


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
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I. TRAFFIC ENFORCEMENT

A. Selective Traffic Enforcement.

Selective traffic enforcement is a Department-wide effort to prevent motor vehicle crashes and improve traffic safety by addressing identified traffic safety issues and being responsive to public concerns pertaining to traffic safety. The selective traffic enforcement program is administered by the Administration and Support Division, and is a primary function performed by the Traffic Management Unit. The Patrol Division augments the program by participating in selective enforcement activity in conjunction with the Traffic Management Unit, especially during time periods when the Traffic Management Unit is not available. Selective traffic enforcement functions include the following:

1. An analysis by the Traffic Management Unit supervisor of traffic accidents. Analysis of traffic accidents will include at a minimum the following factors:
 - a. Month, day and hour;
 - b. Location and direction, weather and road conditions;
 - c. Driver action, to include violations;
 - d. Types of vehicles involved.

This information will be gathered from accident investigation reports submitted to the Records Section.

2. A monthly analysis by the Traffic Management Unit supervisor of traffic enforcement activities. The traffic complaints received during the month will be reviewed along with the summonses issued to determine if adequate enforcement is being applied to the identified high violation rate locations. The Administration and Support Services Division Commander or designee shall assist by providing the necessary data for the analysis;
3. The scheduling of selective enforcement in areas where analysis of traffic accidents and violations indicates that special attention is needed. The Traffic Management Unit supervisor or designee shall publish a monthly schedule of selective enforcement locations based on the proceeding analysis. Patterns of similar causes or sudden increases in the severity or number of accidents or violations at a specific location are valid criteria for extra enforcement.
4. Selective Enforcement Assignments.
 - a. The Traffic Management Unit supervisor or designee shall provide a monthly selective enforcement activities schedule. Selective enforcement sites shall be routinely serviced by the Traffic Management Unit as part of their regular duties, while not otherwise engaged in calls for service or crash investigation. Patrol team supervisors shall likewise ensure that patrol officers are assigned to address these selective enforcement sites that are located within their respective patrol beats.
 - b. Selective enforcement activities will be based on an analysis of traffic accident data, citizen complaints and officer knowledge. Enforcement efforts shall be directed toward driving behavior that contributes to accidents. These selective enforcement sites shall not be limited to the enforcement of speeding violations. These sites will be utilized for the enforcement of violations in proportion to the frequency with

which they occur in accidents and for responding to traffic related needs identified in the community.

5. On an annual basis, the Traffic Management Unit supervisor or designee will evaluate the selective enforcement program, to include an analysis of all traffic accidents. This review should ascertain whether the enforcement efforts have met their objectives. A comparison of current accomplishments to past accomplishments shall be included. Upon completion, the report shall be submitted to the Chief of Police through the chain of command.
6. Traffic Management Unit (TMU).

All uniformed patrol officers are responsible for the safe flow of traffic throughout the Town; however, officers of the Traffic Management Unit are tasked with this responsibility as their primary objective. Officers of the Traffic Management Unit are supervised by the Operational Support Section Lieutenant. Specific duties of the Traffic Management Unit will include but are not limited to:

 - a. Operations of speed measuring devices;
 - b. Parking control and enforcement;
 - c. Traffic law enforcement;
 - d. Traffic and speed studies and analysis;
 - e. Analysis of accident reports and records;
 - f. Crash Investigations;
 - g. Cruiser Calibrations (Speedometer);
 - h. Tuning Fork Calibrations;
 - i. Maintenance of Speed Measuring Devices;
 - j. Attend Town and County, Traffic Safety Meetings.

B. Enforcement Action.

Officers shall take appropriate enforcement action for each violation of traffic law witnessed or reported to them. All enforcement action shall be accomplished in a firm, fair, impartial and courteous manner using one of the following procedures.

