




Clayton County Police Department PROCEDURES

Subject TRAFFIC ENFORCEMENT		Procedure # D42	
Authorizing Signature 	Effective 05-19-2026	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 20

I. PURPOSE

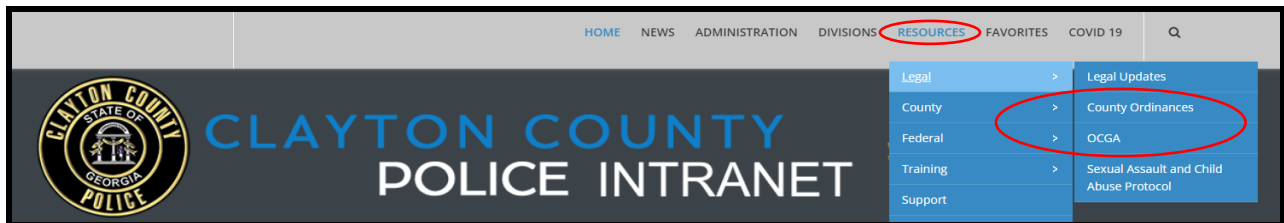
The purpose of this policy is to establish guidelines for the Clayton County Police Department's traffic enforcement operations.

II. POLICY

The responsibility for the enforcement of traffic laws and regulations rests with all uniformed personnel of the Clayton County Police Department (CCPD), regardless of specific assignment. All sworn officers, while on duty and in uniform, shall take appropriate enforcement actions for all violations of traffic laws and regulations they observe. Enforcement action shall be taken without regard for such factors as attitude, intent, or excuse. Enforcement not only involves arrests and citations, it also includes effective warnings to drivers and pedestrians. To effectively carry out this function, all officers must be familiar with traffic enforcement-related statutes.

III. GEORGIA TRAFFIC CODES & CLAYTON COUNTY ORDINANCES

Officers shall enforce traffic laws in accordance with applicable laws and departmental policies and training. Officers can access applicable laws from the CCPD's Intranet homepage using the "Resources" tab drop-down menu (shown below) and the following instructions:



- A. Georgia's Traffic Laws (Georgia Code): Click on OCGA. Traffic Laws are located under Title 40 - Motor Vehicles and Traffic; Chapter 6 (Uniform Rules of the Road), Chapter 8 (Equipment and Inspection of Motor Vehicles), and Chapter 14 (Use of Speed Detection and Traffic-Control Signal Monitoring Devices) of the Official Code of Georgia Annotated (OCGA).
- B. Clayton County, Georgia – Code of Ordinances: Click on County Ordinances. Ordinances are located under Chapter 94 (Traffic and Vehicles) of the Clayton County Code of Ordinances.

IV. TRAFFIC ENFORCEMENT GOALS & OBJECTIVES

- A. The objective of the Department's traffic enforcement program is to reduce fatalities, personal injuries, and property damage caused by traffic accidents. The Department shall use enforcement, education, engineering, and emergency medical assistance to correct existing road safety issues and to implement accident prevention strategies. To this end, the Department shall compile and review traffic accident and enforcement data to direct selective enforcement efforts to those areas or conditions that contribute to traffic accidents.
- B. Reducing the number and severity of traffic accidents is the sole motivation for the Department's traffic enforcement efforts. The generation of revenue or the imposition of quota systems shall not be a determining factor.
- C. The objective of each precinct or unit involved in the Department's selective enforcement effort is to reduce the number and severity of traffic accidents in areas identified through data analysis. Each component shall document progress toward established goals in targeted areas. These reports shall be forwarded through the chain of command.

V. TRAFFIC UNIT FUNCTIONS

The Traffic Unit (TU) is the Department's primary component for traffic law enforcement, dedicated to reducing motor vehicle and pedestrian accidents. Its functions include:

- A. Analyzing accident statistics and patterns to plan and evaluate data-driven enforcement programs.
- B. Proactively targeting speed violations and driving under the influence (DUI).
- C. Strategically deploying units to ensure general road safety and legal compliance.
- D. Maintaining and calibrating speed detection devices and state-approved intoxilyzer machines.
- E. Coordinating traffic safety education with the Community Affairs Unit and managing special events and citizen complaints.
- F. Conducting follow-up investigations for hit-and-run accidents and major traffic accidents involving serious injury or death.
- G. Disseminating monthly and annual summaries in coordination with the Targeted Investigations Through Analysis of Networks (TITAN) Unit.

VI. SELECTIVE TRAFFIC ENFORCEMENT PROGRAM, ORGANIZATION & COMMAND

The Traffic Unit (TU) is made up of a team of officers assigned to the duties described below.

A. Traffic Unit (TU) Commander

The TU Commander is responsible for the day-to-day operation of the TU, makes shift assignments, and enforcement target assignments as necessary or as directed by the concerned Division Commander. Available resources (e.g., accident/ enforcement statistics, traffic engineering data, citizen complaints) shall be utilized to make assignments and implement selective enforcement techniques and procedures.

The TU Commander shall report daily to the concerned Division Commander and shall be responsible for creating and forwarding a monthly activity report, as well as an annual report detailing the TU's goals and objectives. The TU Commander shall evaluate all selective traffic enforcement activities to ensure the Department is achieving its goals and objectives.

B. Traffic Unit (TU) Supervisor(s)

The TU supervisors shall report to the TU Commander and oversee assigned shifts based on information received and duties required. TU supervisors shall, at a minimum, hold the rank of Sergeant. Additionally, they shall be responsible for assisting the TU Commander with the

compilation and review of traffic accident and enforcement data. They may be assigned to maintain or coordinate the maintenance of equipment utilized by the TU.

C. Traffic Unit (TU) Officer(s)

The TU officers shall be assigned to traffic enforcement activities (e.g., preventing and detecting of violations of law and regulations; facilitating the safe, expeditious flow of vehicular and pedestrian traffic; and rendering assistance to motorists). This position also supports other officers by providing specialized unit expertise as needed. Work shifts are assigned by the TU Commander; these flexible hours provide coverage during times of high traffic volume or accidents. The TU Commander may immediately change hours and days off to meet personnel requirements.

