



2017 VIRGINIA LAW ENFORCEMENT CHALLENGE APPLICATION

Applications are due to 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): Virginia Commonwealth University Police Department
 Agency Category: Campus Police Department
 Total Number of Sworn Personnel: 92 Total Number of Uniformed Officers on the Street: 67
 Submitter(s) (main point of contact for application): Lt. Jonathan W. Siok
 Department: VCU Police Department
 Address: 224 E. Broad Street City: Richmond State: Va. Zip: 23284
 Submitter Phone: 804 – 828 -4202 Submitter Email: jsiok@vcu.edu
 Department Head: Chief John Venuti Email: javenuti@vcu.edu

APPLICATION ATTACHMENTS PACKET

CHECKLIST

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

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

SPECIAL AWARD CONSIDERATIONS

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

**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: 122
2. Total roadway crashes in 2015: 131
3. Total roadway crashes in 2016: 437 (Reportable/Non-Reportable)
4. Total fatal crashes in 2014: 0
5. Total fatal crashes in 2015: 0
6. Total fatal crashes in 2016: 0
7. Total injury crashes in 2014: 17
8. Total injury crashes in 2015: 13
9. Total injury crashes in 2016: 17

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: 31
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: 131
5. Number of Impaired Driving Arrests in 2015: 77
6. Number of Impaired Driving Arrests in 2016: 70
7. Total number of fatal and injury crashes related to Impaired Driving in 2016: 3
8. Percentage of fatal and injury crashes related to Impaired Driving in 2016: 1%
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.): 36
11. Output Statistics: How many DUI citations were issued in target areas?: 70
12. Output Statistics: How many DUI citations were issued during the target times?: 70
13. Output Statistics: How many contacts were made? (total): 529
14. Output Statistics: How many contacts in target areas?: 529

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 no
2. This agency has a written policy requiring officer safety belt use: yes no
3. Does your state have a Primary Seat Belt Enforcement Law?: yes 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: 75%
6. Your jurisdiction's safety belt use percentage rate at the end of 2016: 79%
7. Number of officers who received training in 2016 in occupant protection: 34
8. This agency participates in Saved by the Belt/Air Bag (officer and/or citizen) awards programs: yes no
9. Number of Seat Belt Citations in 2014: 112
10. Number of Seat Belt Citations in 2015: 79
11. Number of Seat Belt Citations in 2016: 33
12. Number of Child Seat Citations in 2014: 11
13. Number of Child Seat Citations in 2015: 30
14. Number of Child Seat Citations in 2016: 8
15. Number of Special Enforcement Efforts in 2016 for Occupant Protection: 84
16. Output Statistics: How many citations were issued in target areas?: 34
17. Output Statistics: How many citations were issued during the target times?: 34
18. Output Statistics: How many contacts were made? (total): 425
19. Output Statistics: How many contacts were made in target areas?: 425

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 no
2. Number of officers who received speed-related training in 2016: 12
3. This agency participates in officer recognition programs for speed detection and apprehension: yes
no
4. Number of Speeding Citations in 2014: 632
5. Number of Speeding Citations in 2015: 418
6. Number of Speeding Citations in 2016: 423
7. Total number of 2016 fatal and injury crashes related to speed: 4
8. Percentage of 2016 fatal and injury crashes related to speed: 1%
9. Number of Special Enforcement Efforts in 2016 for Speed: 48
10. Output Statistics: How many citations were issued in target areas?: 214
11. Output Statistics: How many citations were issued during the target times?: 214
12. Output Statistics: How many contacts were made? (total): 228
13. Output Statistics: How many contacts were made in target areas?: 228

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 no
2. Number of officers who received training related to this issue in 2016: 57
3. This agency participates in officer recognition programs for this issue: yes no
4. Number of citations issued involving this issue in 2014: 632
5. Number of citations issued involving this issue in 2015: 418
6. Number of citations issued involving this issue in 2016: 5 (Pedestrians/Bike Involved)
7. Total number of 2016 fatal and injury crashes related to this issue: 0
8. Percentage of 2016 fatal and injury crashes related to this issue: 0
9. Number of Special Enforcement Efforts in 2016 for this issue: 11
10. Output Statistics: How many citations were issued in the target areas?: 458
11. Output Statistics: How many citations were issued during the target times?: 458
12. Output Statistics: How many contacts were made? (total): 422
13. Output Statistics: How many contacts were made in target areas?: 422
14. How many special team enforcement details were directed at the State/Local Issue (not routine patrol)?:
7

Impaired Driving

Impaired Driving Narrative

Virginia Commonwealth University is located in an urban area with roadways that are main thoroughfares for members of the surrounding communities. Commuters use these roadways to travel across Richmond and are largely the responsibility of the VCU Police Department (VCUPD). VCU Police is dedicated to providing a safe living, learning and working environment for students, staff, and members of the surrounding communities while they are driving, biking and walking within jurisdiction. Due to the geographic location of the university, and local nightlife establishments, the VCUPD aggressively enforces local and state laws to find drivers who are driving under the influence and to keep them from causing injuries, or death, to others. In 2016, the VCUPD made 70 arrests for DUI or other impaired driving offenses.

Problem Identification

VCU Police is committed to reducing personal injury, vehicle crashes that occur on campus. Stopping and preventing impaired driving is a high priority that the agency addresses through administrative checkpoints and saturated patrols. VCU Police utilizes data gathered through the DMV Traffic Records Electronic Data System (TREDS), to identify problematic areas. Utilizing this data, the agency directs officers to conduct high visibility patrols to deter traffic violations and enforce local and state traffic codes. VCU Police has measured a 50.3% reduction in reportable crashes from 2015 to 2016 on campus; the agency contributes this change to a heavy patrol presence and enforcement efforts.

Data Review/Planning

A VCU Police sergeant oversees grants for the department. The sergeant coordinates with a records manager who maintains statistical data, while determining locations for grant-funded enforcement. This data, along with citizen complaints, helps the agency strategically schedule times and locations for administrative checkpoints and saturated patrols.

Safety Campaigns

In 2016, The VCUPD participated in statewide campaigns such as Checkpoint Strikeforce, Distracted Driver Month, MADD, Click It or Ticket and RVA BUZZ Kill.



November 2016 - 76 Ribbons Displayed

Impaired Driving

Policy

The VCUPD recognizes the need to maintain a safe environment for all drivers; therefore, the department's policy is to enforce all laws concerning DUI/ driving while under the influence of drugs (DUID). It is unlawful for any person to drive or operate any motor vehicle while under the influence of alcohol or while under the influence of a drug (of any kind) to the extent it impairs their driving ability. The purpose of this directive is to establish the procedure for administering sobriety tests, breath tests, and/or blood tests to persons arrested for operating a motor vehicle under the influence of alcohol and/or drugs. This also includes testing persons under the age of 21 who are arrested for operating a motor vehicle after the illegal consumption of alcohol and for conducting other legally required tasks in a DUI/DUID investigation. VCU Police believes in transparency and openly posts the policy of this agency on its website for students, staff and the public to review. (Policy Included in application)

Initiatives/Partnerships

The VCUPD actively hosts initiatives to address impaired driving, speed and occupant protection. The agency has collaborated with the Virginia State Police (VSP) and the Richmond Police Department (RPD) while hosting two administrative checkpoints on VCU's Monroe Park Campus. These agencies worked together and made 10 arrests including DUIs, alcohol violations and drug violations.



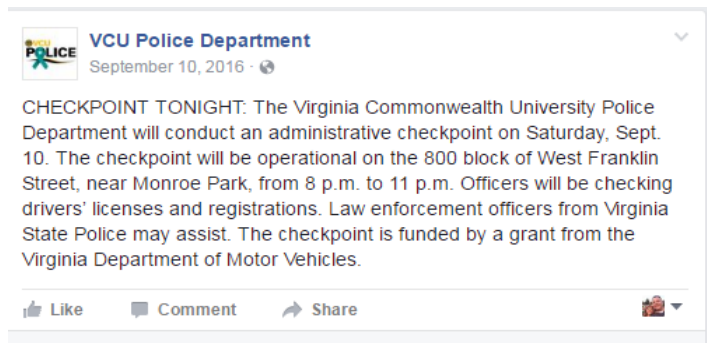
Checkpoint - May 2016 – VCUPD/RPD



Checkpoint - September 2016 - VCUPD/VSP

Impaired Driving

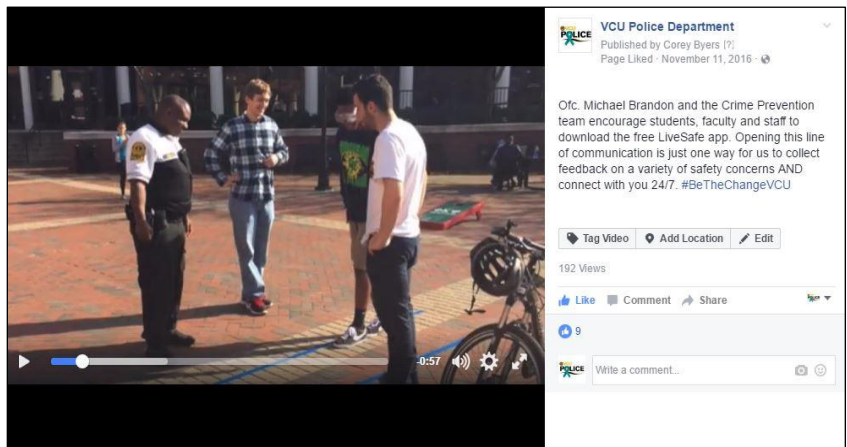
VCUPD’s public information officer (PIO) publicized initiatives in a variety of ways. The PIO speaks directly with media outlets while openly publicizing administrative checkpoints, safety events, department notifications and achievements. The PIO also manages the department’s Facebook, Twitter, and Instagram accounts, which are used to publicize information to the community.



September 2016 - Checkpoint Post (Facebook)

Public Information/Education

Each year the Virginia Department of Motor Vehicles awards VCU Police grant funding; the agency uses this funding to host events where members of the community are educated about the effects of alcohol and the risks of driving impaired. Officers participating in these events employ tools such as “beer goggles” to mimic what a person sees with different blood alcohol levels. While wearing beer goggles, visitors learn about field sobriety testing, where they experience the visual effects of alcohol and test their ability to walk a straight line.



Safety Fair November 2016- Beer Goggles (Facebook)

Impaired Driving

During the month of April, VCUPD collaborated with the Phi Kappa Psi fraternity and Aramark (VCU's food & beverage vendor) to sponsor a root beer kegger / ice cream social. The event educates and engage students about alternative means of having fun without alcohol. The officers also used "beer goggles" to educate students on how alcohol affects coordination. The VCU Win or Lose Cruiser was on hand during the event to educate guests about the consequences of drunk driving.



April 2016 - Root Beer Kegger

VCU Police Chief John Venuti created a sworn position for an officer to form strong bonds with communities surrounding VCU. The external relations officer (ERO) attends meetings in three neighboring communities while seeking input, and offering support, for traffic and criminal offenses. The ERO gathers information and provides it to patrol and traffic officers as a means of addressing activity that directly affects the community.

In May of 2016, VCUPD partnered with Warren County Sheriff's Office and the VSP to promote seatbelt safety. The Warren County Sheriff's Office provided a roll over simulator to demonstrate the effects of a roll over crash.



May 2016 - Seat Belt Safety Event

In 2016, VCUPD continued involvement in the Buzzkill campaign (formerly RVA Buzzkill). While collaborating with local merchants, VCU Police utilized the program to raise awareness about substance abuse and underage drinking.

Impaired Driving

Various forms of communications, and giveaways, were used during the 2016 Buzzkill campaign including posters, t-shirts and social media posts (using #partysafeva) to address how underage drinking could impact a student’s future. VCU Police collaborated with merchants in Richmond such as Christian’s Pizza and 7-11; these entities proudly displayed “BuzzKill” decals on their property in support of the program.



Buzzkill messaging– September 2016 (Twitter)

Buzzkill materials were originally adapted with permission from the Ohio Drug Free Action Alliance; in 2016, messaging addressed the impacts of drunk driving on students. The BuzzKill campaign was funded by a Virginia Department of Behavioral Health grant to the Virginia Association for Health, Physical Education, Recreation and Dance (VAHPERD) for school, campus, and community media education to prevent underage drinking.



May 2016 - Win or Lose Cruiser

For the fourth year in a row, The VCUPD strategically deployed its Win or Lose cruiser in high traffic areas on VCU’s Monroe Park Campus. The vehicle has two distinctly painted ends with messaging. The hood of the vehicle lists the monetary costs (up to \$10,000) and jail time (up to 12 months) associated with a DUI charge. The back of the vehicle highlights the inexpensive cost of a taxicab.

Impaired Driving

VCU Police offers additional information regarding pedestrian safety, bicycle laws, drunk driving, and roadway safety, which can be viewed on the agency's website (police.vcu.edu). In 2016, educational materials were available during safety talks by officers and 24 hours a day at the entryway to the police department's former headquarters, located at 938 W. Grace St., Richmond, VA. The VCUPD utilizes outside resources to get messages out to students, staff, and the surrounding community. Local vendors often collaborate with the VCUPD by allowing traffic safety postings to be added to their storefronts. The VCUPD utilizes its website to encourage students and staff to participate in a Van Driver Class (hosted by the agency). Instructors speak about traffic collisions, results of speeding, distracted driving, seat belt requirements and more. Students are provided with a driving preparation list that they can use on a daily bases.

