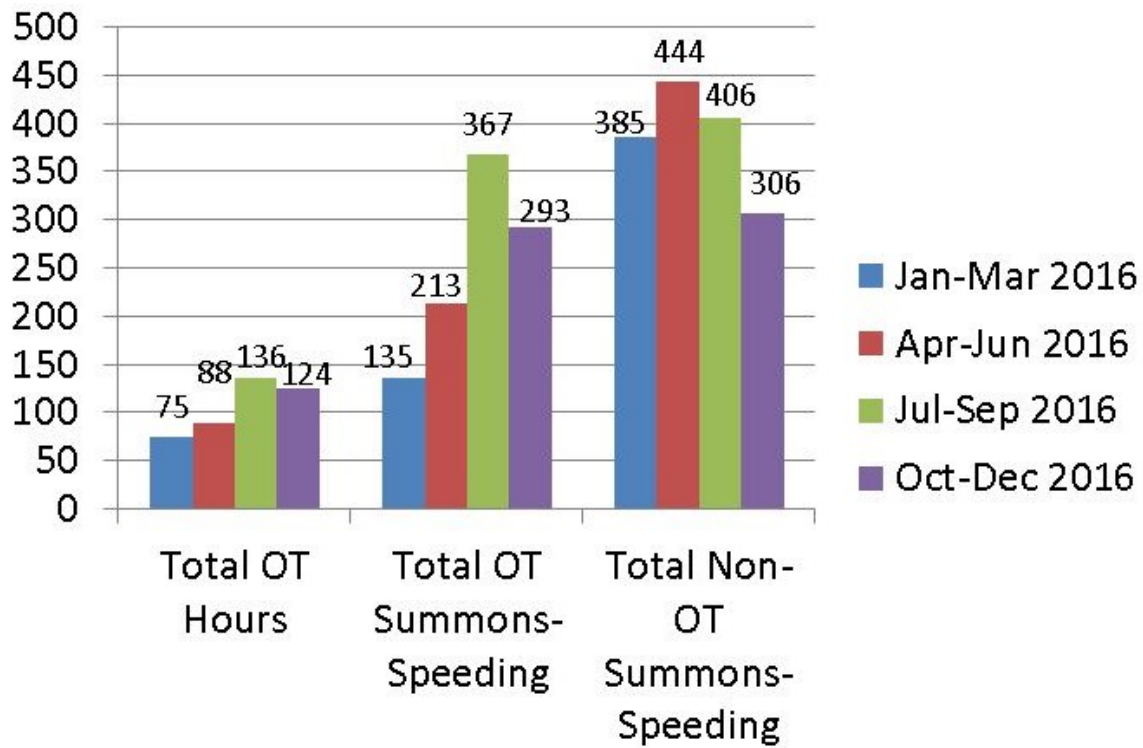


ROANOKE (WLSL10)-- April is Distracted Driving Awareness Month and local police departments are working to keep drivers focused on the road.

The Roanoke City Police Department is setting up in the Downtown Market area today, demonstrating everything from the dangers of distracted driving to DUI prevention and brain teasers. The event will run from 11 a.m. until 2 p.m. The different demonstrations, like a distraction booth and DUI ezees, will

## ENFORCEMENT:

Regular duty time was utilized to focus on problem specific areas. Citizen speed complaints were filtered through the department's traffic safety officer. The traffic safety officer coordinated planning with platoon lieutenants to make sure officers were aware of areas where speed was a concern. Platoon lieutenants assigned platoon sergeants and district officers to run radar and have a presence in areas of concern.



- 2,742 speed citations were issued in 2016.
- 1,008 speed citations were issued in target areas in 2016.
- 1,008 speed citations were issued during target times in 2016.
- 9,476 total traffic stops in 2016.
- 770 total speed contacts in target areas.
- 770 total speed contacts during target times.

The City of Roanoke does not employ any red light cameras or any other type of automated speed enforcement devices.

The department directed 98 DMV grant funded overtime patrols at speeding issues in 2016. Each patrol was an individual saturation patrol in targeted areas during targeted dates and times. The number of saturation patrols during each quarter is below:

- 1st Quarter: 16
- 2nd Quarter: 18
- 3rd Quarter: 39
- 4th Quarter: 25

## **OUTCOMES:**

Overall, the plan reduced total roadway crashes in the City of Roanoke from 1,987 in 2015 down to 1,302 in 2016.



Follow-ups in the specific areas mentioned in the problem identification and planning sections of this submission were as follows:

**Orange Avenue, Gus Nicks Boulevard, & 24th Street in NE:**

**Goal:** Reduce crashes 25%

**Actual Outcome:** No crashes during enforcement period.

**Intersection of Melrose Avenue and Peters Creek Road in NW:**

**Goal:** Reduce crashes 25%, or below 6

**Actual Outcome:** No crashes during enforcement period.

**Intersection of Dale Avenue and Vernon Street in SE:**

**Goal:** Reduce crashes 25%, or from 6 to 4

**Actual Outcome:** Reduced crashes by 83%, only 1 crash during enforcement period.

**OFFICER RECOGNITION:**

**2016 Traffic Safety Merit Honorees– Speed Category [100+ speeding summonses]**

- **Officer K.R. Wilkerson**
- **Sergeant R.H. McNiff**
- **Officer T.J. Dowdy**
- **Officer B.C. McKee**

In 2013, command staff approved the Harold F. Wallick Traffic Safety Excellence Awards to be given to the officers who go above and beyond the call of duty when it comes to traffic safety. Award winners must meet certain criteria outlined in policy. The award's namesake, Retired Officer Harold F. Wallick, served the department for 25+ years and was known for his extensive legal, prevention, and enforcement knowledge in traffic safety.

**2016 Harold F. Wallick Award for Traffic Safety Excellence winners:**

- **Officer K.R. Wilkerson**
- **Officer C.T. Berrman**
- **Officer P.M. Begley**
- **Officer R.K. Newman**
- **Officer T.L. Hoke**

**External Stakeholder Recognition:** The Citizens Police Academy Alumni assisted on many traffic safety related outreach and enforcement events. The department honored the group with a special dinner during National Volunteer Week in April. The dinner featured a buffet and was catered by a local restaurant.



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|--|--|
| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.5</b>                     |
| <b>Subject: Officer Contact with Traffic Violators</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 7/30/11, 2/12/09, 7/15/07, 5/25/04, 11/29/01, 1/07/93; OD61.1.6–3/10/93; OD62.1.9–5/25/94, 1/01/93</b> | <b>CALEA Standard(s): 61.1.7, 61.1.8, 61.1.12</b>        |

**NOTE:**

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**I. PURPOSE**

To provide guidelines to ensure that officers conduct themselves professionally and minimize conflict when dealing with traffic violators and to establish criteria to refer drivers for DMV reexamination.

**II. PROCEDURE**

- A. Officers in contact with traffic violators will uphold a professional image. The demeanor used will be courteous and professional at all times.
- B. The violator will be advised as to the nature of the stop based on the officer's observations. Discussion of the traffic violation and the action to be taken should be brief and business like. Verbal conflict will be avoided.
- C. Officers will request to see an operator's license and vehicle registration or other identification during the traffic stop.
- D. The proper forms/citations will be readily available to the officer.
- E. The completion of forms will be done without unnecessary delay.
- F. Should a driver show signs of emotional distress every effort will be made to calm the subject and to take the necessary action to ensure their safety.
- G. Upon completion of the stop, every effort will be made for assisting the motorist back into the flow of traffic safely.

**III. PROCEDURE FOR STOPPING AND APPROACHING TRAFFIC VIOLATORS**

- A. The safety of both the officer and motorist will be the primary concern.
- B. The police vehicle will utilize blue flashing lights.
- C. A safe distance and a safe zone between the police vehicle, the motorist vehicle and moving traffic will be provided.
- D. The officer affecting the stop will be responsible for providing the necessary information by radio concerning the stop. The in-car video camera shall be activated, if available.
- E. Extreme caution will be used upon approaching the violator's vehicle. Officers will adhere to all officer safety training practices during the traffic stop.

**IV. PROCEDURES GOVERNING UNKNOWN AND HIGH RISK TRAFFIC STOPS**

- A. In addition to procedures governing traffic stops, officers will employ the following procedures when dealing with any unknown or high risk situation:
  - 1. Officers will notify the E-911 Communications Center that they are following and will be attempting to stop a vehicle that presents reasonable suspicion that a high risk traffic stop will be made.
    - a. Officers will relay all pertinent information to the dispatcher to include but not be limited to:
      - 1) Vehicle license number;
      - 2) Vehicle description by type and color;
      - 3) Location of stop; and
      - 4) Driver and occupant description as is possible.
  - 2. Officers will request a back-up unit and will, when possible, wait for the arrival of the back-up unit prior to initiating the traffic stop in a safe location.
  - 3. Officers will position their vehicle behind the suspect vehicle at an angle that provides officer protection. Officers will have their firearm in hand. Officers will use high beams and spotlight to illuminate the suspect vehicle.
  - 4. Officers will position the public address (PA) microphone so that it is readily accessible.

5. Officers will identify themselves to the occupants of the suspect vehicle via the PA advising the occupants that they are under arrest, considered armed and dangerous and ordering them to obey all commands.
  - a. Occupants will be ordered to place their hands behind their heads.
  - b. The driver will be ordered to shut off the engine and throw the keys to the rear of the vehicle.
6. The initiating officer will direct back-up officers to positions that cover the right rear and side of the suspect vehicle.
7. Officers will remove all occupants from the vehicle from the driver's side, beginning with the driver and moving across the front seat to the rear seat occupants.
  - a. All occupants will be ordered to make a complete circle to the left keeping their hands behind their heads.
  - b. All occupants will be ordered to walk backwards in the direction of the officer's voice.
  - c. All occupants will walk backwards past the end of the suspect vehicle and ordered to kneel on the ground.
  - d. All occupants will then be handcuffed behind their backs and searched. Handcuffs will be double locked whenever there is a complaint of pain or when the detainee is handcuffed in the front.
  - e. Once thoroughly searched all occupants will be placed in the back seat of a police vehicle.
8. Personal information will be collected from all occupants and NCIC, VCIN and DMV checks run on all occupants.
9. Back-up officers will then conduct an interior search of the vehicle.

**V. PROCEDURE FOR REFERRING DRIVERS FOR DMV RE-EXAMINATION**

- A. Officers will, through routine enforcement and accident investigation be aware of a driver whose ability to operate a vehicle safely is apparently impaired by some physical or medical condition:**
  - 1. Impaired drivers may be charged if they have committed a violation. During the appearance in court the officer and Commonwealth may recommend re-examination to the judge.**
  - 2. Upon the court's approval, DMV is notified and the individual summoned for re-examination.**
  
- B. If an officer believes a driver is or will continue to be a hazard to himself or the general public, the officer may have the individual reexamined under the provision of section §46.2-322 of the Motor Vehicle Laws.**
  - 1. The officer must submit a DMV Medical Review Request Form, MED 3. If the reason stems from a single incident, the details should include date, time, place, and a description of the driver's actions.**
  - 2. If the request is filed due to general observation of an individual's driving habits, the form will include dates of observation and the driver's actions. In all cases, the officer will include his specific observations or concerns leading to the request.**

CCP: rdc/pjp



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|---|--|
| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 63.1.1</b>   |
| <b>Subject: Traffic Crash Investigation</b>   | <b>Review Date: February 27, 2014</b>  |
| <b>Effective Date: March 5, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>   |
| <b>Amends/Supercedes: 3/15/12, 10/25/10, 10/14/09, 5/1/09, 5/25/04, 11/19/01, 7/07/00, 10/15/86; OD63.1.2–4/25/94; OD63.1.3–10/15/86; OD63.1.4–10/15/86, OD63.1.5–10/16/86; OD63.1.7–10/16/86; OD63.2.1–10/16/86; OD41.3.24–1/1/93; OD41.3.29–7/20/98, 1/1/93</b> | <b>CALEA Standard(s): 41.2.4, , 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.2.6</b> |

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**I. PURPOSE**

To establish policy for situations requiring traffic crash investigation and response to the scene for crashes occurring on public roadways.

**II. PROCEDURE**

**A. This Department will respond to and investigate all traffic crash scenes:**

1. On city streets;
2. Involving death or injuries;
3. Property damage;
4. Driving under the influence;
5. Hit and Runs on City streets and private property;
6. Hazardous materials;
7. Situations where a disorder has broken out between the parties involved;
8. Situations where major traffic congestion has occurred as a result of the traffic crash;

9. Reports of traffic crashes on private property involving reckless driving;
  10. Damage to public vehicles or property; and
  11. Vehicle damage to the extent where towing is required.
- B. It will be the responsibility of the first officer on the scene to undertake the following:
1. Immediate care for the injured by summoning ambulance and/or additional police assistance;
  2. Protecting the scene of the traffic crash to prevent further crashes, including summoning wrecker, if not already on the way;
  3. Protecting the scene to prevent evidence being destroyed that might prevent an effective traffic crash investigation;
  4. Locating and identifying witnesses;
  5. Recording the traffic crash investigation;
  6. Ensuring that property belonging to traffic crash victims is protected from theft. Vehicles and contents will be released to the owner, a person or wrecker service designated by the owner or driver, or an authorized wrecker service.
- C. Procedure for determining the officer in charge at the traffic crash scene.
1. The closest available patrol officer will take charge of a traffic crash scene as assigned by the E-911 Communications Center.
  2. Officers who happen upon traffic crashes during normal patrol will be responsible for the complete investigation of the traffic crash unless the investigative responsibility is transferred to another officer or reassigned by a supervisor.
  3. For traffic crashes involving death, serious injury, or unusual circumstances, an officer trained to investigate major traffic crashes may be called upon to take charge of the investigation.
  4. The ranking on-site supervisor may take charge of the traffic crash scene.
  5. A supervisor will respond to any crash involving a Department vehicle.

- D. All traffic crash investigations will be conducted in accordance with Department training and state guidelines.
  - 1. At the scene traffic investigation will include the collection of the following information:
    - a. Interviewing principals and witnesses;
    - b. Examining/Recording vehicle damage;
    - c. Examining/Recording effects of the traffic crash on the roadway;
    - d. Taking measurements, as appropriate, to reconstruct the scene and support the investigation;
    - e. Taking photographs, as appropriate;
    - f. Collecting/preserving evidence; and
    - g. Exchanging information among principals.
  - 2. Any traffic crash that is non-reportable according to state guidelines, in which no special circumstances, to include Hit and Run, DUI, or city vehicle involvement are present, may be handled by officers completing and distributing to the involved parties the Accident Exchange of Information form. An FR 300 will be completed on any traffic crash involving any government vehicle regardless of jurisdiction meeting these listed criteria.
    - a. When no FR300P report is filed the officer must retain a copy of the Accident Exchange of Information form on which observations and notations will be made. The original copy containing only the exchange information and offense number will be turned into the Records Unit for filing.
    - b. Handling of non-reportable traffic crashes described above does not preclude the officer from placing appropriate charges related to the traffic crash.
    - c. Notation will be made at the bottom of the Accident Exchange of Information form as to which driver is charged, the charge wording and the appropriate code section.
- E. Officers will conduct follow-up traffic crash investigations as needed. Various activities involved in this task will include, but are not limited to:



1. Collection of off-scene data;
  2. Obtaining/recording formal statements from principals and witnesses;
  3. The reconstruction of traffic crash scenes;
  4. Preparing formal reports to support criminal charges arising from the traffic crash;
  5. Officers may, when approved by a supervisor, contact a Traffic Fatality Investigator.
  6. Patrol officers are responsible for Hit and Run investigations until all leads are exhausted. Investigative Support personnel will be responsible for Hit and Run follow-up investigations when the patrol officer has exhausted all available leads.
- F. Officers will examine crash scenes to locate and identify preliminary dangers of fire, spill or leak of hazardous materials, and the identification of the vehicle and container placards of the substance involved. Utilizing the Emergency Response Guidebook, the officer will communicate to the E-911 Communications Center the need for additional police personnel, Hazardous Material Team, EMS and the Fire Department as appropriate.
- G. At a supervisor's discretion a fatality investigator may be assigned.
- H. When the investigating officer detects a violation of a traffic law or ordinance and when evidence exists to satisfy all the elements of the particular violation, the appropriate enforcement action will be taken.