D. Specialized Traffic Enforcement Units

The specialized traffic enforcement units are made up of a team of officers assigned to the duties described below:

1. Motorcycle (Motor) Unit: The Motor Unit shall assist the TU in enforcing traffic laws and ensuring the safety of motorists within the County. Duties and responsibilities include, but are not limited to, assisting the Department with special events and details (e.g., parades and funerals processions), specialized calls for service, and community functions.
2. Highway Enforcement of Aggressive Traffic (HEAT) Unit: The HEAT Unit is a multi-jurisdictional task force dedicated to combatting impaired and aggressive driving. By increasing police visibility and promoting safe driving behaviors, the Unit supports strategic departmental goals through the following actions: enforcing laws targeting aggressive driving; conducting high-visibility patrols; executing multi-jurisdictional road checks and sobriety checkpoints; and working to reduce traffic-related accidents, injuries, and fatalities.
3. Specialized Traffic Accident Reconstruction (STAR) Team: The STAR Team conducts in-depth investigations and reconstructions of major traffic accidents involving serious injury or death within the County. The duties and responsibilities include, but are not limited to, accident reconstruction through analysis of the three (3) phases of a traffic collision (e.g., pre-crash, at-crash and post-crash).
4. Hit & Run Unit: The detectives investigate hit-and-run accidents and work closely with the STAR Team accident investigators assigned to fatal or critical injury crashes. They analyze vehicular and physical evidence, alongside witness accounts, to identify the vehicle and driver involved.

VII. SECTOR PRECINCT SHIFT RESPONSIBILITIES

- A. Whenever possible, each shift shall assign one or more officers to traffic enforcement duties and direct its selective traffic enforcement efforts into areas that are:
 1. High-incidence areas for accidents or law violations, as identified by monthly reports and general accident patterns; and
 2. Locations with frequent citizen complaints about traffic violations.
- B. The progress made by each shift shall be documented and forwarded through the chain of command.

VIII. ENFORCEMENT ALTERNATIVES

Officers shall use professional judgment and discretion when deciding on enforcement actions. Each action must be appropriate for the violation, treating enforcement as an educational experience, rather than punishment, for the violator. This shall be handled in a fair, impartial, and professional manner. The following options are at the discretion of the officer:

A. Verbal Warning

A verbal warning is appropriate for a very minor violation with little to no public danger. When a verbal warning is issued, there is no required documentation. Officers shall use "Code 8 verbal" for radio traffic.

B. Written Warning

A written warning shall only be issued on a *Uniform Traffic Citation (UTC)*. This is a proper response for minor traffic violations when court action is not warranted. Issuance is at the officer's discretion, except for serious offenses. When issuing a written warning via *UTC*, a departmental case number is **required**. Officers shall use "Code 8 written" for radio traffic.

1. When a *UTC* is produced electronically, "WARNING" is listed at the top of the citation and there is no court date/time information listed.
2. When a *UTC* is handwritten, "WARNING" shall be written in all of the following areas/sections: (1) Directly under the case number; (2) In the court date and location section; and (3) In the remarks section. See *Appendix B* of this policy for a Sample of a *UTC Written Warning*.

C. Written Citation

A written citation shall only be issued on a *Uniform Traffic Citation (UTC)*. Officers shall use the *UTC* for violations that jeopardize safe and efficient flow of vehicle or pedestrian traffic, including hazardous moving violations and operating unsafe or improperly equipped vehicles. The *UTC* requires an assigned departmental case number. Officers shall use "Code 7" for radio traffic.

In accordance with OCGA § 17-6-11, drivers stopped for violations of Title 40 can usually be issued a *UTC* and released instead of being arrested and/or brought before a judicial officer to post bail when the driver displays their license.

1. Generally, drivers shall not be released upon display of their license, if charged with:
 - a. DUI;
 - b. Revoked or Suspended License;
 - c. Reckless Driving;
 - d. Fleeing or Attempting to Elude a Police Officer;
 - e. No License;
 - f. Homicide by Vehicle; or
 - g. Other violations considered to be serious in nature.
2. A driver who has received a *UTC* and displayed their license in lieu of posting bail must sign the *UTC* to acknowledge receipt of the citation and their obligation to appear for trial in order to be released. When issuing a *UTC* to a person, pursuant to OCGA § 40-13-2.1, **prior to obtaining the driver's signature, the citing officer must advise the driver that signing the citation is not an admission of guilt and that failure to sign will result in the driver having to post a cash bond.** If, after receiving this information, the driver refuses to sign the *UTC*, it shall constitute reasonable cause to believe that the person will not appear at trial and the officer may **(with supervisory approval)** bring the driver before a judicial officer or traffic violations bureau to post a cash bond.

If detention (physical arrest) is not approved by a supervisor, the officer shall:

- a. **Write "Refused to Sign" on the signature line of the UTC;**
- b. **Document the refusal on body-worn camera (BWC) and/or in-car camera (ICC) audio recording equipment, ensuring the driver's refusal is clearly captured; and**
- c. **Issue the *UTC* to the driver.**

3. A driver's license shall never be held as bail, though it may be confiscated for other legal reasons (e.g., DUI or license suspension). If a license is taken, the officer must complete the necessary forms and provide a copy to the driver when required. The officer shall provide the person with a full explanation as to why their driver's license is being confiscated.

D. Physical Arrest

Arrest is an extreme action taken when the continued operation of a vehicle would result in immediate danger to the public. The driver shall also be arrested when their driver's license has been suspended or revoked by the Georgia Department of Driver Services (DDS), the Department of Public Safety of any other state, or as specified in the above section (i.e., VIII. C.1.). In cases of suspension or revocation, the driver must have been properly served with notice. If the suspension status cannot be determined, the officer shall not make a physical arrest.

1. If, under extraordinary circumstances (e.g., medical condition, protective custody concerns), a driver is released on a copy of charges, the officer shall obtain approval from their supervisor and provide reasons for the release in their report. For additional information regarding discretion and alternatives to a physical arrest, refer to CCPD SOP: *A8: Criminal Process & Arrest Procedures*.
2. On all arrests, the officer must complete an *Incident Report*, a *UTC* for each charge, and any additional paperwork required for the incident. If the driver is taken into custody and transported to the Clayton County Jail on the cited *UTC* charge(s), the officer must also complete a *Warrantless Arrest Probable Cause Affidavit (WAA)*.

IX. TRAFFIC PATROL

A. Visible Traffic Patrol

1. Area Patrol: Moving or stationary observation within a designated area, such as a sector or beat, including various streets or highway sections.
2. Line Patrol: Moving or stationary observation of a specific street or highway between two (2) fixed points.
3. Directed Patrol: Area or line patrol specifically assigned by supervisory personnel and based on data-driven factors, including unfavorable traffic accident data, hazardous violations, or enforcement trends.

B. Stationary Observation

Pursuant to OCGA § 40-14-7, law enforcement officers are prohibited from operating a stationary speed detection device from a vehicle that is obstructed from the view of approaching motorists or is otherwise not visible for a distance of at least five hundred (500) feet.

1. Covert: Traffic enforcement units shall not be concealed from the roadway to the extent that the officer's vehicle is not visible to persons using ordinary powers of observation.
2. Overt: Traffic enforcement vehicles shall be positioned in such a manner near the roadway or intersection in a manner that is clearly visible to persons using ordinary powers of observation.