The agency also utilizes electronic safety devices to educate the community. Officers use a speed trailer and an electronic speed sign to educate commuters regarding both their speed and the speed limit. These are also used to gather statistical data, which is valuable when determining where speed enforcement is needed.

VCU Police provides a free safety application called LiveSafe. Users can notify the VCUPD of traffic infractions, roadway defects and criminal activity. Users can send messages and photos to the VCUPD dispatch 24 hours a day, which are monitored by a communications officer. Dispatchers can use the application as a means of getting alerts out to the community as well. The application is user friendly and can be easily downloaded to any iOS or Android device. The app is a powerful tool that opens direct communication between the community and police.



DOWNLOAD LIVESAFE TODAY!



LiveSafe

Stay-connected. Be empowered.
Make a difference.

VCU Police has brought the LiveSafe mobile app to campus this year. It's a great tool for increasing your safety on campus. The free, voluntary app makes it easier for you to report crimes to the police and makes it easier for VCU Police to share important safety information with you.

Find LiveSafe on your iOS or Android app store and install it today!

VCU
POLICE

Impaired Driving

VCU Police Academy & Training

VCU Police has a fully staffed academy that oversees the development of new recruits and experienced officers. The academy sergeant and staff maintain training records to ensure that officers remain current within their certification and offer opportunities for continued education. Training academy staff play an important role in traffic related matters, as they not only provide updates for local and state laws, but they stress the importance of remaining knowledgeable while enforcing violations. In 2016, the VCU Police Academy trained officers in the following traffic related categories:

Basic Recruit Academy	11
Radar/Radar Re-cert	12
Radar/Lidar Instructors	2
Vehicle Crash Investigation	1
Occupant Protection In-Service	34
Breath School Basic	1
Breath School Re-Cert	12
SFST DUI Enforcement School	12
SFST Instructor School	2
SFST Instructor Re-Cert	3
DUID Investigator/Prosecution	1



VCUPD Academy's DUI Training – October 2016

Incentives & Recognition

Chief Venuti strongly believes in recognizing officers who excel in their duties. He has developed the following methods of recognition:

- Rookie of the Year Award – recognizing accomplishments in the first year of service. *Right: Officer J. Willis was the 2016 Rookie of the Year for his contributions to the community and the 20 DUI arrests he made throughout his first year as a VCUPD officer.*
- The Grey Strip newsletter – an internal publication that identifies upcoming events, training and recognition of officers for accomplishments achieved in the line of duty.
- Letters of Commendation – a formal letter to recognize officers who have gone over and above the call of duty while serving the community. Gold Star Certificate – an immediate means of recognizing an officer for outstanding customer service or a significant arrest.
- Spot Award – recognition that comes in the form of a monetary award or time off from work. Members of the VCU Police supervisory team facilitate; nominees are approved by the chief.



Impaired Driving

- Safe Driving Award – an award issued to officers recognizing them for remaining accident free over the course of a year; the officer receives a ribbon to wear on his/her uniform.

The VCUPD also actively participated in the following award programs:

- Mothers Against Drunk Driving (MADD) – Officer B. Bone received the 2016 MADD Award recognizing his enforcement efforts to deter DUI's on campus throughout the year.
- The Governors Transportation Safety Award – The awards, established in 1993, recognize individuals and public and private organizations that have made extraordinary contributions to transportation safety in Virginia. The Virginia Department of Motor Vehicles' Highway Safety Office determines award winners.



Governors Transportation Safety Award – June 2016

Enforcement Activity

VCU Police continued to emphasize traffic safety and enforcement in 2016. The traffic division conducted selective enforcement as a regular part of their duties. Officers identified areas that were in need of regular enforcement based on statistics and traffic complaints. The department's patrol and traffic divisions then monitor and enforce local and state laws in an effort to reduce violations and vehicular crashes that may lead to injuries. VCUPD worked with the Richmond and State Police to conduct enforcement initiatives to support the goals of the department. These initiatives consisted of:

- Administrative Checkpoints – VCUPD, RPD and VSP developed a partnership while conducting two administrative checkpoints.

Impaired Driving

- Red Light Initiatives – VCUPD, RPD, and VSP conducted red light initiatives in the Belvidere corridor between Broad and Canal Street. Drivers were cited for various infractions.
- Stop Sign Initiatives – VCUPD traffic and patrol divisions enforced stop sign violations on the academic campus.
- Speed Initiatives – VCUPD and RPD collaborated to address speed violations in the Broad Street, Main Street, and Cary Street corridors.
- Pedestrian Safety Initiatives – VCUPD traffic division enforced traffic infractions in areas of high pedestrian use to increase safety and reduce injuries.

Outcomes and Effectiveness of Efforts

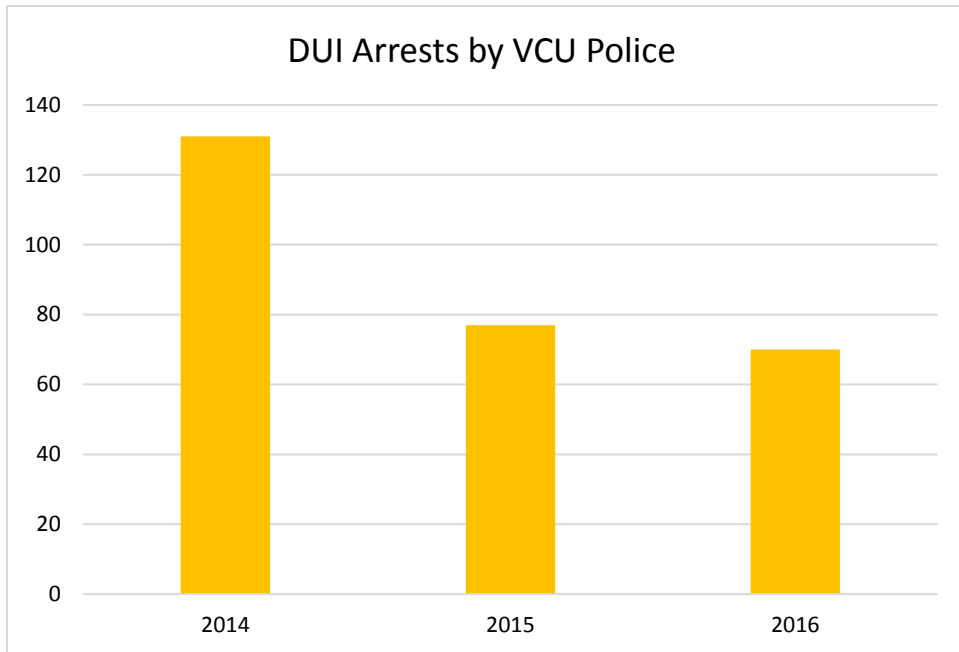
Virginia FY16 Impaired Driving Crackdown					
August 19th - September 5th					
Name and Type of Agency					
State Police					
City/Town Police					
County Sheriff/Police					
Other **	Virginia Commonwealth University Police Department				
Enforcement Activity					
Total Regular Hours	N/A	Total OT Hours	16	Number of Saturation Patrols	4
Number of All Checkpoints	0	Number of Checkpoints That Were Multi-Jurisdictional Checkpoints (MJCIP)	0	If MJCIP	N/A
		Dates	List Agencies Involved by Date		
			N/A		
Citation Information					
DUI Arrest:	Alcohol Only	3	Drugs Only	0	Alcohol & Drugs
Seat Belt Violation	3	Child Safety Seat Violations	2		
Felonies	N/A	Stolen Vehicles	0	Fugitives Apprehended	0
Suspended License	5	Uninsured Motorist	0	Speeding	40
Reckless Driving	2	Other/Arrests Not Listed Above	38		
Media Activity During This Reporting Period					
# Press Conferences	0	# TV News Stories	0	# Radio News Stories	0
# Print News Stories	0	# Print News Stories	0		

This report covers the Drive Sober or Get Pulled Over campaign August 19, 2016 through September 5, 2016 ONLY. It must be sent to Jessica Lambertson, Virginia's Impaired Driving Programs Coordinator, by either email (preferred) jessica.lambertson@dmv.virginia.gov or by fax at 804-367-6031 no later than COB on September 15, 2016. THANK YOU for your time and assistance. *** For other agency please describe the type of agency, ie.,

The VCU Police Department continues to identify areas of concern and addresses them through education and enforcement. The agency actively participates in programs and grants funded by the Virginia Department of Motor Vehicles; funding is used for initiatives and for obtaining equipment to reduce speeding and traffic crashes. The department continues to experience a decrease in DUI/DUID violations on campus as indicated by annual statistics. The VCUPD noted a 7.3% increase in reportable crashes from 2014 to 2015. Through the use of TREDIS, the department has identified problematic locations that can now become the focus of visibility patrols and enforcement. Since 2015 the VCUPD has noted a 50.3% reduction in reportable crashes.

Impaired Driving

VCU Police has documented a steady decline in the number of drivers cited for DUI. In 2014, there were 131 arrests compared to 77 in 2015 and 70 arrests last year.



VCUPD_Richmond_VA
_Impairment Policy (1)



Occupant Protection

Problem Identification

The VCU Police Department (VCUPD) is committed to the reduction of personal injury crashes that occur within its jurisdiction. The police department has placed occupant safety as a priority, even though Virginia does not have a primary seatbelt law. The agency utilizes tools such as seatbelt use surveys, administrative checkpoints and statistics gained through the issuance of summonses to gather information regarding seatbelt use. The grant coordinator uses this information to direct saturated patrols in highly traveled areas throughout campus.

National Campaigns

In 2016, VCU Police participated in Click It or Ticket campaigns in May and November. The grant coordinator conducted seatbelt use surveys at the beginning and end of each campaign. An officer conducted pre and post surveys in the same location; the officer chose an area that was highly traveled and had motorists with consistent seatbelt violations. During the survey, the officer observed 100 vehicles and documented whether the driver and occupants are wearing their seatbelts. The pre survey average usage rate was 75%; the post survey rate was 79%. The Commonwealth of Virginia seatbelt usage rate was 79.9%.

Local Campaigns

VCU Police collaborated with the Richmond Police Department and police departments from the University of Richmond, Reynolds Community College and Virginia Union University to deliver a clear message to college-aged city residents: "Serve under 21 and the party's over." The BuzzKill campaign is funded by a Virginia Department of Behavioral Health grant to the Virginia Association for Health, Physical Education, Recreation and Dance (VAHPERD) for school, campus, and community media education to prevent underage drinking. The VCUPD continues to work with local merchants such as 7-11 and Christian's Pizza and other merchants on campus.



Buzzkill window stickers displayed at a 7-11 convenience store near VCU

Occupant Protection

VCU Police collaborated with Safekids Virginia and other law enforcement agencies to promote child safety. VCUPD along with the New Kent Sheriff's Office, Fort Lee Police, Virginia State Police and representatives from Safekids hosted child safety inspections. Officers and troopers taught parents how to install child safety seats properly. Upon arrival, officers obtained the history of the seat and checked it for recalls. If a seat was on the recall list, Safekids provided a new seat to the parent at no cost. Once the seat was approved for use, the technician reviewed the installation steps with the parent to ensure that they could properly install the seat on their own. Officers and troopers inspected 75 seats.



Safety Seat Inspection -- May 26, 2016

Initiatives



VCU Bike Round-Up – September 2016

During Distracted driving Month in April 2016, VCUPD issued 414 traffic summonses and made 30 arrests in 72 hours of focused enforcement. In May of 2016, VCUPD collaborated with the Warren County Sheriff's Office and Virginia State Police to promote seatbelt safety. The Warren County Sheriff's Office provided a roll over simulator to demonstrate the effects of a roll over crash. Officers openly discussed seatbelt use and the importance of child safety seats. In September 2016, VCUPD joined an annual event at VCU known as the Great Bike Round-up and Cycling Symposium. Police officers joined other community and campus partners to offer free bike tune-ups and safety tips. Staff used this opportunity to discuss the importance of defensive cycling, proper maintenance, traffic laws and the importance of visual aids such as front and rear lights.



Occupant Protection

In September 2016, VCUPD collaborated with the Richmond Police Department and the Virginia State Police to conduct a red light initiative. During this initiative, officers focused on a main thoroughfare on campus: the Belvidere corridor between Broad and Canal streets. During this initiative, officers and troopers issued 60 traffic summonses.

Policy

The VCUPD recognizes the importance of occupant protection and has a written policy that outlines seatbelt use by the public and VCUPD officers. The policy clearly articulates that seat belt usage enforcement is a priority of the agency. A vital component of VCUPD traffic enforcement is to ensure that students, staff and visitors are secure within their vehicles by using seatbelts and child safety seats properly. The policy describes the use of seatbelts by officers, and clearly indicates that officers will wear them except in situations where the efficient performance of law enforcement functions outweigh the safety benefit of utilizing a safety belt restraint system.