1. Physical Arrest.
 - a. Officers shall make a physical arrest in compliance with the Code of Virginia, §46.2-940, under the following circumstances:
 - (1) If the person is believed to have committed a felony;
 - (2) If the person is believed to be likely to disregard a summons issued under Code of Virginia, §46.2-936;
 - b. Officers shall make a physical arrest in compliance with the Code of Virginia, §18.2-266, when a person is believed to be operating a motor vehicle while under the influence of alcohol or other intoxicants.
 - c. Officers may make a physical arrest when a person has committed a traffic violation and is licensed by a state, which does not have a reciprocal agreement with Virginia. All physical arrests must be based on sound legal principles in conjunction with reasonable judgment and discretion.
2. Issuance of Traffic Summons.

The issuance of a traffic summons is applicable in most cases for those violators who commit a traffic offense, which jeopardizes the safe and efficient flow of vehicular or pedestrian traffic. These summonses shall be issued in compliance with the Code of Virginia, §46.2-936.
3. Warnings.

A warning is a proper alternative for officers when enforcing minor traffic offenses committed in areas where traffic accident potential is minimal. Warnings are also appropriate for violations, which occur within tolerances generally allowed by the Leesburg Police. These tolerances may include speeds slightly in excess of the legal limit. Similarly, a warning is appropriate for minor equipment failures of which the driver was unaware. All warnings shall be issued in writing on the LPD Warning Citation to ensure the accurate collection of data for analysis and accountability per General Order 221, Professional Police Contacts.

C. Special Processing Requirements.

Contained within this section are procedures for handling situations, which require a law enforcement response of a different nature than would be required under normal circumstances.

1. Nonresident Traffic Violator.
 - (1) An offense for which the issuance of a summons instead of a hearing or the posting of a bond is prohibited by the laws of the State;
 - (2) An offense which requires the revocation of the operator's license or the forfeiture of a bond upon conviction. The following offenses are those which require revocation upon conviction:
 - (a) DWI;
 - (b) Voluntary or involuntary manslaughter;
 - (c) A felony involving the motor vehicle laws or involving the use of a motor vehicle;
 - (d) Failure to stop at the scene of an accident involving injury or death;
 - (e) Intentionally and willfully stopping, blocking or damaging any vehicle upon the highways;
 - (f) Racing on a highway;
 - (g) Perjury or making false affidavit to the Department of Motor Vehicles (DMV) concerning registration of motor vehicles or their operation on the highways, or making false statements to DMV on any applications for an operator's or chauffeur's license;
 - (h) Driving while license, permit or privilege to drive is revoked.
 - a. A traffic violator licensed by a state which does not have a reciprocal agreement with Virginia may be allowed to follow the arresting officer to the nearest magistrate, except in cases where physical custody is necessary. In those cases, the vehicle will be addressed in accordance with G.O. 212 Abandoned Towed Vehicles.
2. Juveniles.
 - a. Juveniles who have committed a traffic offense will be issued a summons if eligible or taken into custody in accordance with General Order 206. In cases where a juvenile has been taken into custody, the officer shall notify the parents as soon as possible.
 - b. If the officer deems that further custody is required pending a hearing, juvenile intake shall be contacted for authorization. Juvenile custody procedures shall be followed in compliance with General Order 206.
3. Foreign Diplomats and Consular Officials. See General Order 218.
4. Military Personnel.
 - a. Military Personnel, if from this area, shall be treated as a resident.
 - b. When a physical arrest is made, the team supervisor will notify the liaison officer of the appropriate service organization. The Communications Section maintains current telephone numbers for this purpose. See also General Order 215.
 - c. A team supervisor or designee shall make the appropriate notification when military personnel are involved in a traffic accident and are killed or hospitalized.
 - d. In any situation where U.S. Government equipment is seized, towed, or confiscated, the team supervisor or designee shall notify the appropriate government agency.
5. Legislators.

Members of the U.S. Congress, the Lieutenant Governor, or members of the Virginia General Assembly during sessions and five days before or after sessions, to include any clerk or assistant, shall not be taken into custody for traffic offenses other than felony offenses or DWI. The issuance of a traffic summons for a traffic offense is allowed. See also General Order 215.

D. Issuance of Traffic Summonses.

1. At the time a motorist is charged with a violation, the officer will provide the motorist with a copy of the summons. This shall include:
 - a. The date, time and location of the scheduled court appearance;
 - b. All relevant information on the specific violation charged;
 - c. Whether appearance in court is mandatory or if a fine may be paid in lieu of a court appearance;
 - d. A court telephone number for the motorist to contact for additional information.