X. TRAFFIC STOP PROCEDURES

While highway traffic stops are a routine patrol function, they are inherently dangerous for both officers and motorists. This policy mandates that all stops shall be conducted professionally and to educate the public while prioritizing safety measures to minimize risk for everyone on the road.

A. Stopping and Approaching Traffic Violators

It is recognized that varying conditions, such as roadway construction, traffic volume, weather, road design, and the urgency of the stop, may require officers to adjust their actions. However, the following procedures shall be followed whenever possible:

1. Unmarked vehicles with emergency equipment shall not be used for traffic enforcement under normal circumstances. If an officer in an unmarked vehicle observes a violation that warrants action, the officer shall request a marked patrol unit to conduct the stop. However, if the violator's actions endanger the immediate safety of other motorists (including the officer's), the officer in the unmarked vehicle may attempt the stop. Once stopped, a marked patrol vehicle shall be summoned immediately to provide a uniformed presence.
2. Non-uniformed officers in vehicles without emergency lights or siren shall not make motor vehicle stops unless there is an imminent danger to life. In less urgent cases, officers shall contact the E911/Communications Center to request a marked patrol vehicle and assist in directing that unit to the violator vehicle's location.
3. Officers must have a legitimate legal basis for traffic stops, such as probable cause or reasonable articulable suspicion. Bias-based profiling is strictly prohibited. See also CCPD SOP: A7: *Bias-Free Policing*.
4. During stops, officers shall prioritize safety for themselves and others, and may relocate individuals to a safer area if necessary.
5. Once a stop location is chosen, officers must notify the E911/Communications Center or the Mobile Communications Terminal (MCT) of their unit location, vehicle description, tag/state, and the number of occupants. The radio shall be used for emergency traffic or high-risk stops. Additional details may be provided at the officer's discretion or dispatcher's request.

B. Violator Contact

1. Contact with vehicle occupants must be conducted in the safest and most appropriate manner.
2. Whenever possible, the patrol vehicle shall be parked to the rear of the violator's vehicle and positioned to afford the greatest degree of protection to the officer and the motorist. At night, the patrol vehicle shall be positioned to utilize the take-down lights to illuminate the violator's vehicle and its occupants.
 - a. The officer shall have the option of asking the driver to remain in the vehicle, or step away to a place where the reason for the stop can be discussed in reasonable safety.
 - b. Unless the officer deems it necessary to do otherwise, all occupants shall be asked politely to remain in the vehicle while the officer is conducting the stop.
3. Officers shall greet the driver in a professional manner and identify themselves by name and rank. If not in uniform, officers shall present proper identification and allow the driver to examine their credentials, if necessary, to verify their status as a police officer. Officers shall also provide their badge number upon request.
4. The driver shall be politely informed of the reason for the stop.
5. The officer shall ask the driver for their driver's license and other appropriate documents.
6. The officer shall maintain a professional demeanor and remain flexible at all times.

C. Issuing a *Uniform Traffic Citation (UTC)*

1. When issuing *UTCs*, conducting roadside field sobriety tests, or speaking with violators, officers must prioritize safety and remain within view of the vehicle's mobile camera.
2. A *UTC* shall be issued for any violation contributing to a collision, unless the collision occurred on private property. *UTCs* are not normally issued on the majority of traffic accidents that occur on private property.
3. When preparing *UTCs*, officers shall position paperwork to keep a clear view of the violator and other occupants.

4. Each violator shall be assigned a court date, if applicable. The issuing officer shall inform them of any special information regarding the charge(s) and instruct them to call Court Services to obtain information pertaining to:
 - a. Mandatory or optional court appearance; and
 - b. Ability to enter a plea and/or pay the fine by mail or in person.

D. Stopping an Approaching Motorist

In cases where an oncoming motorist in traffic must be stopped, the following actions shall be taken:

1. Drive the police vehicle to the extreme right portion of the roadway. As the violator's vehicle approaches, signal it to stop by using hand signals and emergency lights.
2. Due to potential hazards, officers shall not leave their vehicles when attempting to stop oncoming motorists unless it is necessary and can be safely accomplished.
3. If the motorist complies, turn the police vehicle around and position it properly to the rear of the violator's vehicle.
4. If the motorist fails to comply, turn the police vehicle around to execute a traffic stop.

E. Stopping a Following Violator

When stopping a motorist located to the rear of a police vehicle, use the following procedures:

1. Drive to the right shoulder of the road. As the violator's vehicle approaches, signal it to stop using hand signals and emergency lights.
2. Do not exit the patrol vehicle to signal the motorist.
3. If the motorist fails to comply, return to the roadway, approach the violator's vehicle from the rear, and execute the traffic stop.

F. Making High-Risk Vehicle Stops (Known/Suspected Felons)

Officers shall conduct high-risk stops according to departmental training and these guidelines. While tactical modifications may be necessary for specific extrication procedures, officers must follow established training for exits, handcuffing, and searching.

1. Upon locating the vehicle, the officer shall immediately provide E911/Communications with the location, license plate, vehicle description, and occupant descriptions.
2. The officer shall maintain visual contact and request back-up before initiating the stop. Responding units must be updated on the location and direction of travel to facilitate a coordinated approach with minimal use of emergency equipment.
3. Officers shall not individually initiate a high-risk stop alone unless back-up is unavailable within a reasonable timeframe or immediate action is required.

G. Stopping Oversize and Overweight Vehicles

To stop commercial and similar oversize or overweight vehicles, officers shall choose a location with enough space and a surface stable enough to support the vehicle's weight, ensuring the driver is given enough time and distance to stop safely.

H. Vehicle Pursuits

Refer to CCPD SOP: *D3: Motor Vehicle Pursuits*.

XI. SPECIAL PROCESSING PROCEDURES

A. Non-Residents

1. The Non-Resident Violator Compact (NRVC) is an interstate agreement used by forty-four

(44) states and Washington, D.C. to process traffic citations across state borders. If a violator is licensed in a member state (shown below), the officer may release them on a copy of the citation. The officer shall advise the violator that if the citation is not paid, or if they fail to appear in court on the date indicated, the Georgia Department of Driver Services (DDS) will notify their home state, and their driver's license may be suspended until the case is settled.

CHART FOR NON-RESIDENT VIOLATOR COMPACT MEMBERS (STATES AND WASHINGTON D.C.)				
Alabama	Idaho	Massachusetts	New York	Tennessee
Arizona	Illinois	Minnesota	North Carolina	Texas
Arkansas	Indiana	Mississippi	North Dakota	Utah
Colorado	Iowa	Missouri	Ohio	Vermont
Connecticut	Kansas	Nebraska	Oklahoma	Virginia
Delaware	Kentucky	Nevada	Pennsylvania	Washington
Florida	Louisiana	New Hampshire	Rhode Island	West Virginia
Georgia	Maine	New Jersey	South Carolina	Wyoming
Hawaii	Maryland	New Mexico	South Dakota	*Washington, D.C.