Planning

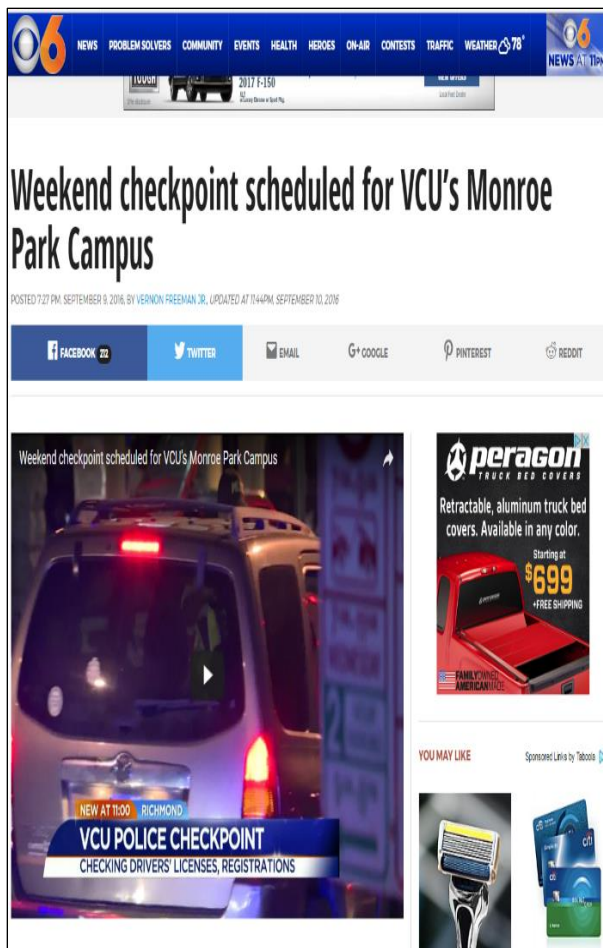
Evidence indicates that the use of safety belts and other restraining devices have significant impacts on reducing the number of deaths and the severity of injuries resulting from traffic crashes. Reviewing information gathered through the Traffic Records Data System (TREDS), there is no identifiable pattern of non-compliance with Virginia's seat belt law in VCU Police jurisdiction. The usage rate during the agency's last survey in 2016 was 79%, but in cases of non-compliance, the pattern was not specific to one location on campus.

With this in mind, the VCUPD grant coordinator completed an annual budget and allocated \$5,400 in funding to support 150 hours of overtime pay. The funding was used for traffic related, saturated patrols, in which seat belt use was strictly enforced. The grant coordinator allocated an additional \$3,600 towards two administrative checkpoints in 2016. The grant coordinator and the traffic supervisor determined the best locations for enforcement based on the number of speed violations, crashes and DUI arrests in a given area.

Occupant Protection

Public Information

VCU Police has a public information officer (PIO) who documents and publicizes initiatives. The PIO utilizes local media and social media sites such as Facebook, Instagram and Twitter to communicate with VCU's students, staff and guests. The PIO uses these sites to promote the agency's mission, goals and upcoming events. The department's goal is to promote safe driving habits, including the use of seatbelts.



CBS 6 Richmond: Checkpoint Coverage – September 2016

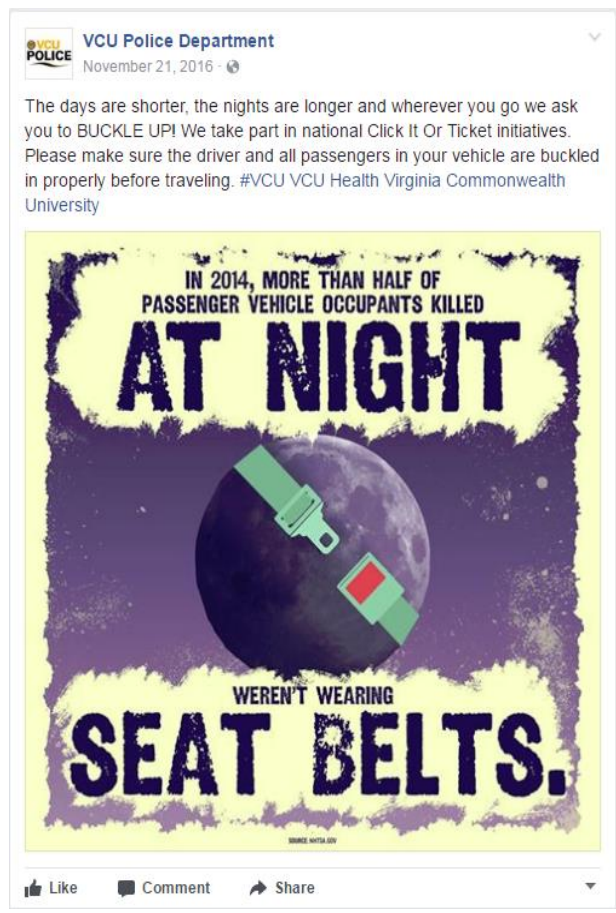


Figure 1 Facebook CIOT Post - November 2016



Occupant Protection

Enforcement Efforts

VCU Police participated in both the mini, and full, Click It or Ticket campaigns in 2016. While participating in the campaigns, supervisors advised officers to strictly enforce occupant protection laws. Due to Virginia’s secondary seat belt law, it could be challenging to enforce seat belt usage, but officers were vigilant and observant during stops.

During the CIOT Campaign’s VCUPD officers issued a total of 314 summonses, 34 arrests and seized one weapon.

Click It or Ticket	May	November	Total
Seat Belt Summonses	11	10	21
Child Safety Seat Summonses	1	0	1
Texting While Driving	1	1	2
DUI/Alcohol Arrest	5	11	16
Drug Arrest	4	9	13
Speeding/Reckless Driving	87	27	114
Miscellaneous Summons	75	106	181

In 2016, VCU Police conducted two administrative checkpoints. The first checkpoint was in May and was located on the 700 block of West Main Street in Richmond. This area of West Main Street is highly utilized by those traveling to and from work and social events. Main Street cuts directly through the middle of the Monroe Park Campus, where there are residence halls and pedestrian traffic. During this checkpoint, officers screened 614 vehicles between the hours of 11 p.m. and 3 a.m.

Officers staged the September checkpoint on the 800 block of West Franklin Street. This area of Franklin Street is located in front of freshman residence halls and has pedestrian traffic. At this checkpoint, officers screened 400 vehicles between 8 p.m. and 11 p.m.

During the two checkpoints, VCU and Richmond Police officers, and Virginia State Police troopers, issued 54 summonses and made six arrests.

Administrative Checkpoint	May	September	Total
Seat Belt Summonses	1	0	1
Child Safety Seat Summonses	1	0	1
DUI Arrest	4	0	4
Alcohol Related Arrest	2	0	2
Drug Related Arrest	4	0	4
Miscellaneous Summons	20	28	48

Occupant Protection

The VCU Police Department participated in the “Virginia Drive Sober Get Pulled Over” initiative between Aug. 19 and Sept. 15, 2016. The agency dedicated 16 hours of overtime patrols and hosted four saturated patrols that targeted DUI and occupant protection violations. The initiative took place during evening and nighttime hours.

VCUPD officers issued 111 summonses during this initiative.

Virginia Drive Sober Get Pulled Over	August/September
Seat Belt Summons	3
Child Safety Seat Summons	2
DUI Arrest	3
Reckless Driving Summons	2
Suspended License Arrest	5
Speeding Summonses	40
Miscellaneous Summons	38
Total Summonses/Arrest	111

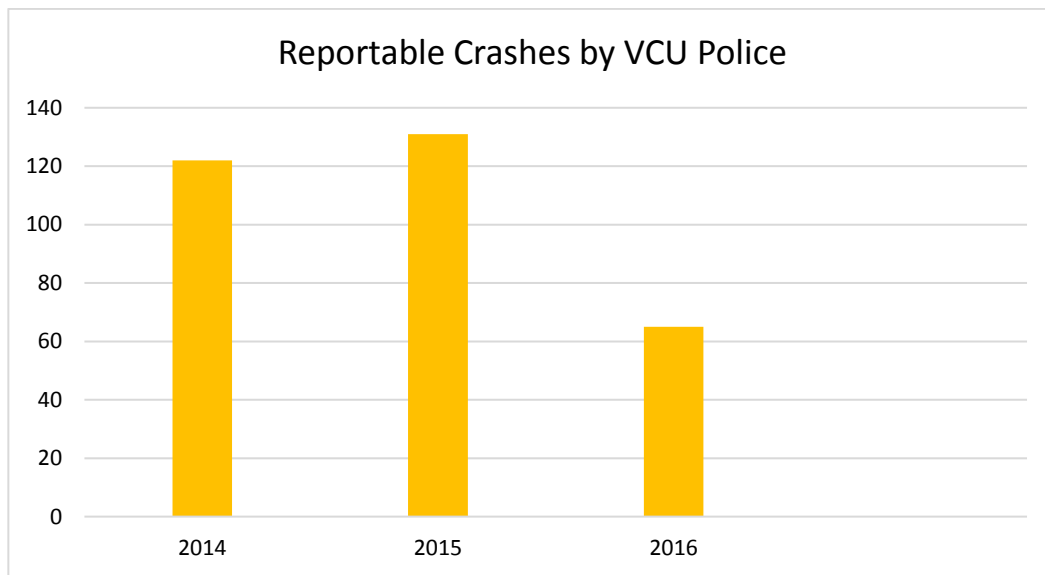


CIOT Campaign - September 2016

Occupant Protection

Outcomes

The agency uses the Traffic Records Electronic Data System (TREDS) to evaluate change. Using TREDS, VCU Police track the number of reportable crashes that are taking place within the jurisdiction. From 2015 to 2016, VCUPD measured a 50.3% reduction in reportable crashes. There were 122 reportable crashes in 2014, 131 in 2015 and 65 in 2016.



Each year the VCU Police Department sends out a perception of safety survey to VCU students, staff, and faculty. VCU’s Survey & Evaluation Research Laboratory conducts the survey each year and tabulates the results for VCU Police. The survey measures how safe people feel on VCU’s campuses and helps VCUPD determine where individuals feel less safe and why. Through focused patrols and community engagement, the department continued to see an elevation in the perception of safety on campus with 97% of respondents reporting that they felt “safe” or “very safe” on VCU’s campuses.

VCU Police and VCU staff members submitted the following information the VCU Police internal newsletter, *The Grey Stripe*, in 2016:



 VCUPD_Richmond_VA
 _Occupant Protection

A citizen...called to compliment Ofc. [Sean] Longnecker on his kindness and helpfulness today. She advised that he pulled her over for a traffic stop because she had two bikes strapped to the back of her vehicle and one was falling off. She said that he controlled traffic for her to adjust the bike straps and make sure they were secured. The citizen stated that at first she was scared when she was pulled over but her interaction with Ofc. Longnecker was a positive one. He not only saved her \$6,000 bike but he also prevented an automobile accident from happening if the bike had fallen and another driver had struck it.

— Clara Joyner, ECC Supervisor

Response praised following accident

[Assistant Chief Chris Preuss],

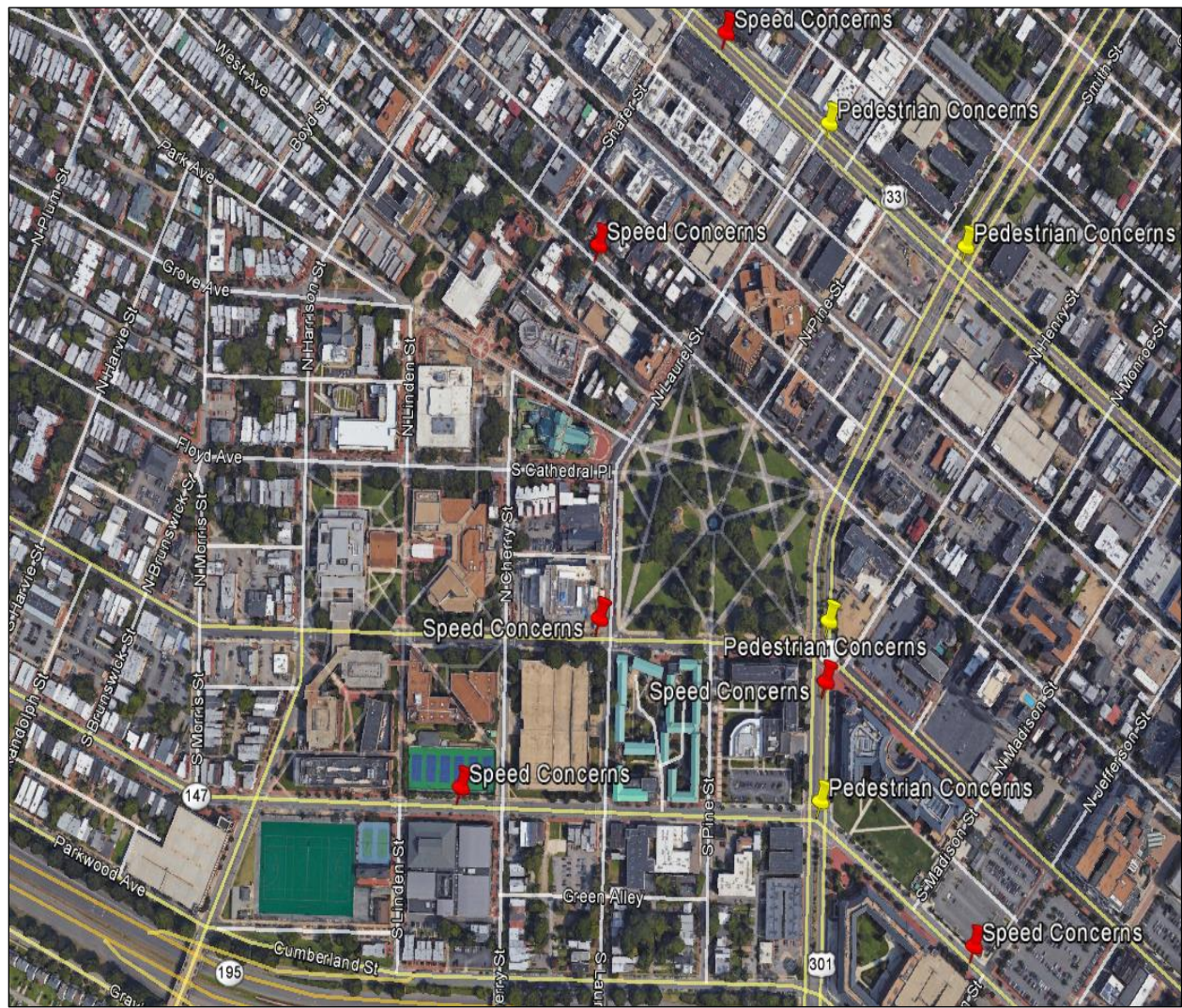
This morning [I] came into my office and saw a car across the street on Broad Street that looked like it had been through a war zone and a young lady that was very upset. I went and talked with her and her boyfriend and Ofc. [Jose] Vargas arrived about 5 minutes after I got there. He let her know that they found the car that hit her car...and they are still working to identify who was driving and he is waiting with her while she calls the insurance company and her parents. He was a great calming and reassuring presence to her and wonderful example of our great VCU police force!...