2. The officer shall ensure all other information provided to the motorist is done so clearly and in a manner that is easily understood.

E. Enforcement Policy.

1. The Leesburg Police will strive to provide uniform enforcement action for traffic violations throughout the Town. Sound judgment by all officers in considering the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement.
2. The ultimate goal of traffic law enforcement is to achieve voluntary compliance with all traffic laws. To achieve this, the Leesburg Police will:
 - a. Actively enforce the law as it pertains to driving while intoxicated. Officers will normally arrest any driver found to be in violation of this law. Arrests will be based on an individual's driving behavior, results of field sobriety tests, and results of an investigation;
 - b. Actively enforce the law as it pertains to speeding violations with discretion utilizing warnings and issuing summonses. Consideration should be given to the weather conditions, traffic volume, pedestrian traffic, and location in conjunction with the correlation of speeding and traffic accidents;
 - c. Actively enforce the law as it pertains to hazardous traffic violations;
 - d. Actively enforce the law as it pertains to equipment violations. These shall be enforced when a vehicle is found to be in violation of several equipment requirements, a summons should usually be issued for the most serious violation. This action should be taken even when each violation independently is worthy of only a warning. Single equipment violations shall be enforced based on the seriousness of the offense and officer discretion;
 - e. Enforce violations by public/commercial carriers. All enforcement policies and procedures in this section are applicable to the public/commercial carrier;
 - f. Enforce non-hazardous violations in some cases by issuing a warning. Enforce flagrant or subsequent violations by issuing a summons.
 - g. Enforce multiple violations in one of the following applicable manners.
 - (1) When an officer is confronted with an individual that has committed two or more separate serious violations, the officer would issue a summons for each offense. The exceptions to this would be when the two violations are similar to the extent that one law exists for the purpose of compliance with the other law or is a lesser included offense of the other law.
 - (2) Normally, one summons will be issued in the case of related, multiple, non-hazardous violations stemming from the same incident.
 - (3) When multiple violations are observed and they can be classified separately as hazardous or non-hazardous, they should be dealt with independently. For example, a driver stopped for speeding and found to be driving without a license shall be issued separate summonses.
 - h. The Chief of Police or designee shall set grace periods where warnings will be issued in lieu of a summons when a new traffic law becomes effective. After the initial grace period, enforcement will be carried out in the preceding uniform manner.
3. This enforcement policy does not supersede sound officer judgment. It is impossible to predict every conceivable situation involving traffic offenses. In unusual circumstances, officers must decide the proper enforcement action based on a combination of training, experience, and common sense.
4. Violators Without Driving Privileges.
 - a. No person without a valid operator's license, except those exempted in the Code of Virginia, §46.2-303 through §46.2-309, is allowed by law to drive a motor vehicle on any highway. Officers sometimes may stop violators that are not able to produce a valid driver's license. If the violator has a valid license, then the officer's actions should be dictated by the initial violation or contact.
 - b. If the violator does not have a driver's license through DMV, the officer should determine if the violator has been issued a license through another state. If it can be determined that no license has been issued, the officer should cite for "No Operator's License", unless circumstances warrant a physical arrest in accordance with General Orders 103, and 215, and the Code of Virginia, §19.2-74.