- If a violator's state of residence is not a member of the NRVC, the violator shall be arrested and post a bond. The six (6) non-member states are shown below.

CHART FOR STATES THAT ARE NOT MEMBERS OF THE NON-RESIDENT VIOLATOR COMPACT					
Alaska	California	Michigan	Montana	Oregon	Wisconsin

B. Juvenile Traffic Citations and Arrests

Refer to CCPD SOP: *A10: Juvenile Procedures.*

C. Legislators

Upon verifying a subject's legislative credentials and active session status, officers shall release the legislator with a warning for most misdemeanor traffic violations. However, mandatory action is required for driving under the influence (DUI) or felony offenses. During an active session, officers must immediately report the encounter to a supervisor and seek approval prior to issuing a *UTC* or making an arrest, where feasible.

D. Foreign Diplomats and Consular Officials

Refer to CCPD SOP: *D39: Diplomatic & Consular Notification.*

E. Active Duty Military Personnel

The members of the organized militia or military forces shall in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, and the election of officers and going to, during, and returning from the performance of any active duty as such members (OCGA § 17-4- 2).

- When an officer stops military personnel, who is on active duty, they may effect an arrest if the offense meets the above-listed criteria. Officers shall notify their supervisor before making such an arrest, if possible.
- On all traffic violations, military personnel are not immune from prosecution.
- In situations where the violator is charged with DUI, the report shall reflect that the operator's driving constituted a breach of peace. This should be established before a physical arrest is made.
- In such cases, the violator's commanding officer and the District Attorney's Office shall be notified on the next business day following the arrest.

F. Immunity Claims

Any immunity claimed by a violator must be verified with the appropriate authorities. Officers must notify their supervisor immediately when such a claim is made.

XII. UNIFORM ENFORCEMENT POLICIES FOR TRAFFIC LAW VIOLATIONS

Uniform enforcement is essential for motorist safety in the County. By exercising sound judgment and considering the circumstances of each violation, officers shall take appropriate action to maintain public trust in traffic enforcement.

A. Driving Under the Influence (DUI) of Alcohol/Drugs

1. DUI has been interpreted by various courts to mean that there is a presumption of impairment when a motorist's ability to operate a moving motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. The mere fact that a driver has the odor of alcoholic beverage on their breath is not sufficient cause for arrest; the violation occurs when the driver's ability is impaired.
2. Officers shall arrest any driver found to be in violation of DUI laws. Arrest decisions shall be based on the driver's observed operations on the roadway, involvement in an accident, field sobriety tests, and state-administered chemical tests.

B. DUI Countermeasures Program

Drivers impaired by alcohol or drugs represent a serious threat to the lives and safety of persons using the streets of this County. Consequently, a comprehensive, coordinated, and ongoing countermeasures program involving education, enforcement, adjudication, treatment, and public support is essential if a program is to have long-term success in combating the DUI problem.

1. The Department shall maintain officers who are subject matter experts on the detection and evaluation of suspected DUI drivers. Such expert officers shall be assigned to those areas and times with a high incidence of DUI-related traffic accidents. Despite the use of such experts, all CCPD officers hold the responsibility to detect and apprehend DUI drivers.
2. Enforcement is one of the key elements in the DUI countermeasures program. If the CCPD does not detect and apprehend impaired drivers, the rest of the program cannot function.
3. Patrol officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists. After conducting an initial examination at the scene of the traffic contact, and upon determining that probable cause to arrest is present, the officer shall arrest the subject.
4. State administered chemical tests shall be offered in accordance with the Georgia Implied Consent Law and departmental policies and procedures.
5. Officers are reminded that chemical tests are supplemental tools only. A refusal to submit to a chemical test shall not constitute cause to issue a *UTC* for a lesser offense.
6. All officers must be familiar with impaired driver detection cues and field sobriety testing. If an officer identifies a need for additional training in either area, that officer shall submit a *Training Request Submission Form* through their chain of command for approval. See also CCPD SOP: *B10: Career Development* (Training Requests).
7. Officers shall use various combinations of the following DUI countermeasures: selective assignment of personnel to, and surveillance of, locations with significant violations and accidents; analysis of DUI related accident data; selective safety checks for deterrence; and consistent enforcement of DUI laws.

C. DUI Procedures

The procedures below shall be followed by all sworn personnel of this Department in DUI cases.

1. If an officer has reasonable suspicion that a driver's ability is impaired, the officer is authorized to request the driver to exit the vehicle. The officer shall observe the driver's balance and appearance and conduct field sobriety tests (FSTs).
2. If, after administering the FSTs, the officer determines the driver is impaired, the officer should at that time place the driver under arrest for DUI. Upon arrest, the driver becomes subject to testing procedures under the Georgia Implied Consent Law.
3. The officer must read the appropriate Implied Consent Notice to the suspect **in its entirety and without unnecessary delay**. The notice must be read clearly, understandably, and exactly as printed on the Georgia Department of Driver Services (DDS) Implied Consent Notice Card. The three (3) applicable Implied Consent Notices are:
 - a. Suspects under age twenty-one (21);
 - b. Suspects age twenty-one (21) or over; and
 - c. Commercial motor vehicle driver suspects.
4. As soon as possible, the suspect should be transported to a location where the requested state test(s) can be administered. All Department-owned instruments used to administer state breath tests shall be located in areas that make it easy to monitor the actions of the suspect while completing the test and associated paperwork. See also CCPD SOP: *B19: Breathalyzer Rooms*.
5. Once the driver has been read the Implied Consent Notice and given the state administered test(s), the driver may, at any time before being turned over to the jail for confinement, request an additional test by someone of their own choosing. Any additional tests and analysis costs are at the expense of the driver; however, if the driver requests an additional breath test, one will be provided at no charge on an instrument used for the state test. If a test is requested that requires transportation to the nearest or reasonably requested hospital, the officer is required to comply.
6. If the driver's blood-alcohol content (BAC) is .08 or higher, or if the driver refuses the requested state test, the arresting officer shall take the driver's license and forward it to the State with the completed *DDS 1205* form. If the driver is hospitalized or submits to a blood test requiring the sample(s) be sent to the Georgia Bureau of Investigation (GBI) Division of Forensic Sciences (crime lab), a *DDS 1205S* form shall be completed when the results are returned to the Department.

D. Speed Law Violations

Speeding violations are to be considered as types of offenses that cause auto accidents, property damage, and injuries. Enforcing these regulations is a high priority, especially in areas with high injury rates. Enforcement shall also focus on residential streets and locations where citizens have reported issues. The following guidelines shall be followed when taking enforcement action:

1. Enforce all detected speeding violations with a *UTC*, especially at the locations and times noted in selective enforcement reports.
2. Follow applicable State law (OCGA 40 Chapter 14) when using speed detective devices.
3. Issue a *UTC* when speed is the cause of a traffic accident. This includes offenses like "Following Too Closely" or "Too Fast for Conditions."