### **III. TRAFFIC DIRECTION AND CONTROL AT A CRASH SCENE**

- A. The investigating officer at the scene of a traffic crash will be responsible for establishing a safety zone around the scene when the normal traffic flow is disrupted.
- B. The necessary equipment will be utilized in order to give timely notice of a disruption in the traffic flow. The use of temporary traffic control devices to include flares, traffic cones, or other devices will be set up to ensure that the safety of the scene is maintained.
- C. If necessary to close a section of roadway, barricades will be set to make the detour as simple to follow as possible.
- D. Additional officers may be called to the scene to adequately direct and control traffic through uniform hand signals or the manual operation of traffic control devices while wearing Department issued reflective vests.

IV. TRAFFIC CRASH FORMS, PROCEDURES AND PROCESSING

- A. Traffic Crash Report Forms designated FR-300P will be used for all reportable motor vehicle crash reporting.
1. These forms are to be prepared on all traffic crashes that require a report be submitted to the Division of Motor Vehicles (DMV) within 24 hours after taking the report. As necessary, through the continuing investigation and until completion, officers will submit revised FR300P reports as required by the COV.
  2. This form is a minimum four page package with copies going, as required, to DMV and/or the Records Unit. If wrecker(s) are used, the name(s) of the wrecker used will be included in *the report narrative*.
  3. The Police Officer's Instruction Manual for Completing the Police Crash Report FR300P explains the FR-300P.
- B. Offense Reports
1. With the use of the FR-300P, no incident report will be required for motor vehicle traffic crashes. In instances where a traffic crash is reported by a citizen who is so separated by time and/or distance from the event that no FR300P investigation may be completed, an incident report titled Police Information may be used to document the citizen's account of events.
- D. Hit and Run Reports
1. If the traffic crash is a Hit and Run, the investigating officer will complete a Hit and Run Report in addition to the FR300P. The Hit and Run Report will be completed with all available information. The Hit and Run Report will be capable of standing alone as a description of the traffic crash. The completed Hit and Run Report will be submitted with the FR300P.
  2. Officers will contact an Evidence Technician (ET) to respond to any Hit and Run traffic crash that involves damage to an occupied dwelling or building, damage to an unoccupied dwelling or building, an occupied vehicle or any personal injury. The ET will thoroughly process and photograph the suspect vehicle and all related damages prior to having the vehicle towed by a private tow company. The ET will document their actions on a supplement to the Hit and Run Report.

- E. Disposition of Reports in CAD
1. Officers handling crashes will provide the following disposition for CAD reporting purposes:
    - a. When an FR300P is required by DMV guidelines officers will **assign** the CAD system a disposition of "F" indicating a full FR-300P report *has been* filed.
    - b. Officers handling a crash where no extraordinary circumstances exist **and no FR-300P is required** will assign the CAD system a disposition of "S" indicating that an Exchange Form has been completed.
- F. Submission of Reports
1. The incident number will be legibly added to the margin of the FR300P or the upper right-hand corner of the Department copy of the FR300P by the officer prior to submission to the Records Unit.
  2. A supervisor or his designee will review the traffic crash report to determine that the report is complete, that there is an incident number on the report, and all appropriate supplements, citations and all other necessary documentation is attached. The supervisor or his designee will then forward the traffic crash report to the Patrol Bureau.
  3. The traffic crash report will be reviewed for errors and completeness by the **Traffic Safety Officer**. Proper distribution of the FR300P copies and other traffic crash related forms will be done by the **Traffic Safety Officer**.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 41.2.2</b>                              |
| <b>Subject: Vehicle Operation, Response and Pursuits</b>   | <b>Review Date: September 29, 2015</b>                            |
| <b>Effective Date: February 10, 2016</b>   | <b>Approved:</b><br>_____<br><b>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 8/30/14, 3/10/14, 3/21/12, 1/4/11, 3/22/07, 3/02/06, 5/18/04, 12/10/01, 12/21/98, 7/19/96; OD2.1.5-1/1/93, 3/10/00</b> | <b>CALEA Standard(s): 41.2.1, 41.2.2, 41.2.3, 41.3.3, 61.3.4</b>  |

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**I. PURPOSE**

This Operational Directive establishes the Department's policy and procedures concerning emergency vehicle operation, response and motor vehicle pursuits.

**II. POLICY**

It is the policy of the Department that all employees operate Department vehicles in the safest manner possible pursuant to this Operational Directive. While operating Department vehicles, employees shall exercise safe driving practices and obey the traffic laws of the Commonwealth of Virginia. To increase officer's safety and the safety of citizens, officers of the Department shall follow the procedures set forth in this Operational Directive. The apprehension of a fleeing subject shall be secondary in importance to the safety of the public, violators and/or members of the Department. While operating Department vehicles, employees will utilize their training, experience and judgment to exercise safe driving practices. Officers will utilize their training, experience and judgment in determining the best and safest means of responding to a particular call or engaging in a pursuit while performing their duties as law enforcement officers.

**III. DEFINITIONS**

- A. Emergency - any situation in which the response and arrival of an officer will either eliminate or reduce the high probability of serious injury or death.

- B. Emergency Response - Response to any situation in which the immediate response and arrival of an enforcement officer will either eliminate or reduce the high probability of serious injury or death. **Officers shall, during any emergency response, turn on the in-car video and audio system and shall keep the in-car video and audio system activated throughout the duration of the emergency response. Any time the in-car audio and video camera system is malfunctioning or ceases to function officers will immediately report the malfunctioning or non-operational in-car audio and video system and/or bwc to the on-duty supervisor or Field Commander.**
- C. Monitoring - Keeping abreast of continual changes during the course of a pursuit. **All officers, other than the pursuing primary and secondary officer, are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, or to join in any pursuit unless specifically authorized to do so by a supervisor.**
- D. Supervisor includes the field commander throughout this Operational Directive.

#### IV. PROCEDURES

##### A. General

1. Department vehicles will be driven in a safe and proper manner with the driver remaining in control of the vehicle at all times and acting in full compliance with all traffic laws and regulations.
2. All police personnel, while operating any city owned motor vehicle so equipped and/or while in a duty status, pursuant to the COV, will not place the vehicle in motion unless the seat belt and/or shoulder harness is in use as designed. It is the responsibility of the operator to see that all occupants of the vehicle comply with City Policy and state law in regards to such use of safety equipment. Child safety seats will be used pursuant to COV when transporting children.
3. Operators of Department vehicles are advised that traffic regulations requiring other vehicles to yield the right of way to an emergency vehicle does not relieve the operator of such emergency vehicle from the duty to drive with due regard for the safety of all persons using the highways, nor shall it protect the driver from the consequences of an arbitrary exercise of such right of way.
4. The Code of Virginia (COV) section § 46.2-920 defines emergency situations that authorize vehicle operators to disregard certain traffic regulations specified therein.

5. While operating a vehicle in an emergency mode both the blue lights and siren will be used pursuant to the COV and this Operational Directive and the driver will maintain safe and proper control of the vehicle at all times. Extreme care and caution will be exercised at all cross streets, flashing red signals, traffic lights, stop signs, yield signs or other device indicating that moving traffic shall stop. The speed of the Department vehicle will be sufficiently reduced to enable it to be stopped at any intersection, flashing red signal, traffic light, stop sign, yield sign or other device. The driver will ensure that the intersection can be entered and crossed in a safe manner with due regard to the safety of persons and property.
  - a. Any driver of any police vehicle responding to an emergency call or involved in a vehicle pursuit will use the blue light and siren for the purpose of gaining safe passage and to indicate the need for a driver to yield.
  - b. When an expeditious response is necessary the officer will exercise caution and will restrict the use the blue lights and siren to areas in which traffic congestion becomes a hindrance to the passage of the police vehicle pursuant to the COV and this Operational Directive.
  - c. This policy contemplates that police best practices may allow an emergency response without an officer using their emergency equipment or using their emergency equipment intermittently. Officers are required to utilize their judgment and discretion when responding in such a manner to ensure that such response is justified.

**B. Vehicle Equipment**

1. Emergency blue lights are a part of a police vehicle's emergency equipment and will be used in the following situations:
  - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
  - b. During vehicular pursuit, as further detailed in Section IV, C.
2. In addition to pursuits and emergency operation, blue lights may be used in the following situations:
  - a. During vehicular stops to notify the vehicle being stopped of that intention and/or to maintain vehicular safety at the scene of the stop;

- b. At the scene of roadway hazards to warn approaching motorists; and
    - c. At emergency scenes where officers are required by the situation to leave their vehicle in a traffic lane, to warn approaching motorists.
  3. Emergency blue lights will not be used except when necessary for vehicular safety or other legitimate purposes.
  4. The siren is a part of the police vehicle's emergency equipment and will be used in the following situations:
    - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
    - b. During vehicular pursuit, as further detailed in Section, IV, C.
  5. In addition to pursuits and emergency operation, the siren may be used in the following situations:
    - a. To gain the attention of and give notice to the operator of a vehicle of the officers order to stop the vehicle; and
    - b. To warn citizens of an impending danger, when no other means is readily available.
    - c. The siren will not be used except when necessary for vehicular safety or other legitimate purposes.
  6. Hazardous warning lights or four-way flashers may be used to increase vehicular safety and visibility at the scene of vehicular stops, roadway hazards or situations where the police vehicle is stopped near a traffic lane. They will not be used when the police vehicle is in operation.
  7. Alley lights and spotlights may be used when the vehicle is stationary or moving at slow speeds. Auxiliary lighting will not be used in a manner which will blind or interfere with the vision of other drivers. Spotlights and take-down lights will be used in traffic stops to enhance officer safety. Officers are encouraged to make use of headlights at all times when operating as an emergency vehicle. The use of headlights during daylight hours increases the visibility of the police vehicle.

C. Vehicle Pursuits

1. The decision to initiate a pursuit is made by the officer *pursuant to this Operational Directive*. Likewise, the decision to terminate is also the responsibility of that officer. Even though a supervisor holds the authority and the responsibility to order the termination of a pursuit, the initiating officer still holds authority to terminate the pursuit at any time prior to such supervisory intervention.
2. Before making a decision to continue or terminate a pursuit several factors must be considered. The factors include, but are not limited to, the following:
  - a. The condition of the police vehicle;
  - b. Whether the identity of the suspect driver is known;
  - c. The offense involved;
  - d. The time of day;
  - e. The weather, road, and traffic conditions;
  - f. The speed of the pursued vehicle;
  - g. The type of vehicle being pursued;
  - h. The characteristics of the area, including the presence of pedestrians;
  - i. The behavior and apparent driving ability of the suspect driver;
  - j. Whether the pursued vehicle contains passengers;
  - k. The degree of risk to the officer and the public;
  - l. The ability to apprehend the subject at a later date; and
  - m. The ability of the pursuing officer(s) to effectively communicate the details of the pursuit over the radio. If the pursuing officer(s) are not able to effectively communicate the details of the pursuit the pursuit will be immediately terminated.



3. The potential dangers of the pursuit must be carefully and realistically weighed against the listed factors and the reason for the pursuit. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
4. Officers will utilize all available and practical tactics as authorized by law or Department policies to avoid pursuits of motor vehicles.
5. No pursuits shall be initiated by an officer having a civilian, a detainee or any other non-sworn individual in the police vehicle.

D. Termination of Pursuits

1. A pursuit shall be discontinued when any of the following conditions exist:
  - a. Hazards of exposing the public or the officer to injury or serious property damage are high;
  - b. Environmental, weather, road or traffic conditions indicate that a successful apprehension is unlikely;
  - c. The identity of the violator has been or can be established without immediate apprehension and continued pursuit is not necessary to end an active felony or to eliminate an imminent serious physical injury or threat to life.
2. ***Officers may initiate a vehicle pursuit only for violent felonies or misdemeanor crimes of violence. Pursuits can be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a fleeing felon whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur. Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
3. An officer who makes a decision to terminate a pursuit of a motor vehicle based on the procedures contained in this Operational Directive will not be subjected to Department disciplinary action for terminating the pursuit.

4. When officers choose to terminate a pursuit or are directed to terminate a pursuit by a supervisor, they will ***immediately*** pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor or specific permission from that supervisor to leave the location of that stop. The pursuing officer, immediate supervisor, the shift supervisor or higher ranking officer may order termination at any time.
5. ***Any officer granted permission by a supervisor to engage in a pursuit pursuant to this Operational Directive, will immediately, at the conclusion of the pursuit, pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor. The supervisor may grant permission for the officer to leave the location of that stop.***

E. Initiating Officer's Responsibility

1. When a decision to pursue has been made the primary officer initiating the pursuit will:
  - a. Activate the blue lights and the siren;
  - b. Unless working a pre-planned operation on a designated side channel transmit the following information to the 911 Communications Center on channel one. Officers will not switch to a side channel.
    - 1) Unit identification number and location;
    - 2) Direction of travel;
    - 3) All available information concerning the description of the pursued vehicle and occupant information;
    - 4) Reason for the pursuit;
    - 5) Speed of the pursuit; and
    - 6) Continual position reports.
  - c. Follow training guidelines concerning the operation of a police vehicle during a pursuit;

- d. Not pursue violators against the flow of traffic on divided highways. Parallel pursuit may be utilized after considering the potential risks involved if the speed of the pursued vehicle allows the officer to operate without emergency lights and siren. Parallel pursuits are defined as traveling in the proper lane parallel to the violator who is traveling against the flow of traffic on a divided highway; and
  - e. Write an offense report regardless of the duration or outcome of the pursuit. The report will contain all details of the pursuit and will describe why a pursuit was terminated and who terminated the pursuit. The initiating officer will be responsible for preparing the incident report and supplementary reports to that incident are to be submitted by other officers involved ***prior to the end of their tour of duty***. This report requirement is mandatory and never discretionary.
- F. Secondary or Backup Unit's Responsibility
- 1. There will be only two vehicles involved in any Department pursuit. If a secondary officer is deemed necessary by the supervisor, the supervisor will assign the secondary officer for each pursuit. The officer assigned as secondary will acknowledge their assignment on channel one. A supervisor has the authority to involve additional police vehicles/officers in a pursuit if the circumstances are such as to warrant the need for additional officers. A supervisor authorizing additional vehicles will prepare a written report detailing the facts and circumstances which led to the assignment of additional units.
  - 2. All other officers are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, to join in any pursuit unless specifically authorized to do so by a supervisor.
  - 3. Pursuits by motorcycle officers are authorized, but as soon as the first police automobile joins the pursuit, the motorcycle officer will assume the responsibilities of the secondary pursuit vehicle unless directed differently by a supervisor and the automobile will become the primary pursuit vehicle.

4. Officers trained in the use of the pursuit intervention device (PID) may utilize emergency equipment to respond to a location in order to deploy the PID only with the prior supervisory approval. A supervisor may authorize more than one PID trained officer to respond. Supervisors or PID trained officers responding for this purpose will give an on-air notification that they are responding using emergency equipment. Emergency response will be consistent with this Operational Directive and training established by the Department.