- c. If the violator is driving while on a suspended or revoked license in Virginia, the officer should cite for “Driving While Suspended or Revoked” and issue a DMV Suspension Notification Form. If the violator is driving while suspended or revoked in another state and has no status in Virginia, the officer should cite for “No Operator’s License.” If circumstances warrant, a physical arrest may be executed for either of the preceding incidents, in accordance with General Orders 103, and 215, and the Code of Virginia. §19.2.74.
 - d. If it is determined that the violator is suspended, revoked, or has no operator’s license they shall not be allowed to drive from the location of the stop, and other arrangements should be made. Unless the driver is incarcerated, the violator’s vehicle may not be towed if it is legally parked or on private property.
 - e. If there is doubt about the correct status of a license, a suspension or a revocation, and verification cannot be gained within a short period of time, officers should release the violator. A summons from a magistrate may be obtained when confirmation is received at a later time.
5. Pedestrian and Bicycle Traffic Enforcement.
- Officers will take appropriate enforcement action when and where pedestrian and bicycle traffic law violations are observed. Enforcement actions should be commensurate with pedestrian and bicycle accident occurrences as determined through analysis of accident reports.
- a. Pedestrian Enforcement.
Enforcement of traffic laws pertaining to pedestrians necessitates broad discretion from officers. To provide guidance in this discretion the following procedures are established:
 - (1) Prior to any increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns will be conducted by the Traffic Management Unit supervisor or designee;
 - (2) Officers will concentrate their efforts on pedestrian violations in those areas where accidents involving pedestrians have been frequent or severe;
 - (3) In the enforcement of pedestrian traffic laws, the spirit of the law shall supersede the letter of the law and application should be made accordingly.
 - b. Bicycle Enforcement.
Enforcement of traffic laws pertaining to bicyclists has become increasingly more important due to the use of the bicycle as a major means of transportation and exercise. Officers must enforce these laws to ensure the safe operation of bicycles. To provide guidance in the enforcement of these laws the following procedures are established:
 - (1) In areas where traffic congestion and the frequency of traffic accidents involving bicycles is predominant, laws pertaining to the proper operation of bicycles will be strictly enforced;
 - (2) On roads with a substantial flow of vehicular traffic and where hazardous moving violations are observed involving bicycles, the applicable laws should be enforced;
 - (3) In areas where traffic flow is minimal, visibility is unobstructed, and traffic accidents are few, officers should exercise discretion when enforcing laws pertaining to bicycle operation;
 - (4) Adult offenders should be aware of the hazards inherent in the unsafe operations of bicycles. Officers should be more instructive with youthful offenders, who may not be fully aware of the consequences associated with the unsafe operation of bicycles;
 - (5) The Traffic Management Supervisor or designee will be responsible for conducting bicycle safety and pedestrian safety courses throughout the community.
6. Off-Road Vehicle Enforcement.
- a. When investigating the use of off-road vehicles on private property, attempts will be made to contact the property owner to determine if permission has been given to the operators of the vehicles using the property. If permission has not been granted, the operators will cease the activity. Operators should be advised to keep written permission with them including the name and telephone number of the property owner.

If a violation of the statutes pertaining to reckless driving, hit and run, DWI, or destruction of property are committed by the operator of an off-road vehicle on private property, officers may take enforcement action. If an off-road vehicle is observed by an officer being operated in a public park, the Town Code of Ordinances, Section 11-81, shall be enforced.

- b. Operators of off-road vehicles driven upon a public road are required to comply with all motor vehicle laws and ordinances.
- c. Towing of off-road vehicles will be in accordance with General Order 212.
- d. Accident investigations of off-road vehicles on private property will be conducted if there is an injury or death, if DWI was a factor, or if there was a hit and run. For all other cases involving off-road vehicles the involved parties will exchange information.

7. Violations Resulting in Traffic Accidents.

Officers shall investigate accidents on public property to determine the causative factors. When evidence exists to satisfy all the elements of a violation, enforcement action should be taken. Officers shall investigate accidents on private property to determine if a violation of reckless driving, hit and run, DWI or any criminal law violations were causative factors. When evidence exists to satisfy all the elements of one of these preceding violations, enforcement action should be taken. In cases where officers do not have sufficient evidence to charge, they shall still document the violation in their report.

F. Enforcement Practices.

The Department operates on the principle that the most effective deterrent to traffic law violations is visible patrol utilizing marked and unmarked vehicles. Prevention and voluntary compliance are the objectives of the Department’s traffic law enforcement efforts, with apprehension and enforcement as secondary means. All patrol officers shall handle these duties along with their normal workload. Patrol vehicles will be operated in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. In areas where a fixed post observation is necessary to maximize the effectiveness of a traffic enforcement effort, officers will normally park in a conspicuous location in such a manner as to not impede the flow of traffic. All unmarked vehicles used for traffic enforcement and patrol service shall be equipped with emergency lights and siren and a radio for communications with the ECC.