E. Hazardous Moving Violations

Hazardous violations affect the use or protection of streets and are enacted to regulate the safe movement of vehicles and pedestrians. Officers shall issue a *UTC* or make an arrest, if applicable, for hazardous moving violations, operating unsafe vehicles, or improperly equipped vehicles.

F. Equipment Violations

When a vehicle is found to be in violation of equipment requirements, a *UTC* shall usually be issued for the most serious violation. Minor equipment issues may be addressed at the officer's discretion.

G. Commercial Vehicles

Enforcement of commercial vehicle laws shall be governed by applicable federal and state laws and local ordinances.

H. Non-Hazardous Violations

Minor traffic infractions may be resolved with verbal warnings at the officer's discretion.

I. Multiple Violations

Officers must handle multiple violations independently. For example, a motorist stopped for following too closely who also lacks a license shall be issued two separate *UTCs*.

1. If two violations are so similar that the elements of one are included in the other, charge only the more serious offense. For instance, do not typically charge speeding if it is a primary factor in a reckless driving charge.
2. When issuing a *UTC* for a serious equipment or moving violation, officers may issue a warning for a minor, non-hazardous violation at their discretion. For example, an officer may give a warning for a seat belt violation while issuing a *UTC* for speeding.

J. Pedestrians and Bicycles

Violations of traffic laws related to pedestrians and bicycles often receive low priority in enforcement. This is frequently due to the perceived seriousness of the violations, the age of the violators, or difficulty in apprehension.

It shall be the policy of this Department to enforce these laws in a manner similar to any other traffic violation and to take a proactive role in the prevention, education, and investigation of such incidents. Enforcement activities shall be based on an analysis of accident data and complaints. Countermeasures shall be based upon contributing circumstances of accidents, actions of the violators, and type of accident.

K. Off-Road and Recreational Vehicles

When investigating off-road vehicle use on private property, officers shall attempt to contact the property owner to see if they have granted written permission to the operators. Without this permission, operators are in violation of OCGA § 40-7-4. Additionally, any violations such as DUI, reckless driving, hit-and-run, or criminal damage shall result in further enforcement.

Any recreational vehicle driven on public roadways must comply with all standard motor vehicle and registration laws.

L. Parking Violations and Abandoned Vehicles

When enforcing parking laws and ordinances, particularly in residential areas, the officer should first attempt to correct a violation by locating the owner of the vehicle and having the vehicle removed. A *UTC* may be issued if compliance is not achieved, contact attempts have failed, or the owner is not immediately available.

If an abandoned vehicle causes an immediate hazard or roadway obstruction, it shall be impounded immediately. Officers should attempt to contact the owner of an abandoned vehicle before it is impounded.

1. Abandoned Vehicles on Roadway or Public Property

- a. Pursuant to OCGA § 40-11-15(a), any officer who finds a motor vehicle which has been left unattended or abandoned on a public street, road, highway, or other public property, for more than five (5) days, as evidenced by the date on the *CCPD Unattended Vehicle Notice Check Card*, shall be authorized to cause such motor vehicle to be removed to a garage or other place of safety, if the officer reasonably believes that the person who left such motor vehicle unattended or abandoned does not intend to return and remove such motor vehicle.
 - 1) When officers encounter or investigate abandoned vehicles in violation of OCGA § 40-11-15(a), they shall complete and affix a *CCPD Unattended Vehicle Notice Check Card* (orange in color) to the windshield/driver's side window of the vehicle.
 - 2) Information on the *CCPD Unattended Vehicle Notice Check Card* shall include:
 - (a) Abandoned vehicle number (obtained from E911/Communications, Central Watch Office, or local computer);
 - (b) Vehicle make;
 - (c) License plate number or VIN if no plate is available;
 - (d) Specific location of the abandoned vehicle;
 - (e) Date and time of issuance of the *CCPD Unattended Vehicle Notice Check Card*;
 - (f) Name and employee number of the issuing officer; and
 - (g) Any relevant remarks.
- b. Any officer who finds a motor vehicle which has been left unattended/abandoned on the state highway system, shall be authorized to cause such motor vehicle to be removed immediately to a garage or other place of safety when such vehicle poses a threat to public health, or safety, or traffic congestion, pursuant to OCGA § 40-11-15(b).
- c. Anytime an unattended or abandoned vehicle is impounded by a contract wrecker service and contact was **not** made with the owner, the officer must perform a vehicle inventory and complete a *Vehicle Inventory Form, Incident Report* (note law violations and/or the date and time the *CCPD Unattended Vehicle Notice Check Card* was affixed, where applicable), *Vehicle Impound & Owner Notification Sheet (Blue Sheet)*, and any other report or paperwork required for such incident. The officer shall have the vehicle entered on GCIC as an abandoned vehicle as soon as possible.

2. Abandoned Vehicles on Private Property

Vehicles left unattended or abandoned on private property shall not be impounded unless:

- a. The vehicle is stolen, involved in a crime, or involved in parking violations/Code violations as outlined in Clayton County Ordinances; or
- b. Emergency conditions exist where the vehicle constitutes an immediate danger to life and/or property.

For additional information on impounding vehicles pursuant to Clayton County Ordinances refer to CCPD SOP: *D31: Vehicle Impounds & Release*.

3. Parking Violations

Particular emphasis shall be placed on enforcing parking laws and ordinances regarding

properly marked fire lanes (e.g., yellow or red curbs, warning signs) and properly marked handicapped parking spaces. For further information on impounding vehicles parked in an "emergency no parking" zone refer to *Clayton County Ordinance 94-64*.

M. Driving with a Suspended License

Patrol officers frequently encounter drivers who are unable to produce a valid driver's license during traffic stops. This may result from actions by the driver, the court, or the Georgia Department of Driver Services (DDS). Using NCIC/GCIC, officers shall check the driver's name and date of birth, or operator's license number (OLN) for current status. If the license is valid, the officer's actions shall be dictated by the initial reason for the contact.

1. If the NCIC/GCIC check indicates the driver does not have a valid license, the officer shall determine if one was ever issued by this State or their state of residence. If no record of a license exists, the officer shall cite and arrest the driver for not having a driver's license.
2. If a license was previously issued but has been revoked or suspended (with a service or surrender date), the officer shall cite the driver for driving while unlicensed or driving under suspension, and the driver shall be arrested.
3. If the driver is not arrested, they shall not be permitted to drive from the scene. Other arrangements should be made (e.g., a licensed driver/third party arriving to take the vehicle). The vehicle does not need to be towed if it is parked legally, safely, or on private property.
4. If there is doubt regarding the suspension status and court action cannot be verified within fifteen (15) minutes, officers shall release the driver. Officers shall continue to investigate through court contacts and/or teletype. If the suspension is later verified, appropriate law enforcement action may follow.