G. Supervisor's Responsibility

1. The supervisor is responsible for monitoring the progress of the pursuit and coordinating the backup unit.
2. Supervisors must continuously evaluate the justification for the pursuit. If the hazards become too great the supervisor shall terminate the pursuit. The supervisor is responsible for ordering the termination of a pursuit; taking into account the factors listed in this Operational Directive. This supervisory responsibility does not prevent the initiating pursuing officer from making the decision to terminate the pursuit prior to any order to do so.
3. Once the pursuit leaves the city, the supervisor must make a decision as to whether to allow the pursuit to continue and communicate that decision to the pursuing officer(s) immediately.
4. The Bureau Commander will ensure that an incident report is written by the initiating officer and a Vehicular Pursuit Critique Form is completed by a supervisor on all pursuits. Both will be submitted without delay, with a copy of the report and the original critique forwarded to the Patrol Captain. All pursuits regardless of duration or outcome require a written incident report. The Patrol Captain will be notified of any pursuit that occurred and that the Pursuit Critique was completed on the incident.
5. ***At the conclusion of each pursuit, the on-duty supervisor shall ensure that the in-car camera electronic media has been downloaded pursuant to Operational Directive 62.1.20. The supervisor, prior to the end of his tour of duty will review each pursuit for compliance or non-compliance with this Operational Directive and will document his determination through Blue Team and a pursuit report.***

- H. Pursuits Continuing Outside the City
  - 1. Officers shall not pursue persons suspected ***of a violent felony or misdemeanor crimes of violence*** outside the territorial limits of the City of Roanoke and contiguous jurisdictions ***absent the approval of a supervisor***. The fact that a person is fleeing is not justification to pursue outside of these limits.
  - 2. When the pursuit leaves the city the pursuing officer must immediately notify his supervisor of that fact. Supervisors will then hold primary responsibility for a decision to continue or terminate the pursuit.
  - 3. If a unit from the jurisdiction enters the pursuit or the Virginia State Police enters the pursuit, the Department unit will maintain its primary pursuit responsibility unless the outside jurisdiction unit or the Virginia State Police unit initiates an action to take over the primary position. If the outside jurisdiction unit or the Virginia State Police unit takes the primary pursuit position, the Department unit will drop back and assume backup responsibilities. If a Department unit is involved as a backup to the first Department unit that second unit will terminate involvement in the pursuit unless ordered otherwise by a supervisor. If both a unit from the jurisdiction and a Virginia State Police unit enter the pursuit the Department will terminate involvement in the pursuit unless ordered otherwise by a supervisor.
- I. Pursuits Entering the City from Other Jurisdictions
  - 1. When a pursuit by a single unit of another jurisdiction enters the city limits an officer of this Department may join the pursuit only with the approval of a supervisor. ***Officers shall join such a vehicle pursuit only if the originating offense in the other jurisdiction was for a violent felony or misdemeanor crimes of violence. Such pursuits may be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a violent felony suspect or misdemeanor crime of violence suspect whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur.***

2. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit. One unit from this Department, if authorized by a supervisor, may assist in the pursuit utilizing both blue lights and siren. The officer will then follow the procedures outlined in this Operational Directive. The officer must ascertain from the E-911 Communications Center of any outstanding charges against the suspect driver.***
3. The Department unit involved must advise if the pursuit leaves the City. Department units will not pursue outside the city limits if the pursuit originated in another jurisdiction.
4. For cases in which a pursuit enters the city with two or more police units involved, no Department units will be authorized to join in the pursuit.

J. E-911 Communications Center Responsibilities

1. E-911 Communications Center personnel have been trained to utilize the following procedures when notified by a unit that a pursuit has been initiated:
  - a. Transmit to all units the fact that a pursuit is in progress and the unit(s) involved. Clear a channel to be utilized only for the pursuit related communications;
  - b. Advise all units of the description of the pursued vehicle, direction of travel, speed and other necessary information;
  - c. Maintain close radio contact while leaving a radio channel available to the pursuing unit so as to immediately react to the officer's needs;
  - d. Coordinate notifications of adjoining jurisdictions;
  - e. Make certain that Department supervisors are notified of the pursuit;
  - f. Take action to see that the supervisors are updated frequently as to the pursuit;

- g. When an officer indicates the initiation of a vehicular pursuit, E-911 Communications Center personnel will immediately assign an incident number; and
  - h. ***When a pursuit by an officer of another jurisdiction enters the city limits E-911 Communications Center personnel will determine the reason for the pursuit. E-911 Communications Center personnel will immediately advise the on-duty supervisor of the underlying reason for the pursuit.***
- K. Pursuit Intervention Devices
- 1. ***The use of a Pursuit Intervention Devices (PID) is considered a use of force.*** PID's are designed to afford officers with an alternative to the use of potential deadly force to end a pursuit by deflating the tires of the fleeing vehicle. PID's will be used only on vehicles with four or more tires unless deadly force is justified under Operational Directive 2.1.22.
  - 2. PID's will only be utilized by supervisors/officers who have completed training on the proper use and deployment of the specific device they intend to use. Supervisors/officers will deploy the PID's as directed in training. Supervisors/officers are responsible for their safety and that of the public. PID's will not be deployed when circumstances indicate to the supervisor/officer that it would not be in the best safety interest to attempt to deploy the PID.
  - 3. Supervisors/officers intending to utilize a PID are responsible for attempting to notify all involved units regardless of jurisdiction of the location of deployment.
  - 4. Supervisors/officers are responsible for attempting to limit exposure of uninvolved motorists to the PID's to prevent damage to their vehicles.
    - a. Should an uninvolved motorist's vehicle be damaged, the proper special report will be completed and forwarded to the Patrol Captain's Office along with the Pursuit Critique Form.
    - b. If the uninvolved motorist's vehicle is not drivable, a wrecker from the city list will be called and the vehicle will be towed to a location of the motorist's choice.

5. A use of force report is required by the officer who deploys a PID whether or not a driver makes contact with the PID. A review of each use of a PID will follow the procedures established in Operational Directive 2.1.22 section Five, D.

**L. Roadblocks**

1. The United States Supreme Court has ruled that the use of a roadblock is an example of the potential use of deadly force. Stationary roadblocks shall be used only when the suspect being pursued clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for and must approve all roadblocks. Roadblocks shall:
  - a. Not be placed in a manner that is likely to cause any motorist to crash;
  - b. Only be used when an application of deadly force is justified;
  - c. Be established in a highly visible area to ensure that the pursued vehicle has time to stop upon seeing the roadblock;
  - d. Provide non-involved motorists ample room to maneuver their vehicles with safety; and
  - e. Be established with ample emergency lights, flares, or other illumination so that all motorists and the pursued driver are fully aware of the roadblock.
2. Officers will be certain that other responding units from all jurisdictions are aware of the roadblock location.
3. Officers establishing a roadblock will position themselves outside their vehicles and at a safe distance to ensure safety in the event the suspect tries to evade capture.
4. Supervisors are responsible for positioning at least one unit well past the roadblock to continue the pursuit in the event that the suspect evades or crashes through the roadblock.
5. A written report and the completion of a use of force report are required by officers who establish a roadblock. An administrative review of each use of a roadblock will follow the procedures established in Operational Directive 2.1.22 section Five, D.



M. Forcible Stopping

1. The United States Supreme Court has ruled that forcible stopping is an example of the potential use of deadly force. Forcible stopping shall only be utilized when the suspect clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for approving forcible stopping when possible. Deliberate ramming of a suspect's vehicle shall be done only in the following instances:
  - a. When suspects pose a continued imminent threat of inflicting serious physical injury or death to an officer or a citizen; or
  - b. When suspects are actively committing an act of violence against a citizen or an officer in which there is a high probability of the officer or citizen sustaining serious physical injury or being killed.
2. Officers are reminded that deliberate ramming may cause the deployment of the police vehicle's airbag which could cause loss of vehicle control.
3. A written report and the completion of a use of force report are required by the officer involved in a forcible stopping incident. An administrative review of each forcible stopping incident will follow the procedures established in Operational Directive 2.1.22 section Five, D.

N. Pursuit by Unmarked Police Vehicles

1. Officers shall not initiate pursuits in non-emergency vehicles or personal vehicles.
2. Officers in unmarked vehicles are prohibited from initiating pursuits. The only exceptions **are in the case of a violent felony or misdemeanor crime of violence** with the prior approval of a supervisor. In the event an unmarked vehicle is involved in a pursuit, the pursuit will be discontinued by that vehicle immediately upon involvement by a marked patrol unit. The unmarked unit will then completely discontinue the pursuit.
3. An exception to the above guideline may be made in situations where the need for additional manpower at the site of apprehension is indicated. In this instance, the unmarked vehicle, after relinquishing the lead to a marked patrol vehicle and with prior supervisor approval, would continue with the pursuit in the safest possible manner to its conclusion.

4. Officers in unmarked patrol vehicles with emergency equipment may initiate pursuits in accordance with this Operational Directive. However, officers will relinquish the pursuit to marked patrol vehicles. Unmarked patrol units will not serve as secondary/back-up units, unless authorized by a supervisor.

**Administrative Review**

1. At the discretion of the Chief a panel may be designated to conduct a review of any pursuit incident. The review may include an evaluation of policy/procedures, tactics and/or training.

**P. Discipline**

1. Any officer found in violation of any section of this Operational Directive is subject to disciplinary action up to and including termination.

**Q. Pursuit Analysis**

1. The Patrol Captain or his designee will conduct an annual documented analysis of all Department pursuit pursuits and pursuit reports. The annual analysis will include a documented review of pursuit policies and reporting procedures.

CCP: tsj/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 61.3.1</b>                     |
| <b>Subject: Traffic Enforcement Data Collection and Evaluation</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 2/28/12, 5/11/10, 2/8/10, 8/31/09, 5/1/07, 5/24/05, 5/24/94, 11/29/01, OD61.2.1 – 8/01/93, OD61.2.2–3/24/93; OD61.2.3–10/20/93</b> | <b>CALEA Standard(s): 61.1.1, 82.2.4, 82.3.3</b>         |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

Selective traffic enforcement is implemented and intended to reduce traffic crashes through proactive enforcement actions. The Department recognizes the importance of selective traffic enforcement activities as a means to help ensure safe travel throughout the City. It will be a priority of officers to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. To that end officers will diligently enforce the laws related to motor vehicle, moped and bicycle operation paying particular attention to the use of occupant safety devices, **texting while driving**, specific identified factors involved in crashes and in response to citizen complaints or requests for selective enforcement pursuant to this Operational Directive.

**II. POLICY**

The Department will direct its resources based on compiled and reviewed crash data, citizen complaints and citizen requests for enforcement action with the intention of reducing traffic crashes and the unsafe operation of motor vehicles, mopeds and bicycles throughout the City.

**III. PROCEDURE**

A. The **Platoon** and **CRT** Lieutenants in conjunction with the Crime Analysts will compile and review traffic crash data, citizen complaints and requests for traffic enforcement on a monthly basis. The review will determine those locations experiencing the highest number of traffic crashes and citizen complaints or requests by Zone or **Sector** based on:

1. Specific location;
  2. Time; and
  3. Specific violations causing traffic crashes or traffic violations in those locations.
- B. Traffic enforcement activities will be compiled and reviewed by the Patrol Captain or his designee on a monthly basis.
- C. Monthly crash data and enforcement activities will be reviewed and compared. Based on this review the Department will deploy personnel and necessary specialized equipment to those identified locations to take appropriate enforcement action.
- D. The Department will implement selective enforcement techniques and procedures as a priority to include, but not be limited, to:
1. DUI details;
  2. Seat belt and child restraints;
  3. ***Texting while driving violations;***
  3. Occupant safety details;
  4. Stationary RADAR/LIDAR;
  5. Stationary operation, either overt or covert;
  6. Deployment of the RADAR Trailer;
  7. Deployment of numeric speed sensors; and
  8. Stealth Stat RADAR.
- E. The RADAR trailer, numeric speed sensors and the Stealth Stat RADAR will be deployed based on greatest need after a review of traffic crash data and citizen complaints or requests for traffic enforcement. Deployment will be in a secure, safe location that does not create a traffic hazard. Deployment requires pre-approval by a supervisor.
- F. Selective traffic enforcement activities will be evaluated at the end of each month. Each evaluation will:
1. Capture the number of traffic crashes;
  2. Capture the number of citations issued in conjunction with traffic crashes;

3. Establish the locations with the highest number of traffic crashes including;
  - a) Day of week;
  - b) Time of day; and
2. **Platoon and CRT** Lieutenants will make selective enforcement assignments based on citizen complaints, citizen requests for traffic enforcement and collected data.
3. Officers assigned to citizen complaints, citizen requests for traffic enforcement, any other selective enforcement assignment and identified traffic crash locations will complete a memorandum or e-mail response to the **Platoon or CRT** Lieutenant documenting all selective traffic enforcement activities undertaken at the identified location no later than the assigned deadline.
4. The **Platoon or CRT** Lieutenants will submit copies those memoranda or e-mail responses to the Patrol Captain's Office by the end of each month for inclusion in the monthly review.
5. Zone sergeants and Platoon lieutenants will submit any additional information that would benefit the Department's response to traffic enforcement activities to the Patrol Captain's Office by the end of each month for inclusion in the Department's monthly traffic enforcement evaluations.

### III. PROCEDURE FOR TRAFFIC RECORD COLLECTION AND STORAGE

#### A. Collection and Storage of Traffic Data

1. All traffic crash data including reports, investigations and location information will be scanned into docview and forwarded to the Records Unit for data entry and report filing.
2. All traffic enforcement data including citations, arrests, dispositions and location information will be forwarded to the Records Unit for data entry and report filing.
3. All reports of hazardous roadway conditions will be made to the E-911 Communications Center to be forwarded to the appropriate Department for service.
4. Documentation of any presentation given on traffic safety will be forwarded to the appropriate **Platoon or CRT** Lieutenant for record keeping purposes.

5. All traffic volume data reports are made available upon request to the Department by the Traffic Engineering Office.
6. All traffic volume reports and the distribution of these reports is through the Traffic Engineering Office.
7. All traffic enforcement activity data will be compiled on a monthly basis and maintained by the *Patrol Captain* Administrative Assistant.

B. Traffic Records System

1. All documented traffic data will be entered by Records Unit personnel with the established computer index system.
2. The distribution of traffic offense material will be done in accordance with Operational Directive 82.1.4.
3. All traffic related offense documentation will be retained in their original form or by computer entry pursuant to the Virginia Records Retention Act.
4. Crash locations will be maintained in PolicePak and in ARC Map (GIS) to aid in evaluation and problem identification.

C. Crash Reporting

1. The Traffic Safety Officer will review traffic offense reports in order to:
  - a. Maintain the level of quality and accuracy of reports and
  - b. Provide required crash data to the Division of Motor Vehicles.



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 62.1.1</b>  |
| <b>Subject: Traffic Law Enforcement</b>   | <b>Review Date: March 10, 2014</b>  |
| <b>Effective Date: March 14, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>                        |
| <b>Amends/Supercedes: 2/20/12, 5/15/11, 10/16/09, 4/11/07, 5/04/04, 11/29/01; 3/02/00, OD62.1.3–11/07/92; OD62.1.2–11/16/98, 10/15/93</b> | <b>CALEA Standard(s): 1.1.4, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6</b> |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To set forth procedures concerning enforcement action in relation to traffic law enforcement and uniform enforcement of traffic law violations.

**II. POLICY**

It will be the policy and a priority of Department to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. Traffic enforcement is a vital element of each officer's efforts to promote highway safety and to protect the lives of motorists and pedestrians. It has been demonstrated that numbers of quality traffic arrests and citations produce the best results in promoting safety and creating safer neighborhoods. Patrol officers will be diligent in bringing traffic violations before the court. While discretion may be exercised in minor cases, felony traffic cases and impaired drivers will be brought to the court's attention if the case is prosecutable.

**III. PROCEDURE**

A. It will be the responsibility of all patrol personnel to equally enforce traffic violations throughout the city. Enforcement action will be in accordance with applicable laws and will take into account the degree and severity of the violation committed.

B. Enforcement action taken incidental to traffic law violations will include:

1. Warnings: An investigating officer may issue warnings verbally when inadvertent violations are committed which do not endanger other citizens.

2. Citation: Citations will be issued or arrests made for traffic infractions which endanger other motorists or pedestrians, or at the officer's discretion, in accordance with the applicable traffic laws.
  3. Physical arrest: Traffic offenders may be taken under arrest under certain circumstances which are authorized by the Code of Virginia or the City Traffic Code.
- C. Procedure for handling traffic violations committed by the following:
1. Nonresidents: Such persons will be given the same consideration as residents in accordance with the Code of Virginia in matters concerning traffic enforcement.
  2. Juveniles: Traffic citations for those persons under the age of eighteen will be issued and set for trial in the Juvenile Court System.
  3. Legislators: Legislators are granted no exceptional treatment unless such exceptions are specified by state code. Upon issuance of a citation to a legislator, the issuing officer will advise his immediate supervisor of the occurrence.
  4. Foreign Nationals: When a foreign national is arrested or detained they must be advised of the right to have their consular officials notified. Officers can access detailed information regarding their responsibilities pursuant to consular notification on the MCT.
  5. Foreign Diplomats: Individuals provided with diplomatic status, who are involved in a chargeable traffic offense, will be immune from arrest or imprisonment. It is incumbent on the officer to positively establish the claimed diplomatic status.
    - a. Individuals with diplomatic immunity may be issued a summons but need not sign the summons.
    - b. Individuals with diplomatic immunity may be offered standard field sobriety tests. The taking of these tests may not be compelled.
    - c. Individuals with diplomatic immunity vehicles may not be searched, seized, impounded or booted. The vehicle may be towed the distance necessary to ensure public safety.
  6. Military Personnel: When military personnel are charged with traffic violations, every effort will be made to set a court date that would minimize any conflict with the individual appearing in court.