G. Traffic Stops and Checkpoints

1. Traffic Stops.

The Supreme Court has held that before making traffic stops officers must be able and prepared to articulate both to the person(s) stopped, and in court, reasonable suspicion of a possible violation of law. Therefore, traffic stops shall be made only in accordance with the following Departmental policy:

- a. Officers shall make traffic stops only when they are able and prepared to articulate at least a reasonable suspicion that criminal activity or a traffic violation has occurred or is occurring;
- b. Upon stopping a vehicle for a traffic violation, officers need not issue a citation in all circumstances;
- c. Officers should be ready and willing to provide motorists with an explanation as to why they have been stopped.

d. In circumstances where the vehicle stop is made in regards to suspicion of criminal activity, the officer shall document such information in their field notebook when no arrest is made. Such documentation will include, but is not limited to, the following:

- (1) Time the stop began and ended;
- (2) Location of the stop;
- (3) Reason(s) for the stop;
- (4) Vehicle operator and occupants, if applicable;
- (5) Vehicle description;

e. Initiating the Stop:

[Redacted]

[REDACTED]

f. During The Stop:

[REDACTED]

g. Reestablishing Contact With The Driver.

[REDACTED]

2. Checkpoints.

The Supreme Court has held that officers stopping vehicles at checkpoints operate the checkpoint under an explicit plan or practice that employs neutral criteria and adequately constrains officer discretion. Therefore the following Departmental policy has been developed.

a. Supervisor Responsibilities.

(1) The Traffic Management Unit supervisor or designee will submit recommendations for checkpoint sites to the Administrative & Support Services Division Commander as needed. Checkpoint sites will be selected using the following criteria:

- (a) Sites should have adequate visibility to provide safety to approaching motorists and officers conducting the checkpoint;
- (b) Sites should have adequate space available to park the police vehicles and allow motorists to be pulled out of the traffic flow;
- (c) Sites should be designated and approved for a specific time frame. Factors for consideration would be lighting conditions and traffic volume.

b. The approved sites for routine traffic safety inspections shall be distributed throughout the town so as to not unfairly target any one particular area. The approved sites for checkpoints intended to target a specific violation (i.e. DWI, etc.) will be based upon analysis of past incidents, citizen complaints, crash frequency, etc.

- (1). Upon approval by the Administrative & Support Services Division Commander or designee, approved sites may be used to conduct traffic safety checkpoint operations in accordance with this General Order
- (2). Supervisors conducting checkpoint operations shall develop and strictly adhere to a written Operations Plan that conforms to the prosecutorial needs of the Commonwealth Attorney's Office. The Operations Plan shall include specific procedures to be followed by assigned personnel. Appended to the Operations Plan supervisors must include a Traffic Safety Checkpoint Staffing Order (LPD Form #331) and a Traffic Safety Checkpoint Statistical Report (LPD Form #358). The initiating supervisor must retain all applicable documents as the official keeper of records for court purposes.
- (3). The supervisor will be responsible for the daily roll call and briefing of the participants. He/she will coordinate activities and assign appropriate personnel to specific assignments. He/she will advise Communications and the Command Duty Officer of the day's activities. He/she will monitor the radio traffic and respond to calls appropriately. He/she will ensure that assigned personnel adhere to the Operations Plan. He/she will collect the necessary paperwork at the end of the shift, review and approve any reports, and debrief personnel when appropriate. The supervisor will also be responsible for providing the statistics of each detail's activities to the Operational Support Section Lieutenant for the project's after-action report.

c. Officer Responsibilities.

- (1) Officers shall not conduct checkpoints without the approval of the Administration & Support Services Division Commander or designee. Vehicle stops based on reasonable and articulable suspicions, such as expired Town tax decals, State vehicle registrations and inspections, may be utilized at roadchecks with supervisory approval.
- (3) Officers on a checkpoint detail are responsible for assuring that all necessary precautions are taken to afford the highest degree of safety to officers and motorists.
- (4) Patrol vehicles should be parked to provide protection to the officers and high visibility to approaching motorists.
- (5) Officers shall be in uniform and shall wear their traffic safety vest.
- (6) Officers should follow criteria previously stated in regards to contact with the vehicle operator.