— Laurie J. Carter, Associate Director,
Center for Urban Communities
Office of the President

Speed Awareness

Speed Awareness Narrative

Virginia Commonwealth University is located in an urban area with roadways that are main thoroughfares for members of the surrounding communities. Commuters use these roadways to travel across Richmond and are largely the responsibility of the VCU Police Department (VCUPD). VCU Police is dedicated to providing a safe living, learning and working environment for students, staff, and members of the surrounding communities while they are driving, biking and walking within jurisdiction. This environment necessitates a need for education in speed awareness and enforcement of traffic law. VCU Police prioritizes this need in multiple ways to create a safe environment for the public.



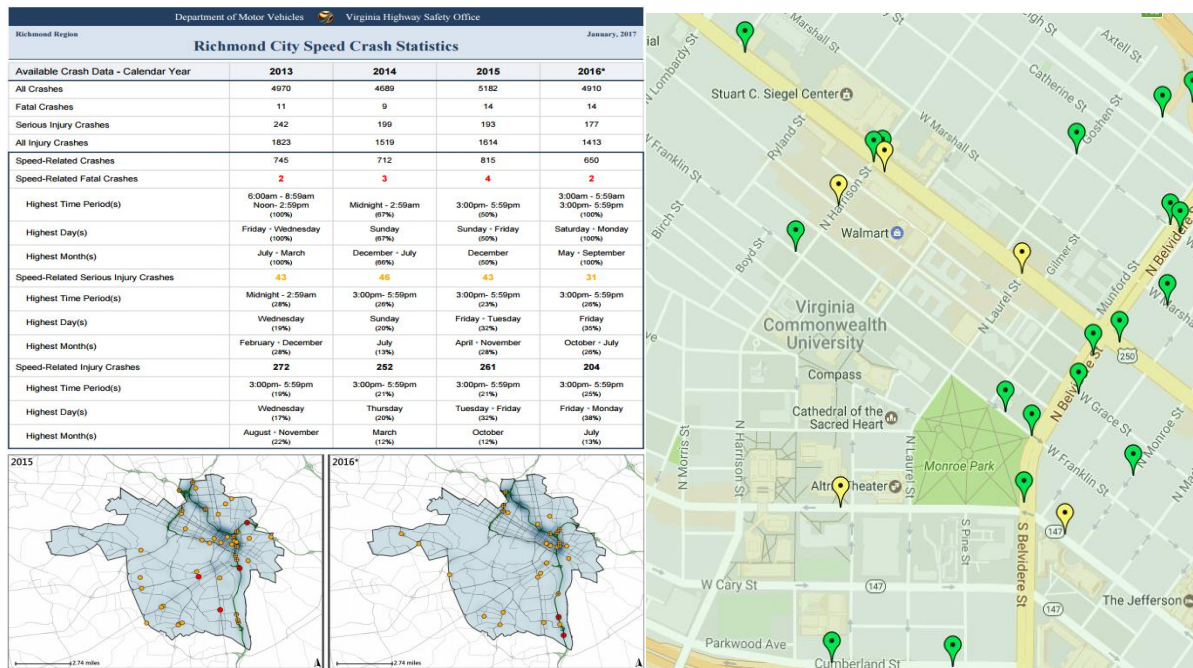
Enforcement Areas on VCU's Monroe Park Campus

Speed Awareness

Problem Identification

The VCU Police Department is committed to reducing speeding offences on campus. To accomplish the goal of reducing speed, crashes and property damage, the department utilizes the Traffic Records Electronic Data System (TREDS) to identify and address highway safety concerns. The VCUPD utilizes data collected from TREDS along with community input and information obtained through electronic surveys (Speed Trailer/Speed Data Capable) to identify areas with speed related challenges. Officers monitor these areas and address drivers' behaviors through education and enforcement.

In 2016, VCU Police recorded 437 accidents. Of these, 372 accidents were non-reportable; damage estimates failed to meet the \$1,500 minimum had no injuries reported. The remaining 65 accidents were reportable due to the estimated cost of damages; four accidents involved injuries due to speed. The department utilized TREDS to determine where these crashes took place and to address issues that may have been contributing factors. The VCUPD conducts community walks and attends community meetings where officers speak one-on-one with citizens. During these discussions with local residents in surrounding neighborhoods, officers use the opportunity to identify where speed enforcement is needed. Officers promote the use of the LiveSafe mobile application, where Richmond residents near VCU can communicate their concerns for speed awareness and remain anonymous.



TREDS Data System

Speed Awareness

Policy

The VCU Police Department's policy requires that only officers who have successfully completed a department approved speed measuring device course can operate speed-measuring devices. The speed-measuring devices utilized by VCU Police are tested, operated, and maintained in accordance with the manufacturer's specifications and Virginia state law. Department policy maintains that all speed-measuring devices used for enforcement be tested, and properly utilized, to ensure compliance with traffic regulations and to enhance public safety. Department policy establishes the minimum training requirements necessary for the certification of an officer to use a speed-measuring device.



LIDAR Enforcement - June 2016

Planning

The VCU Police traffic unit identified specific areas where speeding had become an issue and developed an operational plan to reduce speeding. The traffic unit deployed the VCU Police speed trailer (or speed signs) to educate drivers of the speed limit, compared to their traveling speed. Officers deployed the trailer or speed signs for approximately one week before they began aggressive enforcement for speeding in the area. Once officers see a reduction of speeding in the area, they redeploy the VCUPD speed trailer and signs to ascertain if vehicular speeds have gone down.



VCU Police Speed Trailer - January/February 2016

Speed Awareness

The VCU Police Department implemented a high visibility plan to further reduce traffic hazards and deter crime. Officers monitored high traffic areas and activated their emergency overhead lights while exiting their vehicle and patrolling the area on foot. These actions made their presence highly visible and deterred speeding. Additionally, VCU Police used other enforcement actions to include: increasing the amount of speed limit signs and conducting safety talks and saturation patrols.

VCU Police also understands the need to identify and prevent future accidents from occurring. The agency assigned a traffic division officer to Virginia’s Accident Prevention Committee. On a monthly basis, the committee reviewed accidents that involved state vehicles and determined corrective measures that needed to be implemented by agencies.

Training

The VCU Police Department has an on-site training academy to manage the training and development of new recruits and veteran officers. Training division staff monitored state and local laws for changes and then disseminated that information to the department. The VCU Police Department continues to stress the importance of speed enforcement, DUI detection and occupant protection. Officers received training or were re-certified in the following areas of traffic enforcement in 2016:

Training Type	Officers Trained
Basic Recruit Academy	11
Radar/Radar Re-cert	12
Radar/Lidar Instructors	2
Vehicle Crash Investigation	11
Crash Reconstruction & Investigation Training	1
Occupant Protection In-Service	34

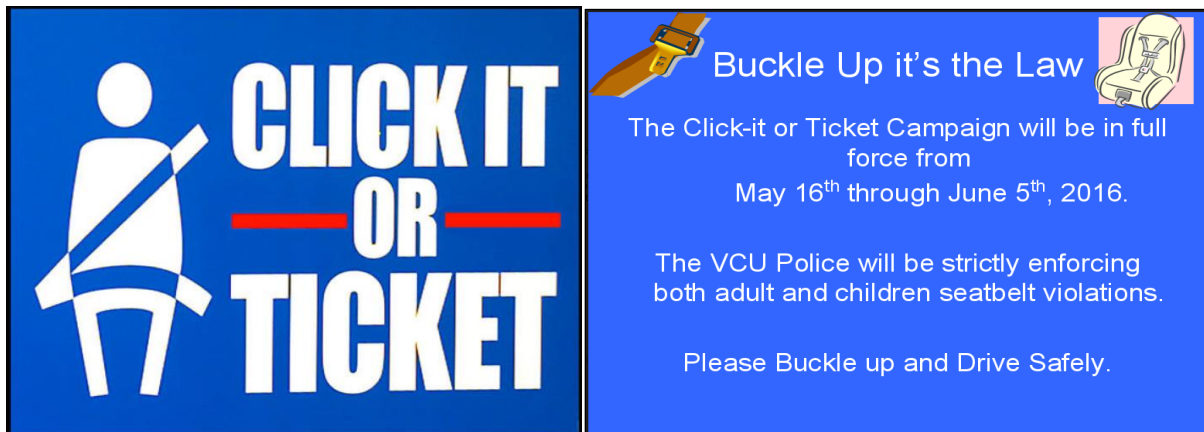


Academy Class 41 - November 2016

Speed Awareness

Public Information and Education

VCU Police officers and staff provide information and education to the community by using safety presentations, safety fairs, printed educational materials, social media, Closed Circuit TV (CC TV) and news broadcasts. Officers conduct numerous safety presentations throughout the year to students, faculty and staff to address university policies and state and local laws. Social media channels have become a valued source of information for many VCU community members. The agency employs a full-time public information officer (PIO) to manage the VCUPD's social media accounts and media relations.



CIOT CC TV Posting - May 2016

The VCU Police Department Facebook page currently has more than 6,800 followers and is an open source of information for approximately 50,000 students and faculty. The Facebook page is not only a source of safety and crime prevention information, but also notifies the community of upcoming events and activities. VCUPD utilizes the page to educate members of the community on speed awareness.

The VCU Police Department maintains a department website at police.vcu.edu. The webpage provides information to students, faculty and community members. Web visitors can submit a suggestion, or report speeding concerns online. VCUPD publishes, "Campus on Watch" on its website, which contains safety tips, outreach programs and contact information for officers. The site identifies various resources for reporting speeding and other crimes; web visitors can file reports online, find the department's emergency or non-emergency phone numbers, or learn how to submit tips on the free LiveSafe mobile app. The site identifies www.alert.vcu.edu as the site where the public can sign up for text messages concerning emergencies at VCU. Lastly, the website features VCUPD's internal policies concerning traffic enforcement.

Speed Awareness

VCUPD continues two-way communication with the university community and encourages, students, faculty, staff, parents and VCU’s neighbors to download the LiveSafe app. LiveSafe users can report speeding violations and other vehicular crimes directly to VCU Police. Users can include photos and videos of the alleged offense with their tips. All LiveSafe users have the option to remain anonymous when reporting incidents to VCUPD.



LiveSafe tip to VCUPD – December 2016

Enforcement

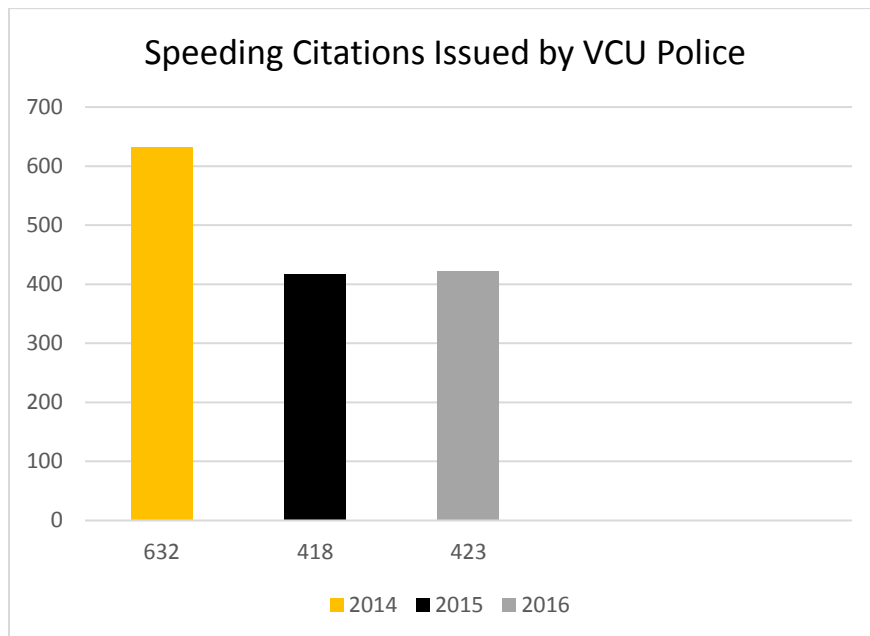
VCU Police officers worked diligently with students, staff and guests to educate them on the dangers of speeding, distracted driving and driving under the influence. While many citizens believe that enforcement is the only way to deter speeding, the VCU Police Department believes that deterring speeding starts with education. Throughout the year, the agency conducts safety presentations, safety fairs, alcohol & drug awareness talks and open forums where guests can openly discuss their concerns regarding roadway safety.