- D. Information provided to each motorist relative to the specific charge will include:
1. Court Appearance Schedule: Each citation issued will specify the date and time for the motorist to appear concerning the charge, the proper court, and the address of the court.
  2. Mandatory Court Appearance: The citation will have the proper section checked to advise whether or not mandatory appearance is required.
  3. Other Information: The motorist will be provided information as to why the citation has been issued and the state or city section dealing with the violation. A telephone number for further information dealing with the disposition of the charge will be provided. Verbal instructions will be given by the issuing officer to help clarify the citation process and method of payment prior to the scheduled court date.
- E. Driving under the influence of alcohol/drugs: Following whatever initial examinations at the scene of the traffic stop are necessary, the officer will:
1. Effect a physical arrest of the subject and assume responsibility for the safety of the subject and the subject's property; and
  2. Offer chemical test(s) to the subject in accordance with state statutes. These chemical tests are supplementary tools only and the refusal to submit to these tests will constitute an additional charge.
- F. Speed Violations/RADAR/LIDAR: RADAR/LIDAR speed measuring devices will be used by properly trained and certified officers as a supplementary tool to assist them in response to citywide speeding violations, citizen's complaints concerning speeding motorists, citizen requests for traffic enforcement and in speed enforcement in high or potentially high traffic crash locations.
1. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
  2. RADAR/LIDAR will be deployed with the safety of the officer and the public in mind at all times.
  3. The primary function of patrol officers is to provide high visibility in their assigned areas. Officers may utilize RADAR and stationary LIDAR as a supplement to their patrol functions.
  4. The Patrol Bureau will document the number of RADAR/LIDAR charges placed monthly.

- G. **Hazardous Violations:** Those violations that by nature endanger life or property of the person committing the act or others. Traffic violations of this nature will require priority enforcement be given by patrol officers. Information concerning problem areas and the type of hazardous violations committed in those areas will be maintained in the Patrol Bureau. The following offenses will be treated as hazardous moving violations for Department purposes and will be an enforcement priority:
1. Operating under the influence of alcohol or drugs;
  2. Reckless driving;
  3. Speeding;
  4. Failure to yield;
  5. Disregard stop light;
  6. Disregard stop sign;
  7. Improper lane change;
  8. Improper turns; and
  9. Following too close.
- H. **Equipment Violations:** An offense of this nature will be enforced to prevent the use of unsafe or improperly equipped vehicles on City streets.
- I. **Public Carrier/Commercial Vehicle Violations:** Traffic law enforcement procedures will be applied equally to all violators regardless of their association with any public carrier or commercial vehicle.
- J. **Other Non-hazardous Violations:** Nonhazardous traffic violations when appropriate circumstances warrant the issuance of a citation. Officers will be diligent in enforcing occupant safety violations to include but not be limited to seat belt and child restraint violations. Officers will make enforcement of occupant safety violations a priority.
- K. **Multiple Violations:** In cases where a subject is observed committing more than one offense, primary attention will focus on the most serious offense. Discretion will be used by an officer when issuing additional citations. At no time will multiple charges be issued to merely compound punishment.

**IV. PROACTIVE TRAFFIC LAW ENFORCEMENT PROCEDURES**

- A. **Newly enacted laws and/or regulations:** The Department addresses newly enacted laws and regulations annually. Officers will consider the new law or regulation in conjunction with the seriousness of the offense when taking enforcement action.
- B. **Visible Traffic Patrol:** Officers will engage in visible traffic patrol in order to deter motor vehicle violations whether area, line or directed.
- C. **Stationary Observation:** Officers may, when there is an unusual or continuing enforcement program, engage in stationary observation. Whether covert or overt, this type of activity should not suggest the appearance of a trap situation.
- D. **Use of unmarked or unconventional vehicles:** The Department will use unmarked vehicles for traffic law enforcement only when approved by the Patrol Captain or his designee.

CCP: sek/pjp



|  |  |
|--|--|
| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.11</b>                    |
| <b>Subject: RADAR/LIDAR Speed Enforcement</b>  | <b>Review Date: March 3, 2014</b>                        |
| <b>Effective Date: March 10, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supersedes: 11/9/12, 2/20/12, 7/30/11, 10/30/09, 8/31/09, 5/22/07, 9/22/06, 8/24/03, 12/20/02, 11/19/01, 1/16/89</b> | <b>CALEA Standard(s): 61.1.1, 61.1.9</b>                 |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

To establish procedures for RADAR/LIDAR speed enforcement. The Department prioritizes speed enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will diligently enforce the laws related to speeding violations through the use of RADAR and LIDAR pursuant to this Operational Directive. It will be a priority of officers to utilize RADAR/LIDAR in the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city.

**II. GENERAL INFORMATION**

- A. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
- B. All sets are licensed under the Department's general radio license. All equipment will conform to §2.2-1112 COV.
- C. If technical or expert testimony in court is necessary a written request must be forwarded to the Patrol Captain. Requests will indicate the date of the offense, the court date, and the serial number of the set, counting unit or other components involved and a description of circumstances of the case.
- D. Under no circumstances will a vehicle containing a LIDAR unit be sent to a repair facility unless the officer is to remain with the vehicle. If the vehicle is to be left for repairs the LIDAR unit will be placed in the replacement vehicle or returned to the appropriate LASER/LIDAR storage location.

**III. PROCEDURE**

- A. Care must be exercised in handling and transporting LIDAR devices. Devices will be maintained in accordance with manufactures recommendations. Maintenance records will be retained by the Department.
- B. It will be the operator's responsibility to select safe locations to conduct RADAR/LIDAR operations. All locations selected will be properly posted with speed limit signs if the legal limit is different than the maximum normally permissible under law.
- C. The LIDAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift at a predetermined location as follows:
  - 1. Internal system check;
  - 2. Distance calibration test; and
  - 3. Vertical and horizontal sight alignment test.
- D. The results of the tests will be recorded on the LASER Enforcement Log. Any time the officer operating the LASER changes, the LASER must be rechecked using the three tests outlined above. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the LIDAR through the listed calibration checks. Officers will record each enforcement location on their LASER Enforcement Log.
- E. Each RADAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift. Any time the officer operating the RADAR changes, the RADAR must be re-checked for accuracy. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the RADAR through the listed checks. The results of the calibration checks will be recorded on the RADAR enforcement log.
  - 1. Internal calibration system;
  - 2. The appropriate tuning fork method;
  - 3. Speedometer comparison in moving mode will be made at speeds of 5 MPH below the posted speed limit and at the posted speed limit which is violated; and
  - 4. Verification of patrol unit speed at the times of violation.
  - 5. Officers will record each enforcement location on their RADAR Enforcement Log.

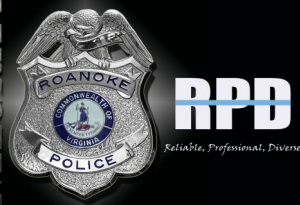
- F. When placed in the moving mode the RADAR is used to monitor vehicles:
  - 1. Approaching/departing on a two lane roadway;
  - 2. Approaching/departing in either lane of a four lane undivided roadway;
  - 3. Approaching/departing in either lane of divided highways, if conditions permit; and
  - 3. Traveling in the same direction.
  - 4. When the RADAR is in moving mode officers will not take enforcement action while rapidly accelerating or decelerating.
- G. When placed in the stationary mode the RADAR is used to monitor vehicles:
  - 1. Traveling on a one way roadway;
  - 2. Traveling in either direction on a two lane roadway;
  - 3. Traveling in either direction on three lane roadways; and
  - 4. Traveling in the same direction in no more than three adjacent lanes of a divided roadway.
- H. Only marked patrol units or unmarked vehicles approved by a Division Captain will be utilized for RADAR/LIDAR speed measurement and enforcement.
- I. Officers will maintain their RADAR and LIDAR Enforcement Logs for two years after the last entry date on the RADAR and/or LIDAR Enforcement Log.
- J. Officers will maintain copies of all issued summonses for one year.
- K. All RADAR/LIDAR operators will be certified every three years according to Department of Criminal Justice Services guidelines.

**IV. MAINTENANCE**

- A. The Patrol Captain or his designee will be responsible for the upkeep and accountability for each RADAR/LIDAR issued.
- B. The Patrol Captain or his designee will be responsible for the maintenance of the RADAR/LIDAR.

- C. Missing, unaccounted for, or damaged RADAR/LIDAR will be immediately reported to a supervisor. A Special Report will be written and forwarded to the Patrol Captain's office immediately.
- D. RADAR/LIDAR will not be used for any purposes other than authorized training, exhibitions or related Department business.
- E. RADAR/LIDAR in need of repairs as a result of normal use will be turned over to a supervisor. The supervisor will forward the RADAR/LIDAR to the Patrol Captain or his designee with a memorandum describing the malfunction.
- F. Whenever a patrol car is left at the City Service Center the complete RADAR/LIDAR and all the accessories except for any permanent mounts will be removed.

CCP: rdc/pjp



## 2017 National Law Enforcement Challenge

### PROBLEM IDENTIFICATION:

In the fall of 2013, we sent our fatality investigations team to three separate fatalities involving pedestrians who were killed as they were crossing the street. All three were hit following the time change from Daylight Saving Time to Eastern Standard Time. Over the next several months we continued to track a trend of high amounts of pedestrian involved injury collisions which are outlined below:

|       |               |
|-------|---------------|
| 2013: | 44 collisions |
| 2014: | 37 collisions |
| 2015: | 39 collisions |

In 2015 the Roanoke Police Department applied for grant money from the Virginia Department of Motor Vehicles [DMV] to pay for selective enforcement involving pedestrian safety issues and the DMV agreed to pay for 100 hours of overtime starting in 2016. Analysis from the department's ISTAR [Intelligence, Statistics, Technology, Analysis, and Research] unit showed the majority of the collisions were happening around dusk [6 pm to 9 pm] and that certain intersections in heavily congested areas were seeing the most problems, particularly areas that were impacted by some sort of road construction. Those areas were identified as: the area around Carilion Roanoke Memorial Hospital, Downtown Roanoke, Virginia Western Community College, and the Grandin Village shopping and dining district. Three of those areas had histories of serious injuries and/or fatalities since 2013 and are outlined below.

- Downtown Roanoke: 8 pedestrian injury collisions since 2013 and 1 fatality.
- Carilion Roanoke Memorial Hospital: 2 pedestrian injury collisions since 2013 and 1 fatality.
- Grandin Village Shopping & Dining District: 1 pedestrian injury collision since 2103.

### POLICY:

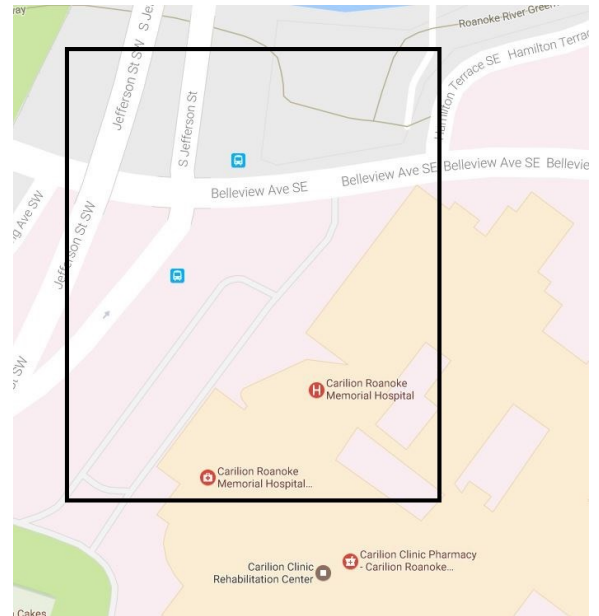
Attached in separate PDF file are operational directives [in order of appearance]: Officer Contact with Traffic Violators (62.1.5), Traffic Crash Investigation (63.1.1), Vehicle Operation and Vehicular Pursuits (41.2.2), Traffic Enforcement Data Collection and Evaluation (61.3.1), Traffic Law Enforcement (62.1.1), RADAR/LIDAR Speed Enforcement (62.1.11).



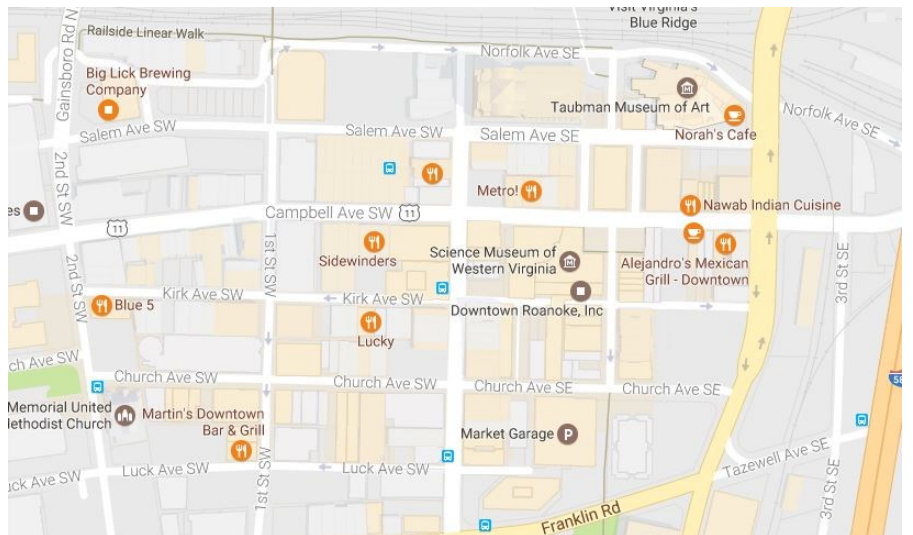
## **PLANNING:**

We identified our four highest pedestrian traffic areas; these areas contained numerous crosswalks. The four areas of focus were:

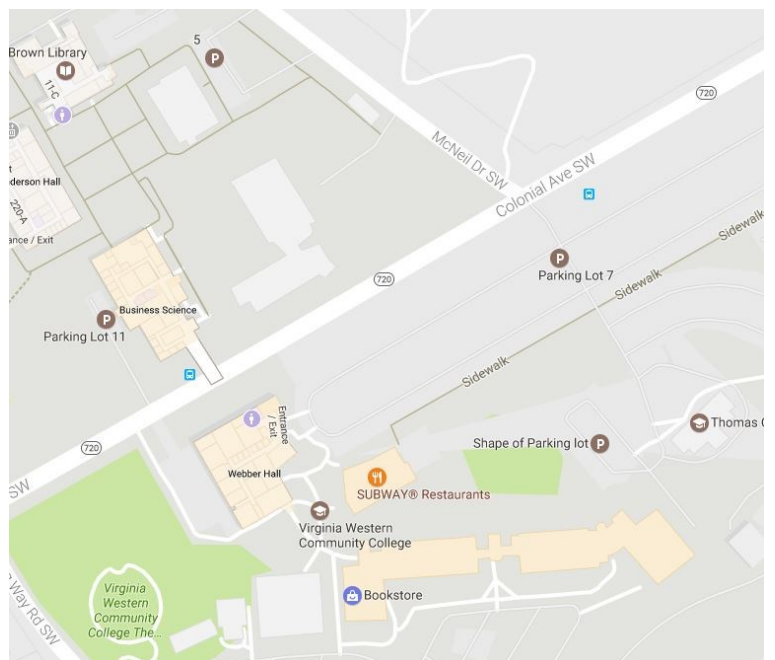
### **1) Belleview Avenue SE near Carilion Roanoke Memorial Hospital:**



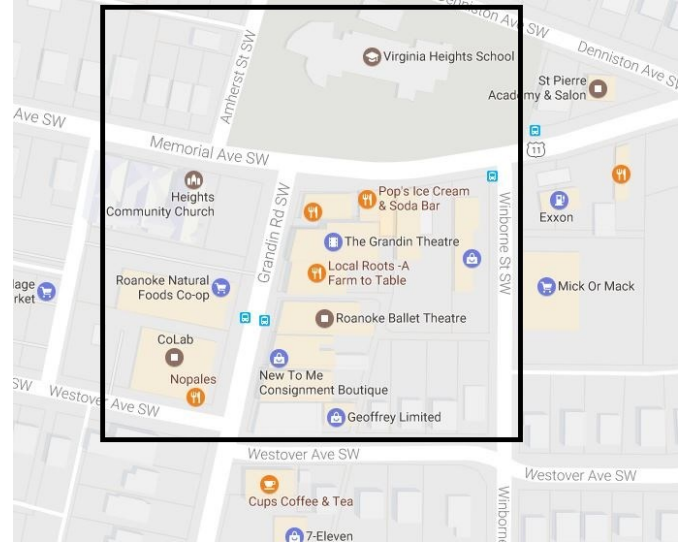
### **2) Downtown Roanoke:**



### **3) Virginia Western Community College:**



#### 4) Grandin Village Shopping & Dining District:



Sergeant Rob McNiff was in charge of DMV grants at the department. Sergeant McNiff sent out emails to recruit officers to work traffic enforcement overtime at each of the problem intersections. Of the 100 DMV approved overtime hours for pedestrian traffic enforcement available during 2016, officers worked 89 of them. Sergeant McNiff instructed each officer to be visible during peak times at each intersection or crosswalk.