N. New Laws

When new traffic laws are enacted, officers may use their discretion when issuing *UTCs*. Generally, issuing verbal warnings for thirty (30) days following enactment is acceptable. However, certain circumstances may justify issuing a *UTC* with a court return date as the most appropriate action.

XIII. REQUESTS FOR RE-EXAMINATION OF DRIVERS

Any officer having reason to believe that a person is not physically or mentally qualified to be a licensed driver in Georgia should send that person's name, address, and date of birth to the Georgia Department of Driver Services (DDS) pursuant to OCGA § 40-5-34(c). The request for re-examination shall be a letter to the Driver's License Advisory Board. Physical or mental defects must be described in specific detail and signed by the initiating officer and the officer's supervisor.

XIV. OFFICER/VIOLATOR RELATIONS AND INFORMATION TO VIOLATOR

Traffic enforcement is one of the daily tasks performed by patrol officers, but for the violator it is frequently an emotional experience. Officers shall be aware of these conditions and strive to make each contact educational, leaving the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. Traffic stops have two (2) objectives which officers seek to achieve. The first objective is to take appropriate enforcement action, and the second is to favorably alter the violator's future driving behavior. The accomplishment of these objectives requires a thorough understanding of human relations and demands flexibility on the part of the officer.

XV. ACCOUNTABILITY FOR UNIFORM TRAFFIC CITATIONS

Blank *UTC* books shall be issued to individual officers. Records of the issuance of *UTC* books shall be maintained by the unit or precinct on the *Departmental Citation Book Issue Form*. Officers shall

account for all *UTC* books and individual citations issued to them. Any voided, damaged, or otherwise unusable *UTC* must be marked with the officer's name and badge number; all copies shall be forwarded to Central Records & Permits along with an *Incident Report*. An *Incident Report* must also be completed for all lost or stolen *UTCs*. All court dispositions are maintained by the Clerk of Court. *UTC* books must be kept in a secured storage area accessible only to supervisors.

XVI. SPEED DETECTION DEVICES

The effective use of speed detection devices and their acceptance is dependent upon the operator's understanding of specific device limitations, adequate training, and the operator's initial certification combined with periodic re-certification to demonstrate the operator's efficiency. The Department may use speed detection devices in high or potentially high accident locations when speed is a factor, in areas where speed limit violations are common, and in response to citizen complaints concerning speeding motorists. The Department shall only utilize speed detection devices which meet or exceed the performance specifications established by the Georgia Department of Public Safety, pursuant to OCGA § 40-14-1.

The Department shall apply for a *Speed Detection Device Permit* from the State of Georgia every three (3) years. This gives the Department permission to operate speed detection devices on the roadways permitted. See *Appendix C* of this policy for the current *State-Approved Certificate and List of Roadways for Clayton County*.

A. Equipment Specifications for Speed Detection Devices

1. RADAR/LASER: RADAR/LASER units used shall be in compliance with Title 40, Chapter 14, of the Official Code of Georgia (OCGA).
2. Pacing/Speedometer: The speedometer of each vehicle used for traffic enforcement shall be certified for accuracy.

B. Operational Procedures

Speed detection devices shall be operated in accordance with manufacturer's guidelines and the requirements set forth in Title 40, Chapter 14, of the Official Code of Georgia (OCGA).

C. Proper Care and Upkeep

1. Officers shall test the device for accuracy at the beginning and end of each tour of duty in accordance with manufacturer's procedures and State law, pursuant to OCGA § 40-14-5. Records of the results of each test shall be maintained.
2. Care and upkeep on a continual basis, including cleanliness, repairs, and/or reporting needed repairs of devices, is the responsibility of the concerned officers who are certified and assigned, temporarily or permanently, to operate speed detection devices.

D. Programmed Maintenance

RADAR and LASER devices are professionally calibrated by a factory-authorized technician upon receipt of the devices by this Department.

E. Maintenance and Calibration Records

Records of all calibrations performed, including certificates of calibration, for each RADAR or LASER device shall be maintained by the TU Commander, or authorized designee.

F. Operator Training and Certification

All officers using speed detection devices must successfully complete an initial basic operator program prior to issuing *UTCs*.

XVII. TRAFFIC ACCIDENT INVESTIGATION

The Department performs a variety of traffic accident investigation functions, including providing emergency service to the injured, protecting the scene, conducting investigations and follow-ups, preparing reports, and taking proper enforcement action. The purpose of these investigations is to determine the causative factors of an automobile crash and utilize them to develop enforcement that reduces future accidents.

A. Definitions

Traffic Accident Investigation: The collection of factual information identifying and describing people, roads, and property involved; description of the results of the accident in relation to marks on the road, debris, damage to vehicles/objects, and final positions of vehicles and bodies; and the collection and organization of evidence for study and interpretation to explain how the accident happened.

Traffic Accident Reporting: Basic data collection intended to identify and classify a traffic accident and the persons, property, time/location, and planned movements involved, along with possible contributing factors such as traffic law violations.

B. Accident Reporting

1. The *Georgia Uniform Motor Vehicle Accident Report* shall be completed on all reportable accidents that occur on public or private property and submitted through the Georgia Electronic Accident Reporting System (GEARS). Detailed instructions for preparing this report are contained in the *Georgia Uniform Motor Vehicle Accident Report Instruction Manual*. Any accident reported to the Department more than twenty-four (24) hours after the actual occurrence shall be completed on an *Incident Report*, with the exception of hit-and-run accidents or when other unusual circumstances exist.
 - a. Once completed, each *Accident Report* shall be submitted through GEARS before the end of the reporting officer's tour of duty.
 - b. It is the responsibility of the Traffic Unit (TU) supervisors to review *Accident Reports* regularly through GEARS. If a TU supervisor discovers the need to correct and/or modify an *Accident Report*, they shall immediately and simultaneously notify the reporting officer and the concerned Shift/Unit Commander via email. The notification email shall specify the correction(s) and/or modification(s) needed.
 - c. For each notification received from a TU supervisor, the reporting officer has twenty-four (24) hours to correct and resubmit the *Accident Report* through GEARS. This procedure shall continue until all corrections or modifications to the *Accident Report* are completed and submitted. When possible, all corrections or modifications to *Accident Reports* shall be completed prior to the reporting officers regularly scheduled off days, planned leave (e.g., annual leave, pre-planned sick leave) or training days.
 - d. In the event corrections and/or modifications are necessary, the concerned Shift/Unit Commander shall follow up with the reporting officer and TU supervisor within seventy-two (72) hours of the email notification. This shall ensure that the corrections and/or modifications are completed and submitted within the authorized time frame, and that the *Accident Report* is approved.
2. Officers shall respond to and investigate all traffic accidents occurring on public or private property involving:
 - a. Death or injury;
 - b. Hit-and-run;

- c. Impairment due to alcohol or drugs;
- d. Damage to vehicles or property;
- e. Hazardous materials;
- f. Disturbances between drivers or occupants;
- g. Major traffic congestion resulting from the collision; or
- h. Vehicle damage requiring a tow.