In 2016, the agency dedicated over 265 hours of staff time, with an estimated cost of \$10,000, towards speed reduction and enforcement. Officers conducted saturated patrols and mini mobilization RADAR/LIDAR initiatives throughout the year. While these initiatives were scheduled, supervisors encouraged officers who are speed measurement certified to proactively enforce local and state speed laws during their normal, patrol assignments. In 2016, officers issued 423 speeding citations; of that total, officers issued 214 citations in targeted areas around VCU’s campuses.

Speed Awareness

Outcomes

The VCUPD continued to utilize the DMV Traffic Records Electronic Data System (TREDS) and community input to identify and target areas of concern for speed awareness. Officers determined what locations should feature deterrents and enforcement so that efforts would be effective in deterring and reducing speeding. After educating the public with the speed trailer, officers begin enforcement in a specific area. At the conclusion of enforcement, officers return the speed trailer to the area to monitor and assess the effectiveness of the aforementioned process.



From 2015 to 2016, VCUPD had a 1.1 percent increase in speeding citations. The increase was not specific to one location on campus, but the department recognizes the need for continued education and enforcement. The agency continues to increase highway safety training for its officers.



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_Speed Enforcement F

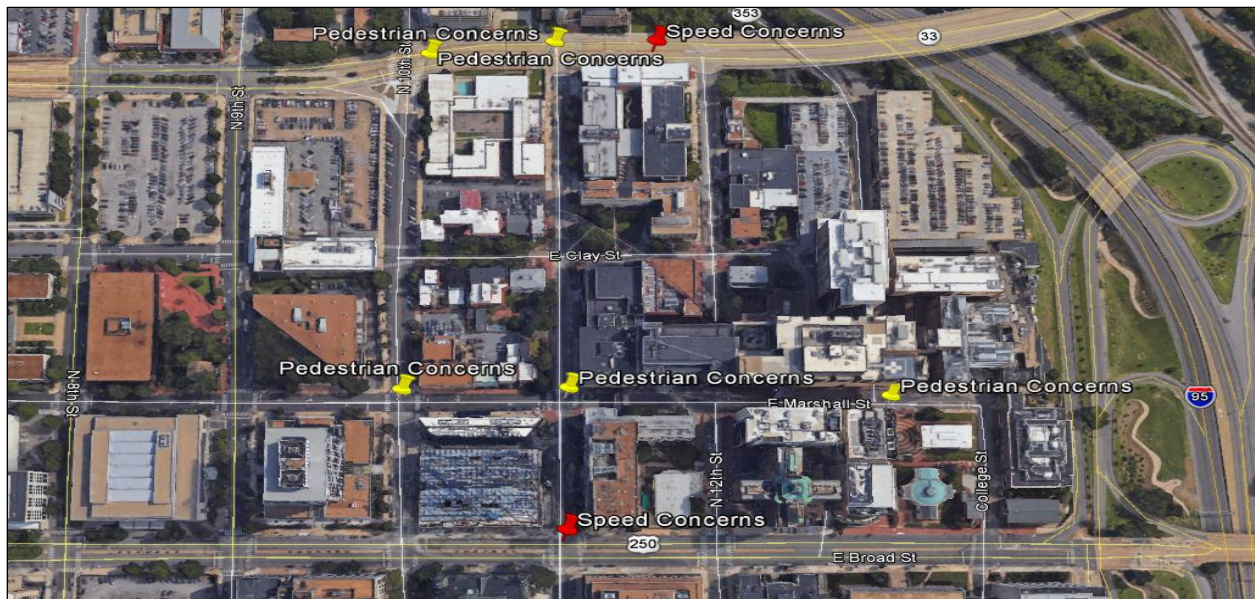
State/Local Issue

Narrative

Virginia Commonwealth University comprises two campuses: the Monroe Park Campus in the historic Fan District, and the VCU Health - MCV Campus, located in Richmond's downtown financial district. VCU boasts one of the largest student enrollments in Virginia with more than 31,000 students and more than 21,000 employees. Given the university is located in the heart of Virginia's capital city; extraordinary traffic and pedestrian safety efforts are required. VCU has made safety a priority by staffing one of the largest university police departments in the country, with 99 sworn officers, more than 200 security personnel, an on-campus emergency dispatch center and a fully accredited police academy. The mission of the VCU Police Department is to provide a safe and secure learning, living and working environment for the students, faculty, and visitors of Virginia Commonwealth University.

Problem Identification

The VCU Police Department recognizes the dangers of cyclist/pedestrian vs. vehicle accidents on and around each campus. Officers responded to four pedestrian vs. vehicle accidents and one bicyclist vs. vehicle crash in 2016. The agency documented each case, and officers scrutinized the incidents through interviews and video footage to determine the causes; staff used the information to determine what level of preventative education, or roadway improvements, were necessary in jurisdiction. Officers utilizes internal reports, the Virginia DMV Traffic Records Electronic Data System (TREADS) and citizen input to determine what elements are needed to correct problematic, driver and cyclist behaviors in targeted areas.



VCU Health - MCV Campus

State/Local Issue

Policy

The VCU Police Department has a policy to secure the safety of cyclists and pedestrians. The goal of the policy is to reduce and eliminate hazards to cyclists and pedestrians. This policy directs VCU Police officers to take immediate action to correct these hazards for the safety of the public. The policy dictates that officers shall notify dispatch of the hazard, employ traffic control procedures and ensure that the roadway is safe prior to leaving the area. The lieutenant in charge of the traffic unit is responsible for preparing and maintaining accident collision information, identifying accident patterns, and the physical conditions present at high accident locations. The lieutenant is also responsible for conducting a survey to identify specific hazards to pedestrians; the grant coordinator uses this information to develop grant-funded operations in these areas.

Planning

The VCUPD developed plans to mitigate injuries related to vehicle crashes involving pedestrians and cyclists. During April of 2016, the agency participated in distracted driver awareness month. Officers spent 72 hours dedicated to this initiative. VCUPD leadership believes that many accidents, including those with pedestrians and cyclists, can be contributed to both driver and pedestrian inattention. The initiative targeted distracted drivers and officers educated them through enforcement on the dangers of these activities.

VCUPD deployed its mobile command center during events with increased pedestrian traffic, such as basketball games and graduation ceremonies. Officers parked the command center at central locations for high visibility, which resolved some inattention issues.

The VCU PD crime prevention unit planned an event for November 2016, to address pedestrian and cyclist safety. Officers stationed themselves in the middle of VCU's Monroe Park Campus to hand out educational materials. This area is a high traffic location and made the educational materials readily available to the students and staff.



VCU Police Mobile Command Center



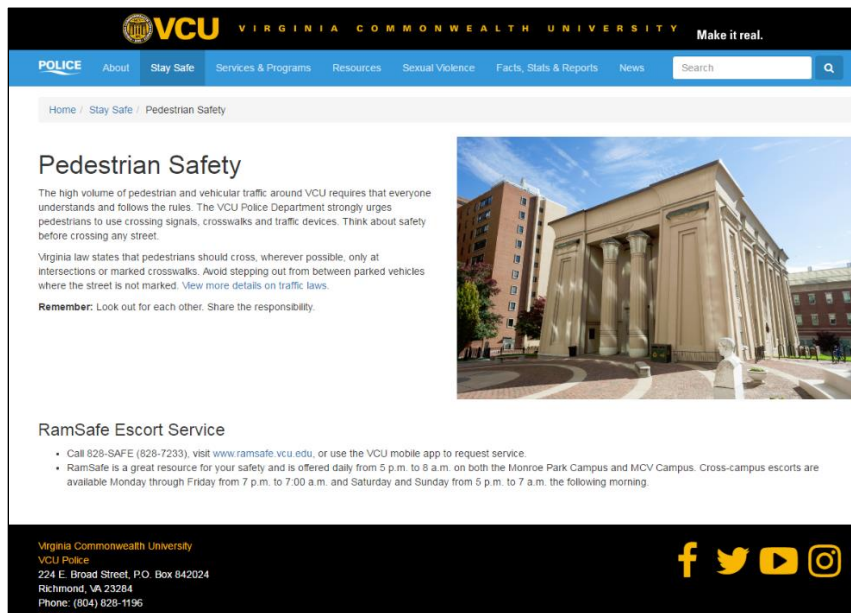
State/Local Issue

Training

The VCU PD has an on-site, fully staffed training academy that oversees the training and development of new recruits and veteran officers. The training division provides constant oversight of training and keeps recruits and veterans abreast of new and developing case and state laws. VCUPD Academy instructors teach classes on pedestrian and cyclist safety, distracted driving and traffic direction.

Public Information and Education

The VCUPD provides information and education to the community through safety presentations, safety fairs, printed educational materials, social media channels and news broadcasts. VCUPD conducts safety presentations throughout the year to address university policies and state and local laws. Officers provide staff, students and parents with information regarding the use and possession of alcohol. University staff members and students are encouraged to ask questions in forums and during safety presentations. The agency also conducts safety presentations in student residential halls. Officers discuss topics such as roadway safety, cycling laws and pedestrian safety. The VCUPD distributes printed educational materials regarding street sense and bicycle safety.

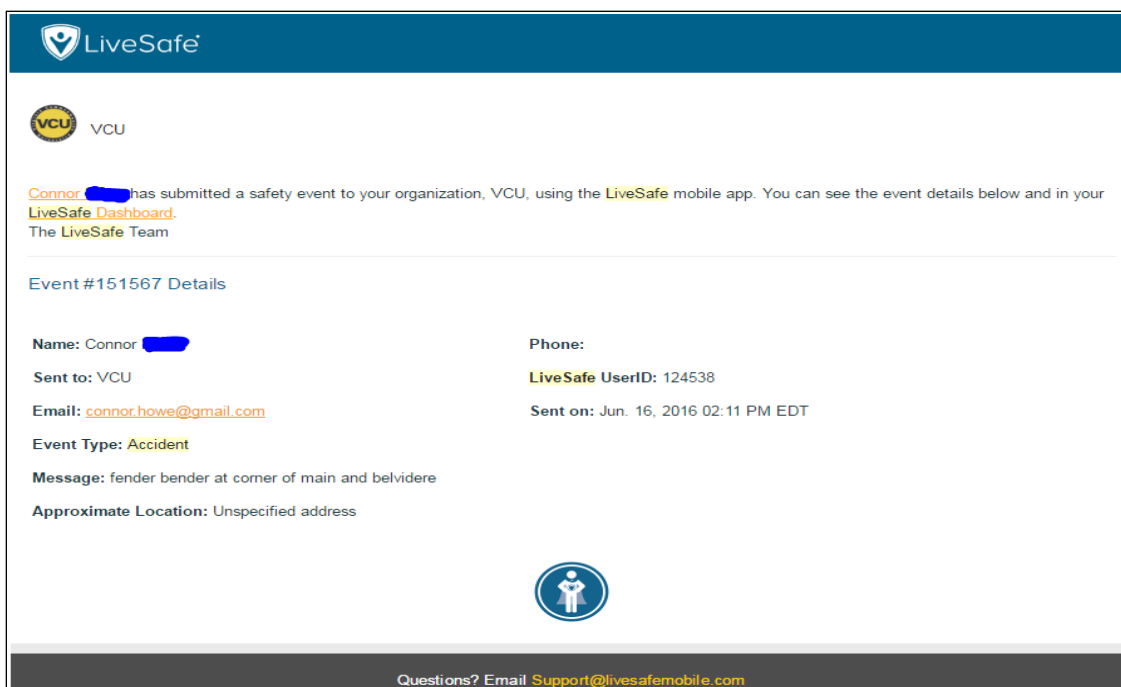


VCU Police Website – Pedestrian Safety Page



State/Local Issue

VCUPD offers the LiveSafe mobile app to the VCU community. The free app is extremely user friendly and available on all Android and iOS devices. It is a powerful safety tool; and facilitates the efficient exchange of information between members of the community and the police department. Users of the LiveSafe app can send the agency tips about crimes or ongoing incidents. Users can send photos or videos of evidence directly to the police department and can remain anonymous.



LiveSafe Crash Notification - November 2016

In 2016, the VCUPD conducted various activities to inform and educate the public. In November, the crime prevention unit placed tables in high traffic areas to hand out educational materials about cyclist and pedestrian safety. Officers also offered educational instruction on bike safety and handed out clip-on lights.

The VCU PD has a dedicated staff member for social media management and media relations. The public information officer (PIO) is responsible for Facebook, Instagram and Twitter accounts. The PIO uses these social media outlets, on a regular basis, to send out information related to various events and activities, including those about cyclist and pedestrian safety.