H. Summons Issuance Procedures.

1. Traffic enforcement is a routine police task that for the violator is frequently an emotional experience. Officers must exercise an understanding of human relations and be flexible in dealing with these citizens. Officers should strive to make each contact educational and leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.
2. Officers have two objectives on each traffic stop. The first is to take appropriate enforcement action and the second is to favorably alter the violator's future driving behavior. To minimize conflict between the officer and the violator, the following procedures shall be used as a guide in the issuance of a summons:
 - a. Be alert at all times for the unexpected, but not be obviously apprehensive;
 - b. Be certain that the observation of the violation was accurate without reservation;
 - c. Present a professional image in dress, grooming, language, bearing and emotional stability;
 - d. Be prepared for the contact by having the necessary equipment and forms immediately available;
 - e. Decide on the appropriate enforcement action based upon the violation, not the violator's attitude;
 - f. Greet the violator with appropriate title and in a courteous manner;
 - g. Inform the violator of the violation of law that was observed and the intended enforcement action. The violator should not be kept in suspense;

- h. Ask for and accept the violator's driver's license and registration;
- i. If the driver has no driver's license, seek and obtain other appropriate identification;
- j. Allow the violator to reasonably discuss the violation;
- k. Complete the forms required of the enforcement action taken
- l. Explain to the violator the action taken and the options that the violator may exercise in response to the enforcement action;
- m. Explain to the violator the date, time and location of any mandatory court appearances. If a court appearance is not required, explain any alternatives to the violator. Do not quote the prepaid fee schedule. Officers may provide the driver with the court-approved list of fines. Do not predict the actions of the court, but refer questions about appearances directly to the court;
- n. Be alert to signs of emotional distress shown by the violator. If distress is present, officers should repeat any needed instructions and encourage the violator to calm down before driving again;
- o. Return the violator's documents with the copy of the summons or warning issued;
- p. Assist the violator in safely reentering the traffic flow;
- q. Do not follow the violator.

I. Reexamination of Motorists.

Routine traffic enforcement and accident investigation activities may lead to the discovery of motorists that suffer from a physical or mental disability, disease, or similar condition, which may prevent the motorist from exercising reasonable care over a motor vehicle. Officers detecting such a person shall notify the Medical Unit of the Driver Monitoring Division of the Department of Motor Vehicles to request a reexamination. Officers will make the request by completing a "Driver Review Request" form, provided by the Department of Motor Vehicles, and mailing the form to the address listed. Officers should describe in detail any physical or mental defect detected in the motorist and detail the specifics of the incident that brought this defect to the officer's attention. Reasonable grounds for the reexamination of a motorist must be established by the officer to the satisfaction of the Division of Motor Vehicles. See the Code of Virginia, §46.2-322.

J. Parking Violations.

Officers shall be familiar with the parking regulations in the Town of Leesburg. Special attention should be given to:

- 1. Any parking violations that obstruct the flow of traffic during peak traffic hours;
- 2. Any violations of fire lanes that have been approved by the Loudoun County Fire Marshal's office;
- 3. Any violations on public or private property of appropriately designated handicap parking spaces.
- 4. Any vehicle that is a traffic hazard. If the owner cannot be located and respond in a timely manner the vehicle may be towed;
- 5. Any violations in heavily congested areas, such as the downtown sector and shopping centers. All towing shall be in accordance with General Order 212.

II. TRAFFIC DIRECTION AND CONTROL

A. Engineering Complaints.

- 1. Officers that become aware of possible traffic engineering deficiencies shall conduct an investigation and report by memorandum to the Department of Public Works authenticated complaints or suggestions. The memorandum shall go through the Chief of Police to the Director of Public Works.

B. Traffic Control.

- 1. At traffic accident scenes, officers will utilize the police vehicle's emergency lights, traffic cones, flares, and other appropriate warning devices to protect the scene and alert approaching traffic. Officers shall wear their traffic vests while outside of their vehicle at traffic scenes. The scene should be cleared of vehicles and debris as soon as possible by the investigating officer. Once cleared, the officer shall promptly remove flares, traffic cones, and other warning devices that were used to protect the scene.