C. General Investigation

1. The officer assigned to the accident shall normally be responsible for the initial investigation, any follow-up investigation, and gathering necessary information.
2. All officers at the scene must take immediate steps to protect the area and preserve short-lived evidence, such as vehicle debris, displaced cargo, and skid marks.
3. Officers must immediately notify the Clayton County Fire Department (CCFD) and Emergency Medical Services (EMS) of any injuries or trapped persons. Pending their arrival, officers shall provide fire suppression and emergency medical care (basic life support) within the scope of their training and abilities.
4. Any officer arriving at a scene involving fire or a potential hazardous material release shall immediately request the CCFD/Clayton County Fire & Emergency Services (CCFES) assistance. Officers must not enter areas with known hazardous material exposure.
 - a. Fire Scenes: The CCFD Battalion Chief (or designee) shall assume command.
 - b. Hazardous Materials: The CCFES (or designee) shall assume command.
 - c. Officers shall assist CCFD/CCFES personnel as required.
 - d. Accident investigations shall commence only after the scene has been formally released by CCFD/CCFES command.
5. Traffic flow shall be established as soon as possible after the injured are treated and/or transported by EMS. If vehicles are creating a hazard and cannot be removed from the roadway, the officer may need to manually direct traffic around the scene or call for sufficient personnel to handle traffic direction.
6. Officers must interview drivers and witnesses and collect all information required to complete the *Accident Report*. They must examine and record vehicle damage and defects on the roadway, noting the position of all vehicles. Officers must collect all relevant evidence.
7. Any property belonging to accident victims shall be protected from theft and pilferage. If the victims are not present, their vehicles and property shall be inventoried in accordance with CCPD SOP: *D31: Vehicle Impounds & Releases*.
8. Enforcement action shall be taken when an officer detects a traffic law violation and evidence exists to satisfy all the elements of that particular violation. An officer may also choose to take enforcement action on any other violation discovered during the accident investigation.
9. During any accident investigation, officers shall be alert to signs of impairment due to alcohol and/or drugs. If there is probable cause to believe that a driver is impaired, appropriate DUI enforcement actions shall be taken as previously explained in this policy (i.e., Section XII.C.).
10. Any follow-up investigation shall be conducted by the initial investigating officer, unless specialized unit assistance is required for accidents involving serious injury/fatality or hit-and-run circumstances. In those instances, the Specialized Traffic Accident Reconstruction (STAR) Team or hit-and-run detective shall conduct the follow-up investigation as needed.

D. Hit-and-Run Accidents

1. Hit-and-run accidents, depending upon the severity or depth of the case, can be handled by the initial responding officer and/or forwarded to a hit-and-run detective for follow-up.
2. Whenever a hit-and-run case is turned in for investigation, all pertinent facts and follow-up driver/witness information shall be documented for use by the hit-and-run detective.
3. Technically, a hit-and-run accident is investigated using the same basic steps as listed for accident investigations.
4. All physical evidence that might lead to a description of the vehicle, or the identification of the driver of a vehicle, shall be collected and placed into evidence.
5. If possible, photographs shall be taken of the accident scene and the vehicles involved. Photographs shall be packaged and handled the same as any other piece of physical evidence.

E. Fatality and Serious Injury Accidents

In serious accidents involving life-threatening injuries or fatalities, it is necessary to summon the expertise and technical assistance of the STAR Team. Such assistance shall be requested through a supervisor. The STAR Team shall respond to and investigate all confirmed fatality accidents that may lead to prosecution. The investigation and reporting of these accidents shall be handled in the following manner.

1. The first officer on the scene shall notify a supervisor, who shall respond to the scene.
2. Upon arrival, the supervisor shall assume responsibility and take control of the scene. **If the supervisor determines the STAR Team is needed, they shall contact the Traffic Unit (TU) Commander to request the team.**
3. Upon arrival of the STAR Team, command of the scene shall be relinquished to the STAR Team to conduct the investigation. The STAR Team shall complete all applicable reports. The first officer, or officer(s) designated by the supervisor, shall assist as needed and remain on scene until relieved by the STAR Team.
4. The on-scene officers shall not alter the accident scene or move any evidence unless absolutely necessary to administer first aid or conduct rescues.

XVIII. ASSISTANCE TO MOTORISTS

The Department shall offer reasonable assistance at all times to motorists who appear to need aid. Officers shall freely provide information and directions upon request. In an effort to better serve the citizens, officers shall become familiar not only with the streets and services of the County, but also the various services and facilities in the area. To that end, the following procedures shall apply:

- A. Requests for information, directions, or assistance shall be handled as a normal function of an officer's duties.
- B. Officers who observe motorists stranded on the highways shall lend assistance unless otherwise committed to a higher priority assignment. In lending assistance, officers are authorized to transport stranded citizens to nearby service facilities or other location for aid.
- C. In cases of mechanical failure, if the citizen cannot obtain aid from private resources in a reasonable amount of time and the vehicle is a traffic hazard, the contract wrecker service shall be called to remove the vehicle. The officer shall remain with any vehicle which presents a traffic hazard until it is removed from the roadway.
- D. Officers should ensure that motorists stranded or disabled in hazardous locations or environments are assisted as soon as possible.

- E. Officers shall render all practical assistance to users of the roadway who are involved in emergency situations. Upon discovery of a medical emergency, the officer shall request CCFD and/or EMS and render first aid until they arrive.
- F. The Georgia Department of Transportation (GDOT) maintains the Highway Emergency Response Operators (HERO) program. HERO units generally operate on the interstate system. They have equipment to make minor repairs of vehicles and can assist in traffic direction and control. Officers may request HERO assistance through the E911/ Communications Center.

XIX. ROADWAY HAZARDS

The following procedures shall be followed in identifying, reporting, and correcting hazardous roadway, roadside, or environmental conditions:

- A. When an officer identifies a hazard which requires immediate correction, the officer shall immediately inform the E911/Communications Center, identifying necessary assistance or equipment. The officer shall protect the scene and bystanders and take necessary action to correct the situation.
- B. When a hazard is detected that represents a potential accident situation, but the threat of such is not imminent, the officer shall notify the E911/Communications Center, which will then notify the proper authority. If officers are able to correct the situation, they shall take appropriate action.