State/Local Issue

Enforcement

The VCU Police hosted red light initiatives, which included the enforcement of pedestrian crosswalks. The VCU Police coordinated the initiative with the Richmond Police Department's traffic division. Officers aggressively enforced local and state codes in targeted areas that had accidents and citizen complaints. VCU Police officers educated students, staff, and guests about the dangers of crossing the roadway against the signal, with head phones/earbuds on, without looking and mid-block. The VCU Police actively hosted safety presentations, safety fairs and open forums where handouts were available with educational tips regarding walking or biking in the roadway.

Outcomes

The VCU Police Department measures success through a reduction of pedestrian/bicycle-involved accidents. In 2015, the VCUPD recorded 20 injury-related accidents compared to four in 2016. This was an 80% reduction in injury-related accidents; the department attributes this reduction to a change in driver or pedestrian habits. The VCUPD will continue to host events where pedestrians and bicyclists are educated about safety in an urban environment.



VCUPD_Richmond_VA
_State Local Issue Poli



**Virginia Commonwealth University
Police Department**

SECTION	NUMBER	CHIEF OF POLICE	EFFECTIVE	REVIEW DATE
8	4	<i>MAL</i>	6/8/2013	9/2016
SUBJECT				
DUI / DUID PROCEDURES				

GENERAL

The VCUPD recognizes the need to maintain a safe environment for all operators of motor vehicles. Therefore, the policy of the department is to enforce all laws concerning DUI/DUID. It is unlawful for any person to drive or operate any motor vehicle while under the influence of alcohol or while under the influence of a drug of any nature to the extent it impairs their driving ability.

The purpose of this directive is to establish the procedure for administering sobriety tests, breath tests and/or blood tests to persons arrested for operating a motor vehicle under the influence of alcohol and/or drugs, including persons under the age of 21 arrested for operating a motor vehicle after the illegal consumption of alcohol and for conducting other legally required tasks in a driving under the influence of alcohol and/or drugs, including prescription drugs, (DUI/DUID) situation.

ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

DEFINITIONS

- A. IMPLIED CONSENT** – *Persons arrested while operating a vehicle within the Commonwealth of Virginia are deemed to have consented to have samples of his/her breath and/or blood tested to determine alcohol and/or drug content.*
- B. MOTOR VEHICLES** – *Any motorized vehicle, i.e. car, motorcycle, truck, bus, recreational vehicle and/or pedal bicycle with helper motor (mopeds) operating on public highways. According to VA Code §18.2-266, pedal bicycles without helper motors are not subject to DUI/DUID regulations.*

TRAINING

- A. All sworn officers shall receive required training in Standardized Field Sobriety Testing (SFST) and Preliminary Breath Testing (PBT).**

- B. Supervisors shall ensure that officers under their command have proper SFST and PBT training. Supervisors shall also maintain a copy of records documenting officers' training.**
- C. The Training Academy shall provide said training using an approved Department of Criminal Justice Services (DCJS) DUI/DUID program.**
- D. Upon satisfactory completion of the approved DUI/DUID training, officers shall be authorized to conduct standardized field sobriety testing.**
- E. The Training Academy shall maintain the original record of each officer who has completed the approved testing and shall be responsible for administering re-training when necessary.**

SOBRIETY TESTING

When a police officer stops a person suspected of driving under the influence of intoxicants, the officer shall conduct a field sobriety test using the following procedures:

- A. Identify him/herself and advise the person of the reason for the stop.**
- B. Request that the subject furnish his/her operator's license, registration card and proof of insurance.**
- C. If the officer has reason to suspect the operator of the motor vehicle is impaired by DUI/DUID, he/she may, at their discretion, administer an approved non-standardized field test prior to administering the standardized field sobriety tests.**
- D. Approved field sobriety tests that may be given at the officer's discretion prior to actual standardized field sobriety tests are as follows:**
 - 1. Modified ABC Test: Modified English alphabet given to persons that can demonstrate the ability to read and understand the English language. The test procedure shall require the officer to always instruct the subject to start with the letter A and to stop at the pre-determined letter selected by the testing officer (example: A – K) speaking clearly without singing/rhyming the letters.**

NOTE: DO NOT INSTRUCT THE SUBJECT TO SAY THE ALPHABET BACKWARDS OR START AT ANY LETTER OTHER THAN "A."
 - 2. Finger Dexterity Test: Starting with either hand, the subject is demonstrated and instructed to touch each individual finger's tip on the testing hand to their thumb, going from left to right and counting out loud as each finger touches the thumb, starting at 1 for the pinky finger, 2 for the ring finger, 3 for the middle finger and 4 for the index finger. The subject is to continue the test on the same hand by going from right to left, touching each individual finger's tip to their thumb, counting each finger in reverse - 4 for the index finger, 3 for the middle finger, 2 for the ring finger and 1 for the pinky finger.**
 - 3. Request that the suspect take the following standardized field sobriety tests, which are in compliance with NHTSA standards: (Standardized field sobriety tests should be conducted at the scene (whenever practical) and in the following order. For future court testimony, the officer must demonstrate each test to the accused.)**

- a. *Horizontal Gaze Nystagmus Test (HGN)*
 - b. *Walk and Turn (9 steps)*
 - c. *One Leg Stand (30 seconds)*
- E. *Officers shall carefully document all employed standardized field sobriety tests, observations and clues as well as the subject's appearance, responses to stimuli, speech and admissions of drinking or drug ingestion.*
- F. *Miranda warnings are not required before the driver takes sobriety tests or otherwise before questioning.*

FIELD BREATH TESTING

In the field, Preliminary Breath Tests shall only be administered after 20 minutes of visual contact with the subject to ensure that no objects or substances of any kind were placed in the subject's mouth during that period.

NOTE: Under no circumstances shall a subject be given a PBT in lieu of or prior to any SFST unless the subject is physically unable or refuses to perform the SFST. When the PBT is available, it shall be offered to the subject even if he/she refuses to take the SFST. The subject can specifically request the PBT after refusing the SFST.

- A. *If the field sobriety tests show the person may be impaired, the officer must first read Driving While under the Influence – Advice of Rights to a Preliminary Breath Test to the suspect prior to the administering of the PBT.*
- B. *The officer shall further advise the suspect that he/she is entitled to have his/her breath analyzed, to refuse to permit his/her breath to be so analyzed, and that test results shall not be admitted into evidence in any prosecution for violation of Virginia Codes §18.2-266, §18.2-266.1 or any similar local ordinances.*
- C. *The officer shall request that the subject take the preliminary field breath test. He/she shall further advise the subject of his/her right, upon request, to observe the process of analysis and see the blood-alcohol reading on the equipment used to perform the breath test.*
- D. *If the preliminary breath sample analysis indicates that alcohol is present in the person's blood meeting the legal per se limit or exceeding the prescribed presumptive level of intoxication, the officer shall charge the subject with a DUI/DUID violation for one of the following levels:*
 - 1. *.08 BAC or higher – All suspects*
 - 2. *.04 BAC or higher – Commercial Motor Vehicles*
 - 3. *.02 BAC or higher – Subjects under 21 years of age only*
 - 4. *0.05 - .08 BAC – Officers may execute DUI arrests between .05 - .08 BAC if they can articulate observed impairment based upon the following presumptions of alcohol or drugs (VA Code § 18.2-269):*

- a. *If there was at that time 0.05 percent or less by weight by volume of alcohol in the accused's blood or 0.05 grams or less per 210 liters of the accused's breath, it shall be presumed that the accused was not under the influence of alcohol intoxicants at the time of the alleged offense;*
 - b. *If there was at that time in excess of 0.05 percent but less than 0.08 percent by weight by volume of alcohol in the accused's blood or 0.05 grams but less than 0.08 grams per 210 liters of the accused's breath, such facts shall not give rise to any presumption that the accused was or was not under the influence of alcohol intoxicants at the time of the alleged offense, but such facts may be considered with other competent evidence in determining the guilt or innocence of the accused.*
- E. *The Department shall only use approved PBT equipment as outlined on the Department of Forensic Science's (DFS) approved equipment list.*
 - F. *Preliminary Breath Tests shall be calibrated by Patrol Operations on a monthly basis, in accordance with manufacturer's standards.*

ARREST

- A. *When these procedures are completed and the officer determines that a DUI/DUID arrest will be executed or the suspect refuses both tests or decides to remain silent and it is determined an arrest is necessary, the arresting officer shall advise the suspect of his/her Miranda Rights and read the suspect the Driving Under the Influence - Implied Consent.*

NOTE: If suspect gives consent for a breath or blood test to be given, the officer does not need to read implied consent.
- B. *When an arrest is necessary, the suspect must be arrested for a DUI/DUID violation within three hours of the observed operation of the motor vehicle.*
- C. *If the arrest occurs as a result of operation of a motor vehicle on private property, the Implied Consent Law (§18.2-268.2) does not apply. Although it does not apply, the officer shall try to obtain consent from the arrested person to submit to a chemical analysis of the suspect's blood or breath. Officers requesting blood or breath samples under these conditions are conducting a custodial interrogation. Therefore, the arrested subject shall be advised of his/her Miranda rights before consent is requested. The officer shall make all reasonable attempts to obtain a blood or breath sample.*
- D. *Suspects must take a breath test unless they are physically unable. The arresting officer or the police wagon will transport the suspects to the other jurisdiction for testing only if the arrest was executed within 3 hours of the offense.*
- E. *If the breath test is unavailable in all three jurisdictions or if the suspect is physically unable to submit to the breath test, the officer shall carefully document this information, and thereafter, have the suspect take the blood test.*
- F. *If the arresting officer is advised by a supervisor or VCU Medical Center official that a person certified to perform an official blood draw is unavailable, that supervisor or official must be subpoenaed to court along with a duty log substantiating the reason for the unavailability.*

- G. After having made an arrest for a violation of §18.2-266 (i) or (ii) or both, and after the suspect has submitted to a breath test, refused to take or was incapable of taking the breath test, the officer may require the suspect to submit to tests to determine the drug or both drug and alcohol content in his/her blood if the arresting officer has reasonable cause to believe the suspect was driving under the influence of any drug or combination of drugs or the combined influence of alcohol and drugs.**
- H. Immediately following the arrest of the suspect for a DUI/DUID violation, the arresting officer shall contact Dispatch for the suspect's prior convictions of DUI/DUID and request a hard copy of driver and criminal histories prior to taking the suspect to the Magistrate.**
- I. If there is a previous conviction(s) 5 – 10 years of the current date, the warrant obtained from the Magistrate should state the previous offense(s) and whether they were all within a 5 year or 10 year period. When obtaining the warrant, the officer should request a court date at least 30 days following the arrest.**
- J. The officer should alert the assigned attorney from the Commonwealth's Attorney's Office of any potential problems prior to the day of the trial.**
- K. Prior to the end of their shift, the officer shall submit a full IBR of the circumstances of the DUI/DUID arrest, formation of probable cause, and witnesses' observations, being sure to include the suspect's statement(s), time of arrest, time of breath and/or blood test, time of accident and time of stop, in the narrative section.**
- L. Administrative Notice of Suspension should be issued to the suspect upon completion of an official breath test. The original shall be submitted to the court along with the warrant. A copy shall be given to the suspect and a copy shall be delivered to the Warrant and Information Services Unit for immediate entry into NCIC database.**

TRANSPORTING ARRESTED SUBJECTS

- A. The arresting officer shall take the subject directly to RPD's Breath Test Room at either 4th or 2nd Precinct. All officers with prisoners shall enter the precinct through the rear door and proceed to the breath test room. If RPD's breath test rooms are unavailable, Chesterfield and/or Henrico shall be contacted to run the test.**
- B. If the breath test is unavailable or the subject is physically unable to submit to the breath test, the officer shall take the subject directly to the VCU Medical Center Emergency Room.**

REFUSAL TO TAKE BREATH AND/OR BLOOD TEST

In the event the suspect refuses (either verbally or through conduct) to take the Breath and/or Blood Test:

- A. The suspect shall be charged with two violations: Operating under the Influence of Intoxicants and Refusing to Take Either Chemical Test.**
- B. The officer shall ensure that subjects are read the subject their Miranda warnings.**
- C. The officer shall ensure that the Magistrate signs the Declaration of Refusal upon issuing the Warrant for Refusal.**

- D. The officer shall turn in the original Declaration of Refusal to the proper court, along with the warrant, and maintain a copy for his/her records.**

UNCONSCIOUS DUI/DUID SUBJECTS

If the subject is unconscious due to extreme intoxication or injuries, the officer shall place the subject into custody. A blood sample for chemical testing shall automatically be taken from the suspect after the suspect has been transported directly to the VCU Medical Center. Taking such a sample does not violate the suspect's constitutional rights.

BREATHALYZER TEST

The Breath Alcohol Operator shall conduct the breath test in the presence of the arresting officer and the suspect (who has the right to observe the process of analysis). The arresting officer shall provide the suspect with a copy of the certificate of the test results. The original certificate shall be sent to the court by arresting officer, attaching it to the original arrest warrant. The arresting officer shall remain with both the Breath Alcohol Operator and the suspect in the Breath Test Room during the entire testing procedure. If the arresting officer is a Breath Alcohol Operator, he/she may administer the test (VA Code §18.2-268.9).