A media and social media campaign was also planned around the time of the “Fall back” period of the year, when we set our clocks back one hour to eastern standard time. The campaign plan called for reminding drivers and pedestrians that studies show more people get hit by cars during the fall than any other season.

There was also a strong effort in planning to address citizen complaints involving crosswalks and aggressive driving. Those crosswalks included Wells Avenue at the Hotel Roanoke and pedestrian traffic near an elementary school, Garden City Elementary, in Southeast Roanoke.

#### STRATEGIC HIGHWAY SAFETY PLAN SUPPORT:

The Department supported the Virginia Strategic Highway Safety Plan by doing the following:

- 1) Used DMV overtime grants to pay for additional enforcement
- 2) Used speed radar trailer to mitigate citizen complaints
- 3) Developed and implemented plans to address speed and safety related concerns
- 4) Utilized TREDIS, ISTAR, and speed surveys to track and analyze crash statistics

#### TRAINING:

| Title                                | Date(s)     | Attendance |
|--------------------------------------|-------------|------------|
| Radar/Lidar Instructor Recert        | 10/28/16    | 1          |
| Driving Instructor Recert            | 9/23/16     | 8          |
| Basic Motorcycle School              | 11/14-23/16 | 1          |
| In-Service, Speed: Driving scenarios | Various     | 124        |
| Initial Radar/Lidar Certification    | Various     | 22         |
| Level 1 Crash Investigations         | 5/2-6/16    | 1          |

Half of the entire force of sworn officers are required to go through in-service training every year (124 of the 248 sworn officers in 2016). Part of that instruction includes pedestrian-related scenario training. All rookie officers leave the academy certified in radar and lidar detection. All officers assigned to the patrol division are RADAR/LIDAR certified.

## **PUBLIC INFORMATION & EDUCATION:**

### **Traffic Safety Pedestrian Social Media Communications:**

We used our Facebook, Twitter, and Instagram pages, such as the picture on the right, to remind both drivers and pedestrians to watch out for each other on the roadways. This particular post was designed to remind drivers that more pedestrians would be out and about due to the spring weather warm-up. It reached more than 2,500 people and received nearly 200 post clicks.

### **“Good News” Traffic Safety Pedestrian-Related Social Media Communications:**

It’s important to remind folks of all the good things officers do on a daily basis. In March 2016 one of our “Good News” posts featured the work of Officer Brokaw. The officer spotted several children crossing the street at a school playground. The officer stopped to direct traffic and ensure they made it across safely. We used it as a reminder for drivers to watch out for pedestrians such as kids. It reached nearly 5,500 people and got 475 post clicks.

### **Roanoke Valley Television Traffic Safety Partnership:**

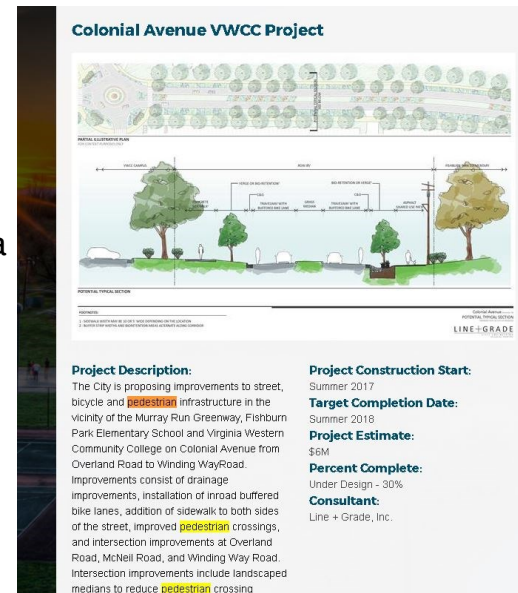
We worked together with RVTV [Roanoke Valley Television], the government channel for the City of Roanoke and Roanoke County, to re-air our pedestrian traffic safety video during the fall of 2016. The video offered advice on what pedestrians should wear at night, that pedestrians should only cross the street at corners or crosswalks, and should never walk into the street between two parked vehicles.



Pedestrian & Driver Safety - Roanoke Police Department

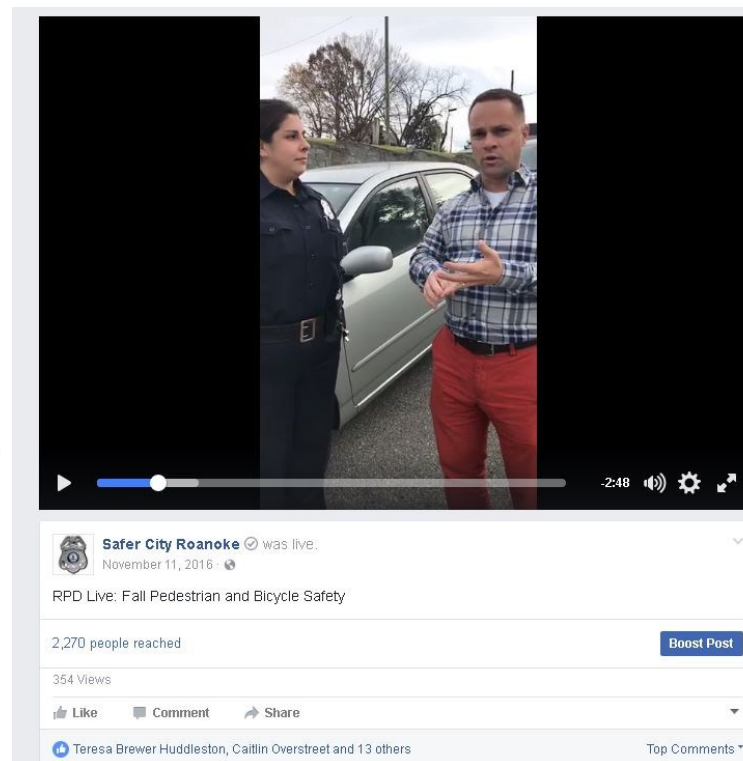
## Colonial Avenue- Virginia Western Community College [VWCC] Project:

The department offered input and shared on social media the City of Roanoke's informational website on the planned Colonial Avenue-Virginia Western Community College street improvement project [pictured on right]. It is expected to break ground later this year. Improved pedestrian crossings in and around the college are a key component of the project. The area around VWCC was identified as an area of pedestrian safety concern in Roanoke.



## Facebook Live Pedestrian-Related Traffic Safety Videos:

We used Facebook Live several times in 2016 to get our pedestrian safety messages out to the masses. The picture on the right depicts one of our videos, seen by more than 350 people and reaching 2,270. In this particular video, Traffic Safety Officer Fatima Foster joined Crime Prevention Specialist Scott Leamon to remind drivers and pedestrians to watch out for each other. It reminded pedestrians to wear bright colored clothing and never dart out into the street between two parked cars.



## ENFORCEMENT:

Sergeant McNiff tracked all selective enforcement statistics involving pedestrian safety during 2016. There were a total of 18 overtime individual patrols were directed in the target areas and during the target times.

In **January through March**, the focus was the four high congestion traffic areas featured

in the problem identification and planning sections of this submission. Officers wrote a total of two summonses for speeding, contacted 20 vehicles, and issued 20 other citations, including rolling through stop signs at the target intersections. Officers did not observe any crosswalk violations in any of the target zones.

In the months of **April through June**, as a result of citizen complaints, the targets shifted to Wells Avenue at the Hotel Roanoke, as well as Garden City Boulevard and Yellow Mountain Road due to road construction. A total of 27 vehicles were contacted, resulting in 7 summonses for speeding, three for failure to wear a seat belt, and 20 summonses to drivers who entered intersections right beside crosswalks without yielding to pedestrians.

During the months of **July, August, and September** the target areas continued to be Wells Avenue and the construction along Garden City Boulevard. Officers also did follow up at the crosswalks near Carilion Roanoke Memorial Hospital. They issued a total of 17 citations for speeding, 2 for not wearing a seat belt, and 15 in the “other traffic” category, which included 13 for running stop signs.

In **October through December**, officers contacted 18 vehicles in the target areas during the target times and issued one speeding citations, one for seat belt enforcement, and one for failure to properly restrain a child in a child safety seat.

## **OUTCOMES:**

**Overall, the plan reduced the number of injury collisions involving pedestrians in the City of Roanoke from 39 in 2015 to 16 in 2016.**

**There were a total of 2 pedestrian related injury collisions in the target areas during 2016.**

In 2013, command staff approved the Harold F. Wallick Traffic Safety Excellence Awards to be given to the officers who go above and beyond the call of duty when it comes to traffic safety. Award winners must meet certain criteria outlined in policy. The award’s namesake, Retired Officer Harold F. Wallick, served the department for 25+ years and was known for his extensive legal, prevention, and enforcement knowledge in traffic safety.

### **2016 Harold F. Wallick Award for Traffic Safety Excellence winners:**

- **Officer K.R. Wilkerson**
- **Officer C.T. Berrman**
- **Officer P.M. Begley**
- **Officer R.K. Newman**
- **Officer T.L. Hoke**

**External Stakeholder Recognition:** The Citizens Police Academy Alumni assisted on many traffic safety related outreach and enforcement events. The department honored the group with a special dinner during National Volunteer Week in April. The dinner featured a buffet and was catered by a local restaurant.



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.5</b>                     |
| <b>Subject: Officer Contact with Traffic Violators</b>   | <b>Review Date: February 14, 2014</b>                    |
| <b>Effective Date: February 28, 2014</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 7/30/11, 2/12/09, 7/15/07, 5/25/04, 11/29/01, 1/07/93; OD61.1.6–3/10/93; OD62.1.9–5/25/94, 1/01/93</b> | <b>CALEA Standard(s): 61.1.7, 61.1.8, 61.1.12</b>        |

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**I. PURPOSE**

To provide guidelines to ensure that officers conduct themselves professionally and minimize conflict when dealing with traffic violators and to establish criteria to refer drivers for DMV reexamination.

**II. PROCEDURE**

- A. Officers in contact with traffic violators will uphold a professional image. The demeanor used will be courteous and professional at all times.
- B. The violator will be advised as to the nature of the stop based on the officer's observations. Discussion of the traffic violation and the action to be taken should be brief and business like. Verbal conflict will be avoided.
- C. Officers will request to see an operator's license and vehicle registration or other identification during the traffic stop.
- D. The proper forms/citations will be readily available to the officer.
- E. The completion of forms will be done without unnecessary delay.
- F. Should a driver show signs of emotional distress every effort will be made to calm the subject and to take the necessary action to ensure their safety.
- G. Upon completion of the stop, every effort will be made for assisting the motorist back into the flow of traffic safely.

**III. PROCEDURE FOR STOPPING AND APPROACHING TRAFFIC VIOLATORS**

- A. The safety of both the officer and motorist will be the primary concern.
- B. The police vehicle will utilize blue flashing lights.
- C. A safe distance and a safe zone between the police vehicle, the motorist vehicle and moving traffic will be provided.
- D. The officer affecting the stop will be responsible for providing the necessary information by radio concerning the stop. The in-car video camera shall be activated, if available.
- E. Extreme caution will be used upon approaching the violator's vehicle. Officers will adhere to all officer safety training practices during the traffic stop.

**IV. PROCEDURES GOVERNING UNKNOWN AND HIGH RISK TRAFFIC STOPS**

- A. In addition to procedures governing traffic stops, officers will employ the following procedures when dealing with any unknown or high risk situation:
  - 1. Officers will notify the E-911 Communications Center that they are following and will be attempting to stop a vehicle that presents reasonable suspicion that a high risk traffic stop will be made.
    - a. Officers will relay all pertinent information to the dispatcher to include but not be limited to:
      - 1) Vehicle license number;
      - 2) Vehicle description by type and color;
      - 3) Location of stop; and
      - 4) Driver and occupant description as is possible.
  - 2. Officers will request a back-up unit and will, when possible, wait for the arrival of the back-up unit prior to initiating the traffic stop in a safe location.
  - 3. Officers will position their vehicle behind the suspect vehicle at an angle that provides officer protection. Officers will have their firearm in hand. Officers will use high beams and spotlight to illuminate the suspect vehicle.
  - 4. Officers will position the public address (PA) microphone so that it is readily accessible.

5. Officers will identify themselves to the occupants of the suspect vehicle via the PA advising the occupants that they are under arrest, considered armed and dangerous and ordering them to obey all commands.
  - a. Occupants will be ordered to place their hands behind their heads.
  - b. The driver will be ordered to shut off the engine and throw the keys to the rear of the vehicle.
6. The initiating officer will direct back-up officers to positions that cover the right rear and side of the suspect vehicle.
7. Officers will remove all occupants from the vehicle from the driver's side, beginning with the driver and moving across the front seat to the rear seat occupants.
  - a. All occupants will be ordered to make a complete circle to the left keeping their hands behind their heads.
  - b. All occupants will be ordered to walk backwards in the direction of the officer's voice.
  - c. All occupants will walk backwards past the end of the suspect vehicle and ordered to kneel on the ground.
  - d. All occupants will then be handcuffed behind their backs and searched. Handcuffs will be double locked whenever there is a complaint of pain or when the detainee is handcuffed in the front.
  - e. Once thoroughly searched all occupants will be placed in the back seat of a police vehicle.
8. Personal information will be collected from all occupants and NCIC, VCIN and DMV checks run on all occupants.
9. Back-up officers will then conduct an interior search of the vehicle.



- V. PROCEDURE FOR REFERRING DRIVERS FOR DMV RE-EXAMINATION
- A. Officers will, through routine enforcement and accident investigation be aware of a driver whose ability to operate a vehicle safely is apparently impaired by some physical or medical condition:
1. Impaired drivers may be charged if they have committed a violation. During the appearance in court the officer and Commonwealth may recommend re-examination to the judge.
  2. Upon the court's approval, DMV is notified and the individual summoned for re-examination.
- B. If an officer believes a driver is or will continue to be a hazard to himself or the general public, the officer may have the individual reexamined under the provision of section §46.2-322 of the Motor Vehicle Laws.
1. The officer must submit a DMV Medical Review Request Form, MED 3. If the reason stems from a single incident, the details should include date, time, place, and a description of the driver's actions.
  2. If the request is filed due to general observation of an individual's driving habits, the form will include dates of observation and the driver's actions. In all cases, the officer will include his specific observations or concerns leading to the request.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 63.1.1</b>   |
| <b>Subject: Traffic Crash Investigation</b>   | <b>Review Date: February 27, 2014</b>  |
| <b>Effective Date: March 5, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>   |
| <b>Amends/Supersedes: 3/15/12, 10/25/10, 10/14/09, 5/1/09, 5/25/04, 11/19/01, 7/07/00, 10/15/86; OD63.1.2–4/25/94; OD63.1.3–10/15/86; OD63.1.4–10/15/86, OD63.1.5–10/16/86; OD63.1.7–10/16/86; OD63.2.1–10/16/86; OD41.3.24–1/1/93; OD41.3.29–7/20/98, 1/1/93</b> | <b>CALEA Standard(s): 41.2.4, , 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.2.6</b> |

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**I. PURPOSE**

To establish policy for situations requiring traffic crash investigation and response to the scene for crashes occurring on public roadways.