XX. GEORGIA OPEN ROADS POLICY

The removal of hazardous materials, and/or vehicles involved in collisions from Georgia's roadways is a primary responsibility of public safety and law enforcement agencies. An agreement between the Georgia Department of Public Safety (DPS), the Georgia Department of Transportation (GDOT), and other state, county, and local agencies, a policy was established to expedite the removal of vehicles, cargo, and debris. The policy directs DPS and GDOT personnel to urgently restore the safe and orderly flow of traffic following any incident. The Department shall cooperate with the current *State of Georgia Open Roads Policy*, which is provided in *Appendix A* of this policy.

XXI. TRAFFIC ENGINEERING

A. Complaints and Suggestions

Complaints or suggestions regarding traffic engineering deficiencies shall be referred to the appropriate state or county Department of Transportation (DOT). Officers locating deficiencies that pose an immediate danger shall have the E911/ Communications Center contact the DOT for an immediate response and stand by until they arrive.

B. High-Accident Areas

Copies of *Accident Reports* shall be made available to the County DOT, upon request, for the compiling of accident data. This data shall be used for the analysis of traffic accidents, the directing of enforcement efforts, and the development of traffic engineering solutions. The Traffic Unit (TU) shall work in conjunction with the County DOT to help locate and remedy any factors that might be responsible for accidents in high-collision areas.

XXII. TRAFFIC DIRECTION AND CONTROL

- A. Traffic direction and control are necessary to ensure the safe and efficient movement of vehicles and pedestrians. Officers shall be assigned to carry out identified traffic direction and control functions only at those times and places where police authority or human intervention is required to ensure safety and efficiency, and until such time that the problem is resolved.
- B. Emergency conditions may dictate the manual control of traffic and traffic control devices. These include, but are not limited to:
 - 1. Scenes of traffic accidents;

2. Scenes of fires or other critical incidents (firefighters might also be utilized);
 3. Periods of adverse road and weather conditions;
 4. Malfunctioning traffic signals;
 5. Road construction; and
 6. Special events and functions.
- C. In order to establish uniform procedures for the provision of traffic direction and control, the following policies shall be adhered to:
1. Hand Signals and Gestures: Officers shall use those hand signals and gestures to direct traffic as authorized by the Georgia Peace Officer's Reference Text and taught by the Clayton County Police Academy (CCPA), a recognized Public Safety Training Center.
 2. High Visibility Equipment: Officers shall wear high-visibility Department issued clothing and equipment for safety when directing traffic in the roadway. The following issued equipment shall be utilized at all times when directing traffic on or off-duty:
 - a. Reflective vest or raincoat with reflective side visible to motorists; and
 - b. Flashlight, for use during low-light conditions.

EXCEPTION: An exception to the above shall be made only when the urgency of the situation requires that first responding officers administer first aid immediately, relieve congested traffic, or secure the scene. As soon as the emergency situation stabilizes, or assistance arrives on the scene, the officer must put on their visibility equipment.
- D. Traffic Control at Fire Scenes or Other Critical Incidents
1. Officers engaged in traffic direction and control services at fire scenes or other critical incidents shall ensure ingress and egress from the scene by emergency vehicles.
 2. No vehicles shall be allowed to cross fire hoses without the approval of the senior CCFD official on the scene.
 3. Parked vehicles which interfere with operations may be towed as needed.
- E. Traffic Control during Adverse Road and Weather Conditions
1. A supervisor shall direct E911/Communications dispatchers to notify the local radio stations, public works, CCFD, and other public safety agencies of adverse road conditions affecting the motoring public.
 2. Officers shall provide traffic direction and control services at the scene of downed power lines, broken gas/water mains, or construction sites when a lack of traffic control would endanger public safety.
 3. Officers may close any street if surface conditions create an unusual hazard. Upon closure, officers shall notify E911/ Communications and their immediate supervisor. The supervisor shall request assistance from the appropriate County department to alleviate the problem and request public service radio announcements regarding the closure. Other public safety departments/agencies shall also be notified.
- F. Traffic Control Devices
1. Temporary traffic control devices (e.g., cones, barricades) may be obtained from the County Transportation and Development (T&D) Department for special events or emergency situations. Supervisors may request these devices and determine the location for their use.
 2. Temporary devices shall be removed when the event or emergency situation is over and returned to the County T&D Department.

3. Normally, officers shall not manually operate traffic signals. A supervisor may, however, approve the manual operation of traffic signals if the supervisor believes the circumstances warrant it (e.g., special events, unusual occurrences). In all instances, the County T&D Department shall be contacted for assistance.

XXIII. POLICE ESCORTS

- A. Requests to escort public officials or dignitaries must be approved by the Chief of Police, or authorized designee. Police vehicles **shall not** be used to escort private vehicles on emergency runs or any emergency vehicle that has its own operating emergency equipment. Officers may facilitate the movement of other emergency vehicles by assisting with traffic control at key intersections.
- B. Special events (e.g., parades, sporting events, picketing) may require special *Traffic Action Plans* that cover all aspects of traffic control and direction. Generally, the Traffic Unit (TU) shall handle scheduled parades and road races while the concerned Division, Shift, and Unit Commanders shall assign personnel to handle other special events as they occur. Upon learning of a special event, the Chief of Police shall promptly designate certain personnel to ensure the preparation and implementation of a special *Traffic Action Plan* that addresses the following:
 1. Ingress and egress of vehicles and pedestrians;
 2. Provisions for parking;
 3. Spectator/crowd control;
 4. Public transportation;
 5. Assignment of point control duties and relief;
 6. Alternate traffic routing;
 7. Temporary traffic controls and parking prohibitions;
 8. Emergency vehicle access; and
 9. Appropriate area for media coverage.

XXIV. TRAFFIC SAFETY EDUCATIONAL MATERIALS

The Department seeks to educate the public and publicize specific problems by publishing traffic collision and injury statistics, and by giving notice and warning of changes in regulations prior to taking enforcement action. In an effort to achieve voluntary compliance with traffic laws and regulations, the Department shall make educational pamphlets and brochures available to the public. The Traffic Unit (TU) Commander shall maintain a supply of educational materials and distribute them to each shift as requested. Officers are encouraged to distribute this material through their normal contacts with citizens, especially at road checks, traffic stops, educational events, and homeowner's association (HOA) meetings.

XXV. TRAFFIC SAFETY ROAD CHECKS

Traffic safety road checks provide the Department with a means to protect the citizens of the County and to monitor and check drivers' licenses, drivers' conditions, insurance, vehicle registrations, seatbelt usage, and various other requirements of the *Official Code of Georgia (OCGA)*. **Only supervisors (sergeant or above) are authorized to initiate road checks.** See also CCPD SOP: *D43: Traffic Safety Road Checks*.

XXVI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *D42: Traffic Enforcement*, dated May 30, 2023.