BLOOD SAMPLE TEST

- A. Only a physician, registered nurse, licensed practical nurse, phlebotomist, graduate laboratory technician, technician or nurse, designated by order of a Circuit Court, acting upon the recommendation of a licensed physician on duty at VCU Medical Center – Emergency Unit or the alternate medical facility, will take the blood sample. (VA Code §18.2-268.5)**
- B. The arresting officer shall make sure the person withdrawing the blood sample properly completes the Certificate of Blood Withdrawal to include the following:**
- 1. The name and address of the person arrested,**
 - 2. The name of the person taking the blood sample and his/her title,**
 - 3. The date and time the blood sample was taken,**
 - 4. The arresting or accompanying officer's printed name and code, and**
 - 5. The address of the appropriate court.**
- C. Soap and water, polyvinylpyrrolidone, pvp iodine, providone iodine and benzalkonium chloride are approved substances that may be used to cleanse the part of the body from which a sample of blood is taken.**
- D. The arresting officer shall give a Blood Specimen Collection Kit to the person withdrawing the blood. The arresting officer shall then request the person withdrawing the blood sample to open the kit and follow the printed instructions found inside. Whenever practicable, the officer shall remain in the room and observe the procedure to verify compliance with the instructions.**

- E. The arresting officer shall make sure the person withdrawing the sample seals the vials with the plastic seals provided, fills out the attached labels on each vial and returns both sealed vials to the arresting officer.**
- F. Upon receipt of the kit, the arresting officer shall check the spelling of the name of the person arrested, ensure that the name and title of the person drawing blood is correct, the appropriate court is listed and the time of blood draw is correct on each blood vial label. Afterward, the arresting officer shall ensure that the vials are properly placed in the provided kit and the kit is sealed immediately. The arresting officer should initial, date and affix the security seal provided on the outside of the kit.**
- G. The arresting officer shall log the kit into Property, sign it out to the lab and personally hand-carry the kit forthwith to the DFS office. During non-business hours, weekends and holidays, officers shall place blood kit in a Property and Evidence Unit refrigerator with a completed lab sheet attached specifying test being requested (i.e. alcohol analysis, drug analysis or alcohol and drug analysis).**
- H. The officer shall, under all circumstances, attempt to secure a search warrant for blood when the subject has refused to give a sample of his/her blood, or when the hospital refuses to take the blood whereupon a victim and/or suspect has serious injury(s), imminent death or actual death.**

DRIVING UNDER THE INFLUENCE OF DRUGS (DUID)

- A. If a breathalyzer test indicates a 0.08 BAC or higher, no drug testing should be requested, even if the driver is suspected of using other drugs. The arresting officer shall handle the arrest as any other DUI/DUID case.**
- B. If the driver is impaired to a degree that the breathalyzer test results are not consistent with the level of observed impairment (0.08 BAC or less) and if there is reason to suspect the use of other drugs (drug possession, chemical odors, etc.), then the arresting officer may request a blood sample for drug testing.**
- C. Blood samples for DUID shall be collected in the same manner as for DUI.**
- D. One (original) DFS 70-001 form shall accompany each blood sample. This form, normally used to submit evidence to DFS, should include as much information as possible as to the facts which lead the arresting officer to believe that the driver was under the influence of drugs and what drugs were suspected. A copy of the DFS 70-014 form shall be included.**
- E. Samples received without a request for laboratory examination will be processed for alcohol only.**

MOTOR VEHICLES

- A. If the DUI or DUID suspect has been involved in a traffic accident, in addition to procedures directed in this general order, officers shall follow procedures as stated in Written Directive 8-3 Crash Investigation and Reporting.**

- B. All unoccupied motor vehicles not legally parked or vehicle(s) at risk of theft or damage shall be towed.**
- C. Should the vehicle belonging to an arrested subject need to be towed, the officer shall follow procedures stated in Written Directive 8-8 Vehicle Towing.**
- D. Administrative Impoundment of Motor Vehicles (VA Code §46.2-301.1):**
 - 1. Pursuant to VA Code §46.2-301.1, the arresting officer shall complete a Notice of Vehicle Impoundment/Immobilization and serve said notice upon the arrested person. The notice shall include information on the person's right to petition for review of the impoundment pursuant to subsection B. Dissemination of copies shall be in adherence to the distribution listing on the Notice itself.**
 - 2. All reasonable costs of impoundment or immobilization, including removal and storage expenses, shall be paid by the offender prior to the release of his/her vehicle. Where the officer discovers that the vehicle was being rented or leased from a vehicle renting or leasing company, the officer shall not impound the vehicle or continue the impoundment but shall notify the rental or leasing company that the vehicle is available for pick-up and its location.**

ARREST PROCEDURE FOR ADMINISTRATIVE SUSPENSION OF LICENSE (VA Code §46.2-391.2)

- A. If the suspect's blood alcohol content on the breath test is .08 BAC or more, OR the results for persons under 21 years of age shows a blood alcohol concentration of 0.02 BAC or more, OR if the suspect refuses to submit to the breath test, and upon issuance of a petition or summons, or upon issuance of a warrant by the Magistrate, for a violation of VA Codes §18.2-51.4, §18.2-266, §18.2-266.1 or §18.2-268.3, or any similar local ordinance, the suspect's (Virginia) license shall be suspended immediately for seven days for a first offense, 60 days for a second offense and until trial for a third or any subsequent offense.**
- B. The officer shall serve notice of suspension personally on the arrested person, and the officer shall promptly take possession of the suspect's license and promptly turn it over to the Richmond Sheriff's Office.**
- C. In the case of an unlicensed person, a person whose license is otherwise suspended or revoked, or a person whose driver's license is from a jurisdiction other than the Commonwealth, such person's privilege to operate a motor vehicle in the Commonwealth shall be suspended immediately for seven days.**
- D. Promptly after arrest and service of the notice of suspension, the arresting officer shall forward a sworn report of the arrest to the Magistrate that shall include:**
 - 1. Information which adequately identifies the person arrested, and**
 - 2. A statement setting forth the arresting officer's grounds for belief that the person violated VA Codes §18.2-51.4, §18.2-266, §18.2-266.1 or a similar local ordinance or refused to submit to a breath test in violation of §18.2-268.3 or a similar local ordinance.**

NOTE: THE REPORT SHALL BE SUBMITTED ON FORMS SUPPLIED BY THE SUPREME COURT.

PROCEDURES FOR JUVENILES AND SUBJECTS UNDER 21 YEARS OF AGE

A. Driving Under the Influence (DUI/DUID):

- 1. It is unlawful for any person under the age of 21 to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 BAC or more but less than 0.08 BAC shall be in violation of VA Code §18.2-266.1.**
- 2. It is the arresting officer's responsibility to notify the parent(s) or guardian(s) of the juvenile who has been arrested for DUI/DUID. The arresting officer shall notify the juvenile's parent(s) or guardian(s) to respond to VCU Police Headquarters.**
- 3. The arrested juvenile shall be transported to the first available location that has a breath testing room if a breath test is to be taken or to the Pediatric E.R. - Main Hospital (age 17 or younger) if it is determined that a blood test is required and the proper paperwork compiled. The parent(s) or guardian(s) do not have to be present for the administration of the breath or blood test.**

B. Driving Under the Influence of Drugs (DUID):

- 1. If the subject's breath test comes back below 0.08 BAC and the officer arrests the juvenile for a violation of VA Code §18.2-266.1, and if the arresting officer's field observations indicate that the juvenile is under the influence of drugs and/or drugs and alcohol, the juvenile shall be transported to the Pediatric E.R. to have a sample of blood taken. Once the blood has been packaged, a lab analysis form shall be completed indicating which drugs the arresting officer wants analyzed from the blood sample.**
- 2. The arresting officer will then hand carry the blood sample immediately or on the first business day the laboratory is open, to the Dept. of Forensic Science located at 700 North Fifth Street maintaining the normal chain of custody. The arresting officer must make it clear when presenting drug testing blood samples to the DFS personnel that the defendant is a juvenile, so that the certificate of analysis may reach the Clerk's Office of the Juvenile Court within a 21-day period.**

C. Juvenile Arrest Procedure:

- 1. The arresting officer should refer to and follow all procedures as directed in Written Directive 7-5 Juvenile Procedures and Reporting.**
- 2. The juvenile shall be paroled to a parent/guardian or responsible adult. The arresting officer shall advise them that they will be contacted by the Juvenile Court of when to appear.**
- 3. Refusal to Submit to Blood or Breath Test:**

If the juvenile refuses to submit to the blood or breath test, the officer shall compile the necessary refusal forms on a JVAR charging the juvenile with refusal to submit to a test. The juvenile may then be paroled to his/her parent(s), guardian(s) or a responsible adult. The arresting officer will be notified by the Juvenile Court Intake Unit when to sign the petition.

4. Problems in Paroling the Juvenile:

Per VA Code §16.1-248.1, if no responsible adult can be found within a reasonable time to take custody of the juvenile, a Juvenile Court Intake Officer shall be contacted. A juvenile court intake officer is on call between 1600 to 0700 hours Monday through Friday and on weekends and holidays.



**Virginia Commonwealth University
Police Department**

NUMBER	SECTION	CHIEF OF POLICE	EFFECTIVE	REVIEW DATE
3	11	<i>[Signature]</i>	4/28/2014	5/1/2017
SUBJECT				
SEAT BELT USAGE				

GENERAL

Evidence indicates that the use of safety belts and other restraining devices have significant impact on reducing the number of deaths and the severity of injuries resulting from traffic crashes and also assist officers in maintaining proper control of their vehicles in pursuits or emergency high speed operations. It is the policy of the VCUPD that all occupants of state vehicles wear the manufacturer’s supplied safety belt restraining system when the vehicle is in motion on any public highway or thoroughfare. This policy shall also apply to any other vehicle operated by an employee during the course of their duties with the exception of vehicles not required by law to have seat belts.

There are circumstances in which the use of safety belt restraining systems may hamper effective conduct of police functions. Virginia Code §46.2-1094 grants exceptions in situations where the efficient performance of law enforcement functions outweigh the safety benefit of utilizing a safety belt restraining system.

Seat belt usage enforcement is a priority of the VCUPD. Ensuring that students, staff, faculty, and visitors are properly secured within their vehicles by way of seat belts and child safety seats is a vital component of VCUPD traffic enforcement.

ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

PROCEDURE

A. Wearing of Seat Belts:

1. The manufacturer’s supplied seat belt system shall be worn in accordance with the instructions outlined in the vehicle owner’s manual. Occupants shall not wear the shoulder belt in a manner other than that prescribed in the owner’s manual (e.g. behind the back, under the arm, etc.).
2. All prisoners shall be properly seated and restrained with the manufacturer’s supplied seat belt system in accordance with departmental policy.

3. Drivers and vehicle occupants are subject to safety belt and child safety seat laws within the Code of Virginia and may be issued a VA Uniform Summons if they are non-compliant.
4. With the exception of emergency situations, it shall be the responsibility of all vehicle operators to ensure that their passengers, including prisoners, are properly seated and secured with the manufacturer-supplied seat belt system prior to moving the vehicle.

B. Exceptions to this Policy:

VA Code §46.2-1094 excludes police officers from mandatory seat belt usage in the following situations:

1. When transporting individuals in custody when the use of a seat belt could jeopardize the safety of the arrestee.
2. When enforcing laws governing motor vehicle parking when travelling at low rates of speed.
3. For short periods of time when traveling in circumstances which render the use of a seat belt system impractical, including but not limited to the following situations:
 - a. Approaching an incident scene, or
 - b. When the officer believes that a rapid exit from the vehicle may be required.

- C. If a departmental employee is injured in an accident while traveling in a state owned or operated vehicle and it is determined that the individual was not wearing a properly adjusted and secured seat belt system, that person may be denied Worker's Compensation Benefits pursuant to the Virginia Worker's Compensation Act (VA Code §65.2-306).



**Virginia Commonwealth University
Police Department**

SECTION	NUMBER	CHIEF OF POLICE	EFFECTIVE	REVIEW DATE
8	5	<i>HALT</i>	4/15/2015	4/15/2018
SUBJECT SPEED MEASURING DEVICES				

GENERAL

Speed enforcement is a priority at VCUPD. It is the policy of the VCUPD that all speed measuring devices shall be operated only by officers who have successfully completed a department-approved speed measuring device (SMD) course. Speed measuring devices will be set up, tested, operated and maintained in accordance with the manufacturers' specifications and Virginia state law. The SMD will be removed from use if the operator is not a certified speed measuring device operator. The purpose of this directive is to establish the policy and procedure for the VCUPD in which all speed measuring devices (SMD) used for enforcement shall be tested and properly utilized to ensure compliance with traffic regulations and enhance public safety. In addition, this policy will establish the minimum training requirements necessary for certification of an officer as a speed measuring device operator.

ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

PROCEDURE

SMD equipment shall be tested for accuracy in accordance with VA Code §46.2-882. Accuracy tests shall be conducted at the beginning and ending of each shift and at any other time the operator deems necessary.

A. Speed Measuring Device Specifications:

The VCUPD utilizes Virginia State Police approved speed measuring devices.

B. Documentation:

1. A certified copy of the Speed Measuring Device Report Certification Form (TR9) must be maintained by the SMD operator and taken to court. The TR9 form will be taken to any court in which the SMD was used to make a charge. A copy of the certificate of tuning fork accuracy sheet and the TR9 form, which must be notarized and stapled together, shall be used in court.
2. The original certificate of tuning fork accuracy is on file in the Traffic Unit. Tuning forks must be calibrated every six months.