**II. PROCEDURE**

**A. This Department will respond to and investigate all traffic crash scenes:**

1. On city streets;
2. Involving death or injuries;
3. Property damage;
4. Driving under the influence;
5. Hit and Runs on City streets and private property;
6. Hazardous materials;
7. Situations where a disorder has broken out between the parties involved;
8. Situations where major traffic congestion has occurred as a result of the traffic crash;

9. Reports of traffic crashes on private property involving reckless driving;
  10. Damage to public vehicles or property; and
  11. Vehicle damage to the extent where towing is required.
- B. It will be the responsibility of the first officer on the scene to undertake the following:
1. Immediate care for the injured by summoning ambulance and/or additional police assistance;
  2. Protecting the scene of the traffic crash to prevent further crashes, including summoning wrecker, if not already on the way;
  3. Protecting the scene to prevent evidence being destroyed that might prevent an effective traffic crash investigation;
  4. Locating and identifying witnesses;
  5. Recording the traffic crash investigation;
  6. Ensuring that property belonging to traffic crash victims is protected from theft. Vehicles and contents will be released to the owner, a person or wrecker service designated by the owner or driver, or an authorized wrecker service.
- C. Procedure for determining the officer in charge at the traffic crash scene.
1. The closest available patrol officer will take charge of a traffic crash scene as assigned by the E-911 Communications Center.
  2. Officers who happen upon traffic crashes during normal patrol will be responsible for the complete investigation of the traffic crash unless the investigative responsibility is transferred to another officer or reassigned by a supervisor.
  3. For traffic crashes involving death, serious injury, or unusual circumstances, an officer trained to investigate major traffic crashes may be called upon to take charge of the investigation.
  4. The ranking on-site supervisor may take charge of the traffic crash scene.
  5. A supervisor will respond to any crash involving a Department vehicle.

- D. All traffic crash investigations will be conducted in accordance with Department training and state guidelines.
  - 1. At the scene traffic investigation will include the collection of the following information:
    - a. Interviewing principals and witnesses;
    - b. Examining/Recording vehicle damage;
    - c. Examining/Recording effects of the traffic crash on the roadway;
    - d. Taking measurements, as appropriate, to reconstruct the scene and support the investigation;
    - e. Taking photographs, as appropriate;
    - f. Collecting/preserving evidence; and
    - g. Exchanging information among principals.
  - 2. Any traffic crash that is non-reportable according to state guidelines, in which no special circumstances, to include Hit and Run, DUI, or city vehicle involvement are present, may be handled by officers completing and distributing to the involved parties the Accident Exchange of Information form. An FR 300 will be completed on any traffic crash involving any government vehicle regardless of jurisdiction meeting these listed criteria.
    - a. When no FR300P report is filed the officer must retain a copy of the Accident Exchange of Information form on which observations and notations will be made. The original copy containing only the exchange information and offense number will be turned into the Records Unit for filing.
    - b. Handling of non-reportable traffic crashes described above does not preclude the officer from placing appropriate charges related to the traffic crash.
    - c. Notation will be made at the bottom of the Accident Exchange of Information form as to which driver is charged, the charge wording and the appropriate code section.
- E. Officers will conduct follow-up traffic crash investigations as needed. Various activities involved in this task will include, but are not limited to:

1. Collection of off-scene data;
  2. Obtaining/recording formal statements from principals and witnesses;
  3. The reconstruction of traffic crash scenes;
  4. Preparing formal reports to support criminal charges arising from the traffic crash;
  5. Officers may, when approved by a supervisor, contact a Traffic Fatality Investigator.
  6. Patrol officers are responsible for Hit and Run investigations until all leads are exhausted. Investigative Support personnel will be responsible for Hit and Run follow-up investigations when the patrol officer has exhausted all available leads.
- F. Officers will examine crash scenes to locate and identify preliminary dangers of fire, spill or leak of hazardous materials, and the identification of the vehicle and container placards of the substance involved. Utilizing the Emergency Response Guidebook, the officer will communicate to the E-911 Communications Center the need for additional police personnel, Hazardous Material Team, EMS and the Fire Department as appropriate.
- G. At a supervisor's discretion a fatality investigator may be assigned.
- H. When the investigating officer detects a violation of a traffic law or ordinance and when evidence exists to satisfy all the elements of the particular violation, the appropriate enforcement action will be taken.
- III. TRAFFIC DIRECTION AND CONTROL AT A CRASH SCENE
- A. The investigating officer at the scene of a traffic crash will be responsible for establishing a safety zone around the scene when the normal traffic flow is disrupted.
  - B. The necessary equipment will be utilized in order to give timely notice of a disruption in the traffic flow. The use of temporary traffic control devices to include flares, traffic cones, or other devices will be set up to ensure that the safety of the scene is maintained.
  - C. If necessary to close a section of roadway, barricades will be set to make the detour as simple to follow as possible.
  - D. Additional officers may be called to the scene to adequately direct and control traffic through uniform hand signals or the manual operation of traffic control devices while wearing Department issued reflective vests.

IV. TRAFFIC CRASH FORMS, PROCEDURES AND PROCESSING

- A. Traffic Crash Report Forms designated FR-300P will be used for all reportable motor vehicle crash reporting.
1. These forms are to be prepared on all traffic crashes that require a report be submitted to the Division of Motor Vehicles (DMV) within 24 hours after taking the report. As necessary, through the continuing investigation and until completion, officers will submit revised FR300P reports as required by the COV.
  2. This form is a minimum four page package with copies going, as required, to DMV and/or the Records Unit. If wrecker(s) are used, the name(s) of the wrecker used will be included in *the report narrative*.
  3. The Police Officer's Instruction Manual for Completing the Police Crash Report FR300P explains the FR-300P.
- B. Offense Reports
1. With the use of the FR-300P, no incident report will be required for motor vehicle traffic crashes. In instances where a traffic crash is reported by a citizen who is so separated by time and/or distance from the event that no FR300P investigation may be completed, an incident report titled Police Information may be used to document the citizen's account of events.
- D. Hit and Run Reports
1. If the traffic crash is a Hit and Run, the investigating officer will complete a Hit and Run Report in addition to the FR300P. The Hit and Run Report will be completed with all available information. The Hit and Run Report will be capable of standing alone as a description of the traffic crash. The completed Hit and Run Report will be submitted with the FR300P.
  2. Officers will contact an Evidence Technician (ET) to respond to any Hit and Run traffic crash that involves damage to an occupied dwelling or building, damage to an unoccupied dwelling or building, an occupied vehicle or any personal injury. The ET will thoroughly process and photograph the suspect vehicle and all related damages prior to having the vehicle towed by a private tow company. The ET will document their actions on a supplement to the Hit and Run Report.

E. Disposition of Reports in CAD

1. Officers handling crashes will provide the following disposition for CAD reporting purposes:
  - a. When an FR300P is required by DMV guidelines officers will **assign** the CAD system a disposition of "F" indicating a full FR-300P report **has been** filed.
  - b. Officers handling a crash where no extraordinary circumstances exist **and no FR-300P is required** will assign the CAD system a disposition of "S" indicating that an Exchange Form has been completed.

F. Submission of Reports

1. The incident number will be legibly added to the margin of the FR300P or the upper right-hand corner of the Department copy of the FR300P by the officer prior to submission to the Records Unit.
2. A supervisor or his designee will review the traffic crash report to determine that the report is complete, that there is an incident number on the report, and all appropriate supplements, citations and all other necessary documentation is attached. The supervisor or his designee will then forward the traffic crash report to the Patrol Bureau.
3. The traffic crash report will be reviewed for errors and completeness by the **Traffic Safety Officer**. Proper distribution of the FR300P copies and other traffic crash related forms will be done by the **Traffic Safety Officer**.

CCP: rdc/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 41.2.2</b>                             |
| <b>Subject: Vehicle Operation, Response and Pursuits</b>   | <b>Review Date: September 29, 2015</b>                           |
| <b>Effective Date: February 10, 2016</b>   | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b>         |
| <b>Amends/Supercedes: 8/30/14, 3/10/14, 3/21/12, 1/4/11, 3/22/07, 3/02/06, 5/18/04, 12/10/01, 12/21/98, 7/19/96; OD2.1.5-1/1/93, 3/10/00</b> | <b>CALEA Standard(s): 41.2.1, 41.2.2, 41.2.3, 41.3.3, 61.3.4</b> |

**NOTE:**

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Operational Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

**I. PURPOSE**

This Operational Directive establishes the Department's policy and procedures concerning emergency vehicle operation, response and motor vehicle pursuits.

**II. POLICY**

It is the policy of the Department that all employees operate Department vehicles in the safest manner possible pursuant to this Operational Directive. While operating Department vehicles, employees shall exercise safe driving practices and obey the traffic laws of the Commonwealth of Virginia. To increase officer's safety and the safety of citizens, officers of the Department shall follow the procedures set forth in this Operational Directive. The apprehension of a fleeing subject shall be secondary in importance to the safety of the public, violators and/or members of the Department. While operating Department vehicles, employees will utilize their training, experience and judgment to exercise safe driving practices. Officers will utilize their training, experience and judgment in determining the best and safest means of responding to a particular call or engaging in a pursuit while performing their duties as law enforcement officers.

**III. DEFINITIONS**

- A. Emergency - any situation in which the response and arrival of an officer will either eliminate or reduce the high probability of serious injury or death.**



- B. Emergency Response - Response to any situation in which the immediate response and arrival of an enforcement officer will either eliminate or reduce the high probability of serious injury or death. **Officers shall, during any emergency response, turn on the in-car video and audio system and shall keep the in-car video and audio system activated throughout the duration of the emergency response. Any time the in-car audio and video camera system is malfunctioning or ceases to function officers will immediately report the malfunctioning or non-operational in-car audio and video system and/or bwc to the on-duty supervisor or Field Commander.**
- C. Monitoring - Keeping abreast of continual changes during the course of a pursuit. **All officers, other than the pursuing primary and secondary officer, are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, or to join in any pursuit unless specifically authorized to do so by a supervisor.**
- D. Supervisor includes the field commander throughout this Operational Directive.

#### IV. PROCEDURES

##### A. General

1. Department vehicles will be driven in a safe and proper manner with the driver remaining in control of the vehicle at all times and acting in full compliance with all traffic laws and regulations.
2. All police personnel, while operating any city owned motor vehicle so equipped and/or while in a duty status, pursuant to the COV, will not place the vehicle in motion unless the seat belt and/or shoulder harness is in use as designed. It is the responsibility of the operator to see that all occupants of the vehicle comply with City Policy and state law in regards to such use of safety equipment. Child safety seats will be used pursuant to COV when transporting children.
3. Operators of Department vehicles are advised that traffic regulations requiring other vehicles to yield the right of way to an emergency vehicle does not relieve the operator of such emergency vehicle from the duty to drive with due regard for the safety of all persons using the highways, nor shall it protect the driver from the consequences of an arbitrary exercise of such right of way.
4. The Code of Virginia (COV) section § 46.2-920 defines emergency situations that authorize vehicle operators to disregard certain traffic regulations specified therein.

5. While operating a vehicle in an emergency mode both the blue lights and siren will be used pursuant to the COV and this Operational Directive and the driver will maintain safe and proper control of the vehicle at all times. Extreme care and caution will be exercised at all cross streets, flashing red signals, traffic lights, stop signs, yield signs or other device indicating that moving traffic shall stop. The speed of the Department vehicle will be sufficiently reduced to enable it to be stopped at any intersection, flashing red signal, traffic light, stop sign, yield sign or other device. The driver will ensure that the intersection can be entered and crossed in a safe manner with due regard to the safety of persons and property.
  - a. Any driver of any police vehicle responding to an emergency call or involved in a vehicle pursuit will use the blue light and siren for the purpose of gaining safe passage and to indicate the need for a driver to yield.
  - b. When an expeditious response is necessary the officer will exercise caution and will restrict the use the blue lights and siren to areas in which traffic congestion becomes a hindrance to the passage of the police vehicle pursuant to the COV and this Operational Directive.
  - c. This policy contemplates that police best practices may allow an emergency response without an officer using their emergency equipment or using their emergency equipment intermittently. Officers are required to utilize their judgment and discretion when responding in such a manner to ensure that such response is justified.

**B. Vehicle Equipment**

1. Emergency blue lights are a part of a police vehicle's emergency equipment and will be used in the following situations:
  - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
  - b. During vehicular pursuit, as further detailed in Section IV, C.
2. In addition to pursuits and emergency operation, blue lights may be used in the following situations:
  - a. During vehicular stops to notify the vehicle being stopped of that intention and/or to maintain vehicular safety at the scene of the stop;

- b. At the scene of roadway hazards to warn approaching motorists; and
    - c. At emergency scenes where officers are required by the situation to leave their vehicle in a traffic lane, to warn approaching motorists.
  3. Emergency blue lights will not be used except when necessary for vehicular safety or other legitimate purposes.
  4. The siren is a part of the police vehicle's emergency equipment and will be used in the following situations:
    - a. Emergency operation as discussed in Section III, A and Section IV, A, 4.
    - b. During vehicular pursuit, as further detailed in Section, IV, C.
  5. In addition to pursuits and emergency operation, the siren may be used in the following situations:
    - a. To gain the attention of and give notice to the operator of a vehicle of the officers order to stop the vehicle; and
    - b. To warn citizens of an impending danger, when no other means is readily available.
    - c. The siren will not be used except when necessary for vehicular safety or other legitimate purposes.
  6. Hazardous warning lights or four-way flashers may be used to increase vehicular safety and visibility at the scene of vehicular stops, roadway hazards or situations where the police vehicle is stopped near a traffic lane. They will not be used when the police vehicle is in operation.
  7. Alley lights and spotlights may be used when the vehicle is stationary or moving at slow speeds. Auxiliary lighting will not be used in a manner which will blind or interfere with the vision of other drivers. Spotlights and take-down lights will be used in traffic stops to enhance officer safety. Officers are encouraged to make use of headlights at all times when operating as an emergency vehicle. The use of headlights during daylight hours increases the visibility of the police vehicle.

C. Vehicle Pursuits

1. The decision to initiate a pursuit is made by the officer *pursuant to this Operational Directive*. Likewise, the decision to terminate is also the responsibility of that officer. Even though a supervisor holds the authority and the responsibility to order the termination of a pursuit, the initiating officer still holds authority to terminate the pursuit at any time prior to such supervisory intervention.
2. Before making a decision to continue or terminate a pursuit several factors must be considered. The factors include, but are not limited to, the following:
  - a. The condition of the police vehicle;
  - b. Whether the identity of the suspect driver is known;
  - c. The offense involved;
  - d. The time of day;
  - e. The weather, road, and traffic conditions;
  - f. The speed of the pursued vehicle;
  - g. The type of vehicle being pursued;
  - h. The characteristics of the area, including the presence of pedestrians;
  - i. The behavior and apparent driving ability of the suspect driver;
  - j. Whether the pursued vehicle contains passengers;
  - k. The degree of risk to the officer and the public;
  - l. The ability to apprehend the subject at a later date; and
  - m. The ability of the pursuing officer(s) to effectively communicate the details of the pursuit over the radio. If the pursuing officer(s) are not able to effectively communicate the details of the pursuit the pursuit will be immediately terminated.