2. If damage exists which will require that a roadway be closed for an extended period, officers shall request that the Department of Public Works provide barricades or other traffic control devices, and/or the Community Services CARE trailer.
3. Traffic direction will be in accordance with the Code of Virginia, §46.2-1309, as follows:
 - a. To stop traffic by hand, stand with shoulders parallel to moving traffic, raise arms 45 degrees above shoulders with hand extended, and palm towards moving traffic to be stopped;
 - b. To move traffic by hand, stand with shoulders parallel to traffic to be moved, extend right arm and hand full length at height of shoulders towards such traffic, fingers extended and joined, and palm down, bring hand sharply in direction traffic is to move, repeat movement with left arm and hand to start traffic from opposite direction;
 - c. To stop and start traffic by whistle, one blast signals moving traffic to stop, and two blasts signal traffic in opposite direction to move;
 - d. To make an emergency stop of traffic by whistle, three or more blasts signal all traffic to immediately clear the intersection and stop.
4. Officers shall utilize the following equipment while directing traffic:
 - a. High visibility traffic vest;
 - b. Police whistle for audible signaling;
 - c. Flashlight/traffic cone to illuminate hand movements during darkness;
 - d. Flares or traffic cones to designate the officer's position in the roadway when deemed necessary by the officer.
5. The team supervisor or designee, at his or her discretion, may order that a traffic signal be manually operated by an officer whenever the traffic signal is malfunctioning, or to facilitate the movement of traffic during an accident or emergency, or to provide a thoroughfare for a motorcade, or to relieve a heavy concentration of traffic. Supervisors or designees shall be responsible for familiarization training for their officers prior to assigning them a traffic signal to operate. Traffic signals may only be placed in the flash mode with supervisory or designee approval.
6. Temporary traffic control devices will be used for prescheduled events or in emergencies. The devices will normally be placed by the Department of Public Works at the direction of the team supervisor or designee. Temporary traffic control devices may include wooden barricades, detour signs and other descriptive signs, traffic cones, flares, or police vehicles. Officers shall constantly check on the condition of the location to ensure there is not deterioration of safety. Devices should be removed as soon as possible.
7. Officers who arrive on the scene of a fire prior to the Fire Department will assess the hazards and take action to minimize further threat to life and property. These actions may include evacuating the endangered area and directing traffic. Officers will provide perimeter services to allow unrestricted access to the scene by emergency vehicles and personnel. Unauthorized vehicles and pedestrians will be restricted from entry to the area and from interfering with emergency personnel. Officers will assist the Fire Department in implementing on-site plans. Volunteers arriving in private vehicles will be allowed to park at the edge of the police perimeter unless conditions necessitate otherwise.
8. Adverse road conditions may arise from hazards such as downed power lines or road construction, or from natural causes such as fog, flooding, ice or snow. Officers shall notify the Communications Section immediately of the existence of these types of conditions. Officers shall immediately assess the situation and initiate corrective measures to ensure safety for the motoring public. Corrective measures may include closing roadways, setting up detour routes, or utilizing officers to provide on-scene traffic direction. Additionally, the Department of Public Works and the appropriate utility company would be notified when appropriate.

C. Escorts.

1. Emergency Escorts.
Due to the close proximity of fire and rescue services and hospital emergency room, emergency escorts are prohibited.
2. Non-emergency Escorts.
 - a. Officers handling non-emergency escorts require no other authority than a directive from a dispatcher.

- b. A non-emergency escort includes, but is not limited to, funerals, oversized vehicles, unusual/hazardous cargoes, or VIP escorts.
- c. Officers involved with the escort shall establish the route, any necessary point traffic control, and the pace of the vehicles prior to the beginning of the escort.
- d. The escort will be terminated if conditions arise that would present a risk to the public. The supervisor will be notified immediately of the officer's decision prior to termination.
- e. Whenever more than two LPD units are involved in an escort (in town) then all units involved in the escort may move their escort radio traffic to an alternate radio channel (e.g. Tac1, Tac2, etc.) and advise ECC of the channel the escort will be on. Upon completion of the escort assignment units will return to the primary dispatch channel (LPD ECC).