3. A certified speedometer calibration sheet is required in court when a summons is issued in the moving mode to show that the police vehicle used to test the speed-measuring device set was properly calibrated. Documentation for accuracy tests of the speed measuring device, as well as the calibration of the police vehicle, shall be maintained by the officer.

C. Proper Care and Maintenance:

Officers shall adhere to the guidelines on the proper care and maintenance of the department's speed measuring device equipment as follows:

1. All speed measuring device equipment used by the VCUPD must be approved by the supervisor of the Traffic Unit.
2. SMD equipment may not be handled or operated by anyone other than speed measuring device certified personnel. When at all possible, if a SMD-equipped vehicle is the only vehicle available for patrol, a SMD certified officer shall use that unit. Arrangements shall be made as soon as possible for a SMD certified officer, who is operating a non-SMD equipped unit, to be assigned to a vehicle equipped with a SMD. If practical, the SMD equipment shall be removed by a certified SMD operator and placed in a non-SMD equipped unit.
3. Officers are not permitted to perform repairs or maintenance to SMD equipment. Officers are not permitted to exchange or trade SMD equipment. Officers shall have a certified radar instructor/technician check and replace defective fuses.
4. If a defect is noted or maintenance is required on any speed measuring equipment, the officer shall notify the Traffic Unit supervisor in writing. The officer shall include the date, time and type of defect or malfunction. The Traffic Unit supervisor shall then notify the Support Services Commander to obtain permission to have the unit repaired.
 - a. Maintenance and repairs to all SMD equipment will be performed by the approved speed measuring device maintenance contractor every six months or whenever necessary.
 - b. If major repairs are required, the SMD equipment shall be returned to the authorized repair facility for repair and calibration.
 - c. All maintenance records of repairs and certifications shall be maintained by the supervisor of the Traffic Unit or designee.
 - d. When removing SMD equipment from a police vehicle, it shall be directly secured within its carrying case. This shall be done anytime SMD equipment is to be transported from one location to another.
5. SMD equipment will not be operated in conditions in which it will be exposed to water (rain, snow, mist, etc.) unless the equipment is waterproof.

D. Training Standards:

The training standards listed below will ensure that officers selected as SMD operators will receive the training necessary to establish a high degree of proficiency. Officers

selected as SMD operators will be required to meet training requirements outlined in this policy as follows:

1. Each officer will attend a minimum of 40 hours of formal training including at least eight hours of field training (four hours day and four hours night).
2. SMD training shall be performed by certified instructors.
3. During the training period, the officer will be required to demonstrate his/her ability to properly set up, test and operate the SMD equipment and pass a written examination.
4. All records pertaining to SMD training shall be housed at the Training Academy.
5. Upon completion of the training, the officer shall be certified as a SMD operator and shall be authorized to operate equipment on the department's approved SMD list. This certification will remain in effect until December 31 of the third calendar year of issuance.
6. Each officer that has received certification as a SMD will attend a recertification class, as required by the Department of Criminal Justice Services, to maintain eligibility to operate the SMD. The recertification class will consist of four hours of instruction and a written examination. Each officer will be required to successfully pass the written examination. If the operator does not achieve a passing grade, he/she must attend an additional training session. If they do not successfully pass this session, the officer must attend a basic SMD operator's school.

FORMS

- A. Speed Measuring Device Report Certification Form (TR9)
- B. Tuning Fork Accuracy Form



**Virginia Commonwealth University
Police Department**

SECTION	NUMBER	CHIEF OF POLICE	EFFECTIVE	REVIEW DATE
8	1	<i>[Signature]</i>	4/24/2013	5/1/2016
SUBJECT TRAFFIC ENFORCEMENT				

GENERAL

The purpose of this directive is to outline the role and responsibilities of the VCUPD Traffic Division. The primary duty of the Traffic Division is the enforcement of traffic laws in order to reduce traffic collisions, their resulting injuries, and to facilitate the safe and expedient flow of vehicular and pedestrian traffic. These efforts result in safer roadways and streets, fewer fatalities and injuries, and reductions in property damage. The Traffic Division concentrates its enforcement efforts in the areas with the highest need based on data collection and traffic engineering information.

ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

TRAFFIC ENFORCEMENT PRACTICES

A. The regular use of marked and unmarked vehicles for traffic enforcement purposes will be practiced by the Traffic Division as well as the Patrol Division, as needed by the Department.

- 1. Unmarked cars utilized for traffic enforcement shall be equipped with emergency lights and siren.**
- 2. Officers operating unmarked cars for the purpose of traffic enforcement shall be in uniform at all times.**
- 3. Unconventional vehicles shall not be used for traffic enforcement purposes.**

B. Traffic enforcement procedures include:

1. Visible patrol:
 - a. Area - Moving and stationary observation in an area that includes a number of streets and sections of roadway
 - b. Line - Moving or stationary observation on a specific street or highway between two points

- c. Directed - Patrol that is specifically directed by supervisory personnel and is based on unfavorable traffic accidents
2. Observation:
- a. Covert - Traffic enforcement units will not be concealed from view of the roadway being observed to the extent that the observer is not visible to persons using ordinary powers of observation.
 - b. Overt - Traffic enforcement units will be positioned in such a manner that the roadway, intersection or area being observed is visible to persons using ordinary powers of observation.

SELECTIVE ENFORCEMENT

- A. Selective traffic enforcement personnel are deployed to achieve a goal of reducing traffic accidents and injuries by strict enforcement of traffic laws and to encourage voluntary compliance.
- B. Selective traffic enforcement personnel are deployed when manpower permits, based upon a ***specific identified need***.
- C. Complaints of a nature that indicate the need for additional traffic enforcement in a particular area may ultimately result in the deployment of selective traffic enforcement.
- D. The Traffic Division lieutenant will coordinate the functions of the selective enforcement deployment, which are to:
 - 1. Provide officers experience in detecting, testing and testifying against the impaired driver and other traffic violators;
 - 2. Provide officers experience in traffic investigations;
 - 3. Deploy personnel to those specific areas of high accident probability to observe violations and take necessary enforcement action;
 - 4. Identify and apprehend traffic violators with emphasis on the impaired driver; and
 - 5. Note possible engineering problems and notify communications who will notify the City of Richmond's Traffic Engineering Division.
- E. The Traffic Division lieutenant will complete a selective traffic law enforcement program evaluation on an annual basis to ascertain the effectiveness of traffic law enforcement. The evaluation will include comparisons of enforcement required and results of enforcement accomplished.
- F. The statistical data gathering conducted by the ***Records Technician/Crime Analyst*** will be forwarded to the Traffic Division lieutenant for tabulation and analysis. The Traffic Division lieutenant will then analyze the accident data and the traffic summons data to determine if the areas needing selective patrol are being

addressed. The Traffic Division lieutenant will make a report of his findings and disseminate them to the rest of the patrol supervisors.

PERSONNEL DEPLOYMENT

- A. The deployment of traffic enforcement personnel is to be based on the number of traffic officers that are available. Traffic enforcement personnel will be deployed in those areas with the highest concentration of accidents and calls for traffic services.
- B. Traffic officers will be assigned by geographical locations determined to be the most hazardous. General patrol units will also be notified of the most hazardous areas.

TRAFFIC COMPONENT FUNCTIONS

- A. The Traffic Division lieutenant has responsibility for the Traffic Division within the department. There shall be two patrol officers assigned as Traffic officers on the day shift, who may also be assigned to other patrol duties. The Traffic Division lieutenant has responsibilities for coordination, planning, analysis and inspection of the Department's traffic related activities, to include:
 - 1. Accident investigation,
 - 2. Traffic safety education,
 - 3. Liaison with traffic safety groups,
 - 4. Budget and grant proposals for traffic safety expenses, and
 - 5. Traffic and pedestrian flow issues.
- B. The traffic functions will be performed on the following levels:
 - 1. By line personnel in the course of performing day-to-day patrol; and
 - 2. Through any personnel assigned to a selective Traffic Division (short or long term) for specialized enforcement.
- C. Based upon statistical data from the Records and the City of Richmond Traffic Engineering Division, the Traffic Division will analyze the findings and coordinate selective enforcement activity.
- D. Daily responsibilities of the Traffic Division:
 - 1. Ensure that all citations and **accident reports** are properly **completed**,
 - 2. Verify all accident reports for clarity and correctness,
 - 3. **Use every opportunity to educate** the community about traffic safety,
 - 4. **Assist in departmental training efforts regarding** proper traffic enforcement techniques,

5. ***Distribute/deliver traffic safety public education materials, messaging, information, etc. via traffic initiatives, enforcement activity, community events, social media, and electronic mediums,***
6. Maintain liaison with other agencies for traffic safety and engineering, and
7. Maintain liaison with the Commonwealth Attorney's office.

TRAFFIC COMPONENT OBJECTIVES

- A. The objectives of the traffic component are evaluated annually.
- B. Quantifiable results will be studied to establish the effectiveness of the program and direct changes to procedures where necessary.
- C. The evaluations of these objectives will be forwarded to the Chief of Police.
- D. The ultimate objectives of the traffic enforcement component are to reduce traffic accidents and gain voluntary compliance with traffic laws.

TRAFFIC RECORDS

- A. The Traffic Division lieutenant will maintain a traffic report review system. The officer will ensure all traffic accident reports, traffic summons, and other traffic related reports are submitted in a timely manner and are accurate and complete. The Traffic Division lieutenant will also ensure that the traffic records and reporting systems are reviewed periodically and computer data systems are updated on a daily basis where applicable. The Traffic Division lieutenant will perform these tasks in conjunction with the ***Records Technician/Crime Analyst*** to maintain statistics on traffic enforcement.
- B. This system will include the following:
 1. Traffic accident report files,
 2. Traffic enforcement files,
 3. Traffic arrest and dispositions, and
 4. Traffic enforcement data.
- C. Computer data will be maintained to reflect the locations of all accidents and all summonses issued.
- D. The traffic records system will be maintained in conjunction with the centralized records system.
- E. Copies of reports shall be made readily available to insure prompt transmittal of required copies to the traffic component and to the appropriate state/local agencies as required by this agency policy.
- F. The ***Records Technician/Crime Analyst*** will:

1. Process all reports and summons,
 2. Maintain and distribute records,
 3. Retain copies of records in accordance with state procedure,
 4. Be responsible for record maintenance, and
 5. Release records.
- G. The **Records Technician/Crime Analyst** shall ensure that accident and summons location data **is recorded**. Accident and summons data will be entered into the computer by agency control number, date, location and name of parties involved.
- H. The release of traffic reports is a function of the **Records Technician/Crime Analyst**.
- I. In addition to receiving, maintaining and dispensing copies of police reports, the **Records Technician/Crime Analyst** compiles and disseminates various statistical reports to aid in crime analysis and management decisions by the department's administration.



**Virginia Commonwealth University
Police Department**

SECTION	NUMBER	CHIEF OF POLICE	EFFECTIVE	REVIEW DATE
8	11	<i>[Signature]</i>	11/13/2013	12/1/2016
SUBJECT TRAFFIC ENGINEERING				

GENERAL

The purpose of this policy is to establish a procedure to address highway/roadway hazards and deficiencies. This policy also serves as a means by which the VCU Police Department and the VCU Parking Services, Facilities Management, and Richmond City Engineering Division can work cooperatively to report and improve highway/roadway and pedestrian hazards on and around the VCU campuses.

ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

PROCEDURE

- A. *The VCUPD shall take action to correct highway/roadway and pedestrian hazards. Such instances include, but are not limited to, debris on the road, defects, missing/obstructed highway signs/traffic signals and/or disabled/abandoned vehicles.*
 - 1. *When hazards cause a threat to drivers, cyclists and/or pedestrians, officers shall immediately alleviate the short-term risk(s) by:*
 - a. *Notifying Dispatch of the hazard,*
 - b. *Employing traffic control procedures, and*
 - c. *Ensuring that the road/highway is safe prior to leaving the area.*
 - 2. *Traffic engineering deficiencies shall be reported to VCU Facilities Management, whose staff will collaborate with Richmond City Traffic Engineering to resolve the issue.*
- B. *All traffic engineering complaints and/or suggestions from department members or students, faculty and staff will be routed to the **lieutenant in charge of the Traffic Unit**. Complaints and suggestions regarding engineering problems shall be forwarded or referred to Facilities Management, as appropriate.*
- C. *Though primary responsibility for traffic engineering rests with other university departments, the VCUPD will assist these agencies by:*

1. Collecting and compiling traffic data,
 2. Conducting special traffic surveys and studies,
 3. Analyzing accident and enforcement data,
 4. Preparing special reports and making recommendations concerning the efficient use of traffic control devices, new and revised laws, and engineering improvements, and
 5. Participating in local/regional transportation system management planning.
- D. **The lieutenant in charge of the Traffic Unit** shall prepare and maintain accident collision information, identifying accident patterns, and physical conditions present at high accident locations. This information may provide a factual base for traffic safety/engineering decisions of the university.
- E. The **lieutenant in charge of the Traffic Unit or his /her designee shall** serve as the department's representative in local/regional transportation system management planning.
- F. The **lieutenant in charge of the Traffic Unit** shall conduct an annual survey to identify:
1. Traffic flow,
 2. **Pedestrian hazards,**
 3. Points needed to safely expedite the movement of vehicles and pedestrians, and
 4. Proposed alternative recommendations for suitable and cost effective traffic control.