3. The potential dangers of the pursuit must be carefully and realistically weighed against the listed factors and the reason for the pursuit. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
4. Officers will utilize all available and practical tactics as authorized by law or Department policies to avoid pursuits of motor vehicles.
5. No pursuits shall be initiated by an officer having a civilian, a detainee or any other non-sworn individual in the police vehicle.

D. Termination of Pursuits

1. A pursuit shall be discontinued when any of the following conditions exist:
  - a. Hazards of exposing the public or the officer to injury or serious property damage are high;
  - b. Environmental, weather, road or traffic conditions indicate that a successful apprehension is unlikely;
  - c. The identity of the violator has been or can be established without immediate apprehension and continued pursuit is not necessary to end an active felony or to eliminate an imminent serious physical injury or threat to life.
2. ***Officers may initiate a vehicle pursuit only for violent felonies or misdemeanor crimes of violence. Pursuits can be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a fleeing felon whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur. Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit.***
3. An officer who makes a decision to terminate a pursuit of a motor vehicle based on the procedures contained in this Operational Directive will not be subjected to Department disciplinary action for terminating the pursuit.

4. When officers choose to terminate a pursuit or are directed to terminate a pursuit by a supervisor, they will ***immediately*** pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor or specific permission from that supervisor to leave the location of that stop. The pursuing officer, immediate supervisor, the shift supervisor or higher ranking officer may order termination at any time.
5. ***Any officer granted permission by a supervisor to engage in a pursuit pursuant to this Operational Directive, will immediately, at the conclusion of the pursuit, pull to the side of the roadway in a safe location and stop to wait for a meeting with a supervisor. The supervisor may grant permission for the officer to leave the location of that stop.***

E. Initiating Officer's Responsibility

1. When a decision to pursue has been made the primary officer initiating the pursuit will:
  - a. Activate the blue lights and the siren;
  - b. Unless working a pre-planned operation on a designated side channel transmit the following information to the 911 Communications Center on channel one. Officers will not switch to a side channel.
    - 1) Unit identification number and location;
    - 2) Direction of travel;
    - 3) All available information concerning the description of the pursued vehicle and occupant information;
    - 4) Reason for the pursuit;
    - 5) Speed of the pursuit; and
    - 6) Continual position reports.
  - c. Follow training guidelines concerning the operation of a police vehicle during a pursuit;

- d. Not pursue violators against the flow of traffic on divided highways. Parallel pursuit may be utilized after considering the potential risks involved if the speed of the pursued vehicle allows the officer to operate without emergency lights and siren. Parallel pursuits are defined as traveling in the proper lane parallel to the violator who is traveling against the flow of traffic on a divided highway; and
- e. Write an offense report regardless of the duration or outcome of the pursuit. The report will contain all details of the pursuit and will describe why a pursuit was terminated and who terminated the pursuit. The initiating officer will be responsible for preparing the incident report and supplementary reports to that incident are to be submitted by other officers involved ***prior to the end of their tour of duty***. This report requirement is mandatory and never discretionary.

F. Secondary or Backup Unit's Responsibility

- 1. There will be only two vehicles involved in any Department pursuit. If a secondary officer is deemed necessary by the supervisor, the supervisor will assign the secondary officer for each pursuit. The officer assigned as secondary will acknowledge their assignment on channel one. A supervisor has the authority to involve additional police vehicles/officers in a pursuit if the circumstances are such as to warrant the need for additional officers. A supervisor authorizing additional vehicles will prepare a written report detailing the facts and circumstances which led to the assignment of additional units.
- 2. All other officers are prohibited from taking any action to catch up with any pursuit, to assist with any pursuit, to join in any pursuit unless specifically authorized to do so by a supervisor.
- 3. Pursuits by motorcycle officers are authorized, but as soon as the first police automobile joins the pursuit, the motorcycle officer will assume the responsibilities of the secondary pursuit vehicle unless directed differently by a supervisor and the automobile will become the primary pursuit vehicle.

4. Officers trained in the use of the pursuit intervention device (PID) may utilize emergency equipment to respond to a location in order to deploy the PID only with the prior supervisory approval. A supervisor may authorize more than one PID trained officer to respond. Supervisors or PID trained officers responding for this purpose will give an on-air notification that they are responding using emergency equipment. Emergency response will be consistent with this Operational Directive and training established by the Department.

G. Supervisor's Responsibility

1. The supervisor is responsible for monitoring the progress of the pursuit and coordinating the backup unit.
2. Supervisors must continuously evaluate the justification for the pursuit. If the hazards become too great the supervisor shall terminate the pursuit. The supervisor is responsible for ordering the termination of a pursuit; taking into account the factors listed in this Operational Directive. This supervisory responsibility does not prevent the initiating pursuing officer from making the decision to terminate the pursuit prior to any order to do so.
3. Once the pursuit leaves the city, the supervisor must make a decision as to whether to allow the pursuit to continue and communicate that decision to the pursuing officer(s) immediately.
4. The Bureau Commander will ensure that an incident report is written by the initiating officer and a Vehicular Pursuit Critique Form is completed by a supervisor on all pursuits. Both will be submitted without delay, with a copy of the report and the original critique forwarded to the Patrol Captain. All pursuits regardless of duration or outcome require a written incident report. The Patrol Captain will be notified of any pursuit that occurred and that the Pursuit Critique was completed on the incident.
5. ***At the conclusion of each pursuit, the on-duty supervisor shall ensure that the in-car camera electronic media has been downloaded pursuant to Operational Directive 62.1.20. The supervisor, prior to the end of his tour of duty will review each pursuit for compliance or non-compliance with this Operational Directive and will document his determination through Blue Team and a pursuit report.***



H. Pursuits Continuing Outside the City

1. Officers shall not pursue persons suspected ***of a violent felony or misdemeanor crimes of violence*** outside the territorial limits of the City of Roanoke and contiguous jurisdictions ***absent the approval of a supervisor***. The fact that a person is fleeing is not justification to pursue outside of these limits.
2. When the pursuit leaves the city the pursuing officer must immediately notify his supervisor of that fact. Supervisors will then hold primary responsibility for a decision to continue or terminate the pursuit.
3. If a unit from the jurisdiction enters the pursuit or the Virginia State Police enters the pursuit, the Department unit will maintain its primary pursuit responsibility unless the outside jurisdiction unit or the Virginia State Police unit initiates an action to take over the primary position. If the outside jurisdiction unit or the Virginia State Police unit takes the primary pursuit position, the Department unit will drop back and assume backup responsibilities. If a Department unit is involved as a backup to the first Department unit that second unit will terminate involvement in the pursuit unless ordered otherwise by a supervisor. If both a unit from the jurisdiction and a Virginia State Police unit enter the pursuit the Department will terminate involvement in the pursuit unless ordered otherwise by a supervisor.

I. Pursuits Entering the City from Other Jurisdictions

1. When a pursuit by a single unit of another jurisdiction enters the city limits an officer of this Department may join the pursuit only with the approval of a supervisor. ***Officers shall join such a vehicle pursuit only if the originating offense in the other jurisdiction was for a violent felony or misdemeanor crimes of violence. Such pursuits may be authorized by a supervisor when the suspect driver poses, or has threatened, imminent danger of serious physical injury to any person, when the officer reasonably believes that the pursuit is in defense of human life or all other available and reasonable means have failed to prevent the escape of a violent felony suspect or misdemeanor crime of violence suspect whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to others should escape occur.***

2. ***Officers are required to act in an objectively reasonable manner based on what they know or reasonably believe at the time of the pursuit. One unit from this Department, if authorized by a supervisor, may assist in the pursuit utilizing both blue lights and siren. The officer will then follow the procedures outlined in this Operational Directive. The officer must ascertain from the E-911 Communications Center of any outstanding charges against the suspect driver.***
3. The Department unit involved must advise if the pursuit leaves the City. Department units will not pursue outside the city limits if the pursuit originated in another jurisdiction.
4. For cases in which a pursuit enters the city with two or more police units involved, no Department units will be authorized to join in the pursuit.

J. E-911 Communications Center Responsibilities

1. E-911 Communications Center personnel have been trained to utilize the following procedures when notified by a unit that a pursuit has been initiated:
  - a. Transmit to all units the fact that a pursuit is in progress and the unit(s) involved. Clear a channel to be utilized only for the pursuit related communications;
  - b. Advise all units of the description of the pursued vehicle, direction of travel, speed and other necessary information;
  - c. Maintain close radio contact while leaving a radio channel available to the pursuing unit so as to immediately react to the officer's needs;
  - d. Coordinate notifications of adjoining jurisdictions;
  - e. Make certain that Department supervisors are notified of the pursuit;
  - f. Take action to see that the supervisors are updated frequently as to the pursuit;

- g. When an officer indicates the initiation of a vehicular pursuit, E-911 Communications Center personnel will immediately assign an incident number; and
  - h. ***When a pursuit by an officer of another jurisdiction enters the city limits E-911 Communications Center personnel will determine the reason for the pursuit. E-911 Communications Center personnel will immediately advise the on-duty supervisor of the underlying reason for the pursuit.***
- K. Pursuit Intervention Devices
- 1. ***The use of a Pursuit Intervention Devices (PID) is considered a use of force.*** PID's are designed to afford officers with an alternative to the use of potential deadly force to end a pursuit by deflating the tires of the fleeing vehicle. PID's will be used only on vehicles with four or more tires unless deadly force is justified under Operational Directive 2.1.22.
  - 2. PID's will only be utilized by supervisors/officers who have completed training on the proper use and deployment of the specific device they intend to use. Supervisors/officers will deploy the PID's as directed in training. Supervisors/officers are responsible for their safety and that of the public. PID's will not be deployed when circumstances indicate to the supervisor/officer that it would not be in the best safety interest to attempt to deploy the PID.
  - 3. Supervisors/officers intending to utilize a PID are responsible for attempting to notify all involved units regardless of jurisdiction of the location of deployment.
  - 4. Supervisors/officers are responsible for attempting to limit exposure of uninvolved motorists to the PID's to prevent damage to their vehicles.
    - a. Should an uninvolved motorist's vehicle be damaged, the proper special report will be completed and forwarded to the Patrol Captain's Office along with the Pursuit Critique Form.
    - b. If the uninvolved motorist's vehicle is not drivable, a wrecker from the city list will be called and the vehicle will be towed to a location of the motorist's choice.

5. A use of force report is required by the officer who deploys a PID whether or not a driver makes contact with the PID. A review of each use of a PID will follow the procedures established in Operational Directive 2.1.22 section Five, D.

**L. Roadblocks**

1. The United States Supreme Court has ruled that the use of a roadblock is an example of the potential use of deadly force. Stationary roadblocks shall be used only when the suspect being pursued clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for and must approve all roadblocks. Roadblocks shall:
  - a. Not be placed in a manner that is likely to cause any motorist to crash;
  - b. Only be used when an application of deadly force is justified;
  - c. Be established in a highly visible area to ensure that the pursued vehicle has time to stop upon seeing the roadblock;
  - d. Provide non-involved motorists ample room to maneuver their vehicles with safety; and
  - e. Be established with ample emergency lights, flares, or other illumination so that all motorists and the pursued driver are fully aware of the roadblock.
2. Officers will be certain that other responding units from all jurisdictions are aware of the roadblock location.
3. Officers establishing a roadblock will position themselves outside their vehicles and at a safe distance to ensure safety in the event the suspect tries to evade capture.
4. Supervisors are responsible for positioning at least one unit well past the roadblock to continue the pursuit in the event that the suspect evades or crashes through the roadblock.
5. A written report and the completion of a use of force report are required by officers who establish a roadblock. An administrative review of each use of a roadblock will follow the procedures established in Operational Directive 2.1.22 section Five, D.

M. Forcible Stopping

1. The United States Supreme Court has ruled that forcible stopping is an example of the potential use of deadly force. Forcible stopping shall only be utilized when the suspect clearly presents an imminent threat of inflicting serious physical injury or death to an officer or a citizen. Supervisors are responsible for approving forcible stopping when possible. Deliberate ramming of a suspect's vehicle shall be done only in the following instances:
  - a. When suspects pose a continued imminent threat of inflicting serious physical injury or death to an officer or a citizen; or
  - b. When suspects are actively committing an act of violence against a citizen or an officer in which there is a high probability of the officer or citizen sustaining serious physical injury or being killed.
2. Officers are reminded that deliberate ramming may cause the deployment of the police vehicle's airbag which could cause loss of vehicle control.
3. A written report and the completion of a use of force report are required by the officer involved in a forcible stopping incident. An administrative review of each forcible stopping incident will follow the procedures established in Operational Directive 2.1.22 section Five, D.

N. Pursuit by Unmarked Police Vehicles

1. Officers shall not initiate pursuits in non-emergency vehicles or personal vehicles.
2. Officers in unmarked vehicles are prohibited from initiating pursuits. The only exceptions ***are in the case of a violent felony or misdemeanor crime of violence*** with the prior approval of a supervisor. In the event an unmarked vehicle is involved in a pursuit, the pursuit will be discontinued by that vehicle immediately upon involvement by a marked patrol unit. The unmarked unit will then completely discontinue the pursuit.
3. An exception to the above guideline may be made in situations where the need for additional manpower at the site of apprehension is indicated. In this instance, the unmarked vehicle, after relinquishing the lead to a marked patrol vehicle and with prior supervisor approval, would continue with the pursuit in the safest possible manner to its conclusion.

4. Officers in unmarked patrol vehicles with emergency equipment may initiate pursuits in accordance with this Operational Directive. However, officers will relinquish the pursuit to marked patrol vehicles. Unmarked patrol units will not serve as secondary/back-up units, unless authorized by a supervisor.

**Administrative Review**

1. At the discretion of the Chief a panel may be designated to conduct a review of any pursuit incident. The review may include an evaluation of policy/procedures, tactics and/or training.

**P. Discipline**

1. Any officer found in violation of any section of this Operational Directive is subject to disciplinary action up to and including termination.

**Q. Pursuit Analysis**

1. The Patrol Captain or his designee will conduct an annual documented analysis of all Department pursuit pursuits and pursuit reports. The annual analysis will include a documented review of pursuit policies and reporting procedures.

CCP: tsj/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 61.3.1</b>                    |
| <b>Subject:</b> Traffic Enforcement Data Collection and Evaluation   | <b>Review Date:</b> February 14, 2014                   |
| <b>Effective Date:</b> February 28, 2014   | <b>Approved:</b> _____<br>C.C. Perkins, Chief of Police |
| <b>Amends/Supercedes:</b> 2/28/12, 5/11/10, 2/8/10, 8/31/09, 5/1/07, 5/24/05, 5/24/94, 11/29/01, OD61.2.1 – 8/01/93, OD61.2.2–3/24/93; OD61.2.3–10/20/93 | <b>CALEA Standard(s):</b> 61.1.1, 82.2.4, 82.3.3        |

**NOTE:**

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**I. PURPOSE**

Selective traffic enforcement is implemented and intended to reduce traffic crashes through proactive enforcement actions. The Department recognizes the importance of selective traffic enforcement activities as a means to help ensure safe travel throughout the City. It will be a priority of officers to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. To that end officers will diligently enforce the laws related to motor vehicle, moped and bicycle operation paying particular attention to the use of occupant safety devices, **texting while driving**, specific identified factors involved in crashes and in response to citizen complaints or requests for selective enforcement pursuant to this Operational Directive.

**II. POLICY**

The Department will direct its resources based on compiled and reviewed crash data, citizen complaints and citizen requests for enforcement action with the intention of reducing traffic crashes and the unsafe operation of motor vehicles, mopeds and bicycles throughout the City.