D. Roadblocks.

See General Order 205 for rolling and stationary roadblocks.

E. Traffic Safety Planning.

- 1. The Community Services Section Lieutenant, or designee, shall serve as a representative for the Town to the Loudoun County Transportation Safety Commission and the Town of Leesburg Standing Residential Traffic Safety Committee. The representative will be responsible for the flow of information between the agencies. Based on these meetings and information gathered from officers, the Community Services Section supervisor will direct selective enforcement programs to those areas where a need is indicated.
- 2. The Community Services Section Lieutenant or designee will hold periodic meetings with the Department of Public Works traffic engineers to discuss traffic problem areas within the Town and to explore ways to promote traffic safety. The Community Services Section Lieutenant, or designee, will attend meetings of the Loudoun County Transportation Safety Commission. These meetings address problems related to traffic safety and highway use. Officers aware of problems or having concerns with the safety or efficiency of highway usage in Town shall notify the Community Services Section supervisor.

III. ANCILLARY SERVICES

A. Assistance to Motorists.

- 1. The Department will offer assistance to stranded motorists whenever possible. Officers will help motorists obtain fuel, repairs, or towing services.
- 2. Officers shall be constantly alert for motorists who appear to need assistance. In an effort to better serve the community, officers shall be familiar with the streets, services and facilities in the Town that would be available to motorists. By offering prompt knowledgeable assistance, the overall hazards to the disabled motorist and the users of the roadway are significantly reduced.
- 3. When it becomes necessary to tow a vehicle pursuant to this General Order, all requests for tow trucks will be directed through the communications technician. The dispatcher will contact the next wrecker service on the rotational list currently under contract with the Town of Leesburg and licensed to conduct business in Leesburg. When requesting a tow truck for a citizen who has a preference for a tow company other than the contract company, the officer should attempt to obtain the phone number for that company from the citizen. If an undue delay in clearing a roadway would be caused by using a non-contract town service the citizen should be so advised and the nearest available wrecker should be summoned.
- 4. Officers shall be alert to hazards created by disabled vehicles. These hazards affect stranded motorists and other users of the roadways. Officers shall take action to reduce these threats by safely directing the traffic flow around disabled vehicles and/or transporting stranded motorists to a safe location where assistance may be rendered. When transporting citizens, officers shall give the communications technician their starting and ending mileage. At no time will officers utilize the police car to "jump start" a disabled vehicle.

5. If an officer must leave a disabled motorist, the scene should be rendered safe with flares or warning devices. Officers should periodically check the scene to ensure the condition does not deteriorate. If the scene cannot be made safe due to weather conditions, geographic location, or intensity of traffic, the officer shall stand by until the vehicle is removed.
6. Officers who assist disabled motorists shall remain alert to the following possibilities:
 - a. The vehicle's occupants are wanted or have been engaged in criminal activity;
 - b. The vehicle in the possession of the motorist has not been authorized for their use;
 - c. The vehicle is unsafe to operate;
 - d. The motorist is not licensed to drive;
 - e. The motorist is impaired and is not able to safely operate the vehicle.
7. Officers may assist disabled motorists by obtaining a tow service as outlined in General Order 212.
8. Officers will render assistance to users of the roadway that are involved in emergency situations.
 - a. Upon the discovery of a vehicle fire, officers will immediately notify the communications technician of the location, type of vehicle and cargo information if necessary. Fire suppression will be provided by the officer when practical.
 - b. Upon the discovery of a medical emergency, officers will notify the communications technician of the location, type of emergency and condition of the patient and request Fire and Rescue to respond. First aid assistance will be provided by the officer after the request for Fire and Rescue has been acknowledged.
9. Ordinarily, disabled vehicles should be removed from the roadway by tow truck operators or by using agency issued push-bumpers. If the push-bumper is utilized, officers will take the following steps:
 - a. Evaluate the vehicle for suitability utilizing the following criteria:
 - (1) Has the vehicle stalled, broken down, or is it otherwise immobilized, but the wheels roll freely?
 - (2) Is a licensed driver available to operate the vehicle under these conditions (e.g. without power steering or power brakes)?
 - (3) Is the vehicle of appropriate size? Generally, this is no larger than a