**III. PROCEDURE**

- A. The **Platoon** and **CRT** Lieutenants in conjunction with the Crime Analysts will compile and review traffic crash data, citizen complaints and requests for traffic enforcement on a monthly basis. The review will determine those locations experiencing the highest number of traffic crashes and citizen complaints or requests by Zone or **Sector** based on:

1. Specific location;
  2. Time; and
  3. Specific violations causing traffic crashes or traffic violations in those locations.
- B. Traffic enforcement activities will be compiled and reviewed by the Patrol Captain or his designee on a monthly basis.
- C. Monthly crash data and enforcement activities will be reviewed and compared. Based on this review the Department will deploy personnel and necessary specialized equipment to those identified locations to take appropriate enforcement action.
- D. The Department will implement selective enforcement techniques and procedures as a priority to include, but not be limited, to:
1. DUI details;
  2. Seat belt and child restraints;
  3. ***Texting while driving violations;***
  3. Occupant safety details;
  4. Stationary RADAR/LIDAR;
  5. Stationary operation, either overt or covert;
  6. Deployment of the RADAR Trailer;
  7. Deployment of numeric speed sensors; and
  8. Stealth Stat RADAR.
- E. The RADAR trailer, numeric speed sensors and the Stealth Stat RADAR will be deployed based on greatest need after a review of traffic crash data and citizen complaints or requests for traffic enforcement. Deployment will be in a secure, safe location that does not create a traffic hazard. Deployment requires pre-approval by a supervisor.
- F. Selective traffic enforcement activities will be evaluated at the end of each month. Each evaluation will:
1. Capture the number of traffic crashes;
  2. Capture the number of citations issued in conjunction with traffic crashes;



3. Establish the locations with the highest number of traffic crashes including;
  - a) Day of week;
  - b) Time of day; and
2. **Platoon and CRT** Lieutenants will make selective enforcement assignments based on citizen complaints, citizen requests for traffic enforcement and collected data.
3. Officers assigned to citizen complaints, citizen requests for traffic enforcement, any other selective enforcement assignment and identified traffic crash locations will complete a memorandum or e-mail response to the **Platoon or CRT** Lieutenant documenting all selective traffic enforcement activities undertaken at the identified location no later than the assigned deadline.
4. The **Platoon or CRT** Lieutenants will submit copies those memoranda or e-mail responses to the Patrol Captain's Office by the end of each month for inclusion in the monthly review.
5. Zone sergeants and Platoon lieutenants will submit any additional information that would benefit the Department's response to traffic enforcement activities to the Patrol Captain's Office by the end of each month for inclusion in the Department's monthly traffic enforcement evaluations.

### III. PROCEDURE FOR TRAFFIC RECORD COLLECTION AND STORAGE

#### A. Collection and Storage of Traffic Data

1. All traffic crash data including reports, investigations and location information will be scanned into docview and forwarded to the Records Unit for data entry and report filing. .
2. All traffic enforcement data including citations, arrests, dispositions and location information will be forwarded to the Records Unit for data entry and report filing.
3. All reports of hazardous roadway conditions will be made to the E-911 Communications Center to be forwarded to the appropriate Department for service.
4. Documentation of any presentation given on traffic safety will be forwarded to the appropriate **Platoon or CRT** Lieutenant for record keeping purposes.

5. All traffic volume data reports are made available upon request to the Department by the Traffic Engineering Office.
6. All traffic volume reports and the distribution of these reports is through the Traffic Engineering Office.
7. All traffic enforcement activity data will be compiled on a monthly basis and maintained by the *Patrol Captain* Administrative Assistant.

B. Traffic Records System

1. All documented traffic data will be entered by Records Unit personnel with the established computer index system.
2. The distribution of traffic offense material will be done in accordance with Operational Directive 82.1.4.
3. All traffic related offense documentation will be retained in their original form or by computer entry pursuant to the Virginia Records Retention Act.
4. Crash locations will be maintained in PolicePak and in ARC Map (GIS) to aid in evaluation and problem identification.

C. Crash Reporting

1. The Traffic Safety Officer will review traffic offense reports in order to:
  - a. Maintain the level of quality and accuracy of reports and
  - b. Provide required crash data to the Division of Motor Vehicles.



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| <b>ROANOKE POLICE DEPARTMENT</b>  | <b>Operational Directive: 62.1.1</b>  |
| <b>Subject: Traffic Law Enforcement</b>   | <b>Review Date: March 10, 2014</b>  |
| <b>Effective Date: March 14, 2014</b>   | <b>Approved: _____</b><br><b>C.C. Perkins, Chief of Police</b>                  |
| <b>Amends/Supercedes: 2/20/12, 5/15/11, 10/16/09, 4/11/07, 5/04/04, 11/29/01; 3/02/00, OD62.1.3–11/07/92; OD62.1.2–11/16/98, 10/15/93</b> | <b>CALEA Standard(s): 1.1.4, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6</b> |

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**I. PURPOSE**

To set forth procedures concerning enforcement action in relation to traffic law enforcement and uniform enforcement of traffic law violations.

**II. POLICY**

It will be the policy and a priority of Department to utilize the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city. Traffic enforcement is a vital element of each officer's efforts to promote highway safety and to protect the lives of motorists and pedestrians. It has been demonstrated that numbers of quality traffic arrests and citations produce the best results in promoting safety and creating safer neighborhoods. Patrol officers will be diligent in bringing traffic violations before the court. While discretion may be exercised in minor cases, felony traffic cases and impaired drivers will be brought to the court's attention if the case is prosecutable.

**III. PROCEDURE**

A. It will be the responsibility of all patrol personnel to equally enforce traffic violations throughout the city. Enforcement action will be in accordance with applicable laws and will take into account the degree and severity of the violation committed.

B. Enforcement action taken incidental to traffic law violations will include:

1. Warnings: An investigating officer may issue warnings verbally when inadvertent violations are committed which do not endanger other citizens.

2. Citation: Citations will be issued or arrests made for traffic infractions which endanger other motorists or pedestrians, or at the officer's discretion, in accordance with the applicable traffic laws.
  3. Physical arrest: Traffic offenders may be taken under arrest under certain circumstances which are authorized by the Code of Virginia or the City Traffic Code.
- C. Procedure for handling traffic violations committed by the following:
1. Nonresidents: Such persons will be given the same consideration as residents in accordance with the Code of Virginia in matters concerning traffic enforcement.
  2. Juveniles: Traffic citations for those persons under the age of eighteen will be issued and set for trial in the Juvenile Court System.
  3. Legislators: Legislators are granted no exceptional treatment unless such exceptions are specified by state code. Upon issuance of a citation to a legislator, the issuing officer will advise his immediate supervisor of the occurrence.
  4. Foreign Nationals: When a foreign national is arrested or detained they must be advised of the right to have their consular officials notified. Officers can access detailed information regarding their responsibilities pursuant to consular notification on the MCT.
  5. Foreign Diplomats: Individuals provided with diplomatic status, who are involved in a chargeable traffic offense, will be immune from arrest or imprisonment. It is incumbent on the officer to positively establish the claimed diplomatic status.
    - a. Individuals with diplomatic immunity may be issued a summons but need not sign the summons.
    - b. Individuals with diplomatic immunity may be offered standard field sobriety tests. The taking of these tests may not be compelled.
    - c. Individuals with diplomatic immunity vehicles may not be searched, seized, impounded or booted. The vehicle may be towed the distance necessary to ensure public safety.
  6. Military Personnel: When military personnel are charged with traffic violations, every effort will be made to set a court date that would minimize any conflict with the individual appearing in court.

- D. Information provided to each motorist relative to the specific charge will include:
1. **Court Appearance Schedule:** Each citation issued will specify the date and time for the motorist to appear concerning the charge, the proper court, and the address of the court.
  2. **Mandatory Court Appearance:** The citation will have the proper section checked to advise whether or not mandatory appearance is required.
  3. **Other Information:** The motorist will be provided information as to why the citation has been issued and the state or city section dealing with the violation. A telephone number for further information dealing with the disposition of the charge will be provided. Verbal instructions will be given by the issuing officer to help clarify the citation process and method of payment prior to the scheduled court date.
- E. **Driving under the influence of alcohol/drugs:** Following whatever initial examinations at the scene of the traffic stop are necessary, the officer will:
1. Effect a physical arrest of the subject and assume responsibility for the safety of the subject and the subject's property; and
  2. Offer chemical test(s) to the subject in accordance with state statutes. These chemical tests are supplementary tools only and the refusal to submit to these tests will constitute an additional charge.
- F. **Speed Violations/RADAR/LIDAR:** RADAR/LIDAR speed measuring devices will be used by properly trained and certified officers as a supplementary tool to assist them in response to citywide speeding violations, citizen's complaints concerning speeding motorists, citizen requests for traffic enforcement and in speed enforcement in high or potentially high traffic crash locations.
1. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
  2. RADAR/LIDAR will be deployed with the safety of the officer and the public in mind at all times.
  3. The primary function of patrol officers is to provide high visibility in their assigned areas. Officers may utilize RADAR and stationary LIDAR as a supplement to their patrol functions.
  4. The Patrol Bureau will document the number of RADAR/LIDAR charges placed monthly.

- G. **Hazardous Violations:** Those violations that by nature endanger life or property of the person committing the act or others. Traffic violations of this nature will require priority enforcement be given by patrol officers. Information concerning problem areas and the type of hazardous violations committed in those areas will be maintained in the Patrol Bureau. The following offenses will be treated as hazardous moving violations for Department purposes and will be an enforcement priority:
1. Operating under the influence of alcohol or drugs;
  2. Reckless driving;
  3. Speeding;
  4. Failure to yield;
  5. Disregard stop light;
  6. Disregard stop sign;
  7. Improper lane change;
  8. Improper turns; and
  9. Following too close.
- H. **Equipment Violations:** An offense of this nature will be enforced to prevent the use of unsafe or improperly equipped vehicles on City streets.
- I. **Public Carrier/Commercial Vehicle Violations:** Traffic law enforcement procedures will be applied equally to all violators regardless of their association with any public carrier or commercial vehicle.
- J. **Other Non-hazardous Violations:** Nonhazardous traffic violations when appropriate circumstances warrant the issuance of a citation. Officers will be diligent in enforcing occupant safety violations to include but not be limited to seat belt and child restraint violations. Officers will make enforcement of occupant safety violations a priority.
- K. **Multiple Violations:** In cases where a subject is observed committing more than one offense, primary attention will focus on the most serious offense. Discretion will be used by an officer when issuing additional citations. At no time will multiple charges be issued to merely compound punishment.

**IV. PROACTIVE TRAFFIC LAW ENFORCEMENT PROCEDURES**

- A. **Newly enacted laws and/or regulations:** The Department addresses newly enacted laws and regulations annually. Officers will consider the new law or regulation in conjunction with the seriousness of the offense when taking enforcement action.
- B. **Visible Traffic Patrol:** Officers will engage in visible traffic patrol in order to deter motor vehicle violations whether area, line or directed.
- C. **Stationary Observation:** Officers may, when there is an unusual or continuing enforcement program, engage in stationary observation. Whether covert or overt, this type of activity should not suggest the appearance of a trap situation.
- D. **Use of unmarked or unconventional vehicles:** The Department will use unmarked vehicles for traffic law enforcement only when approved by the Patrol Captain or his designee.

CCP: sek/pjp



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| <b>ROANOKE POLICE DEPARTMENT</b>   | <b>Operational Directive: 62.1.11</b>                    |
| <b>Subject: RADAR/LIDAR Speed Enforcement</b>  | <b>Review Date: March 3, 2014</b>                        |
| <b>Effective Date: March 10, 2014</b>  | <b>Approved: _____<br/>C.C. Perkins, Chief of Police</b> |
| <b>Amends/Supercedes: 11/9/12, 2/20/12, 7/30/11, 10/30/09, 8/31/09, 5/22/07, 9/22/06, 8/24/03, 12/20/02, 11/19/01, 1/16/89</b> | <b>CALEA Standard(s): 61.1.1, 61.1.9</b>                 |

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**I. PURPOSE**

To establish procedures for RADAR/LIDAR speed enforcement. The Department prioritizes speed enforcement activities as a means to help ensure safe travel throughout the city. To that end officers will diligently enforce the laws related to speeding violations through the use of RADAR and LIDAR pursuant to this Operational Directive. It will be a priority of officers to utilize RADAR/LIDAR in the enforcement of traffic regulations as a tool to promote the safe and efficient flow of traffic on the streets of the city.

**II. GENERAL INFORMATION**

- A. Only those officers who have received the training for RADAR and/or LIDAR may employ that equipment for speed enforcement.
- B. All sets are licensed under the Department's general radio license. All equipment will conform to §2.2-1112 COV.
- C. If technical or expert testimony in court is necessary a written request must be forwarded to the Patrol Captain. Requests will indicate the date of the offense, the court date, and the serial number of the set, counting unit or other components involved and a description of circumstances of the case.
- D. Under no circumstances will a vehicle containing a LIDAR unit be sent to a repair facility unless the officer is to remain with the vehicle. If the vehicle is to be left for repairs the LIDAR unit will be placed in the replacement vehicle or returned to the appropriate LASER/LIDAR storage location.



**III. PROCEDURE**

- A. Care must be exercised in handling and transporting LIDAR devices. Devices will be maintained in accordance with manufactures recommendations. Maintenance records will be retained by the Department.
- B. It will be the operator's responsibility to select safe locations to conduct RADAR/LIDAR operations. All locations selected will be properly posted with speed limit signs if the legal limit is different than the maximum normally permissible under law.
- C. The LIDAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift at a predetermined location as follows:
  - 1. Internal system check;
  - 2. Distance calibration test; and
  - 3. Vertical and horizontal sight alignment test.
- D. The results of the tests will be recorded on the LASER Enforcement Log. Any time the officer operating the LASER changes, the LASER must be rechecked using the three tests outlined above. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the LIDAR through the listed calibration checks. Officers will record each enforcement location on their LASER Enforcement Log.
- E. Each RADAR unit will be checked for accuracy by the operator at the beginning of the operator's shift and again at the end of the operator's shift. Any time the officer operating the RADAR changes, the RADAR must be re-checked for accuracy. Convictions for traffic enforcement actions rest in part on the importance of ensuring the accuracy of the RADAR through the listed checks. The results of the calibration checks will be recorded on the RADAR enforcement log.
  - 1. Internal calibration system;
  - 2. The appropriate tuning fork method;
  - 3. Speedometer comparison in moving mode will be made at speeds of 5 MPH below the posted speed limit and at the posted speed limit which is violated; and
  - 4. Verification of patrol unit speed at the times of violation.
  - 5. Officers will record each enforcement location on their RADAR Enforcement Log.

- F. When placed in the moving mode the RADAR is used to monitor vehicles:
    - 1. Approaching/departing on a two lane roadway;
    - 2. Approaching/departing in either lane of a four lane undivided roadway;
    - 3. Approaching/departing in either lane of divided highways, if conditions permit; and
    - 3. Traveling in the same direction.
    - 4. When the RADAR is in moving mode officers will not take enforcement action while rapidly accelerating or decelerating.
  - G. When placed in the stationary mode the RADAR is used to monitor vehicles:
    - 1. Traveling on a one way roadway;
    - 2. Traveling in either direction on a two lane roadway;
    - 3. Traveling in either direction on three lane roadways; and
    - 4. Traveling in the same direction in no more than three adjacent lanes of a divided roadway.
  - H. Only marked patrol units or unmarked vehicles approved by a Division Captain will be utilized for RADAR/LIDAR speed measurement and enforcement.
  - I. Officers will maintain their RADAR and LIDAR Enforcement Logs for two years after the last entry date on the RADAR and/or LIDAR Enforcement Log.
  - J. Officers will maintain copies of all issued summonses for one year.
  - K. All RADAR/LIDAR operators will be certified every three years according to Department of Criminal Justice Services guidelines.
- IV. MAINTENANCE**
- A. The Patrol Captain or his designee will be responsible for the upkeep and accountability for each RADAR/LIDAR issued.
  - B. The Patrol Captain or his designee will be responsible for the maintenance of the RADAR/LIDAR.

- C. Missing, unaccounted for, or damaged RADAR/LIDAR will be immediately reported to a supervisor. A Special Report will be written and forwarded to the Patrol Captain's office immediately.
- D. RADAR/LIDAR will not be used for any purposes other than authorized training, exhibitions or related Department business.
- E. RADAR/LIDAR in need of repairs as a result of normal use will be turned over to a supervisor. The supervisor will forward the RADAR/LIDAR to the Patrol Captain or his designee with a memorandum describing the malfunction.
- F. Whenever a patrol car is left at the City Service Center the complete RADAR/LIDAR and all the accessories except for any permanent mounts will be removed.

CCP: rdc/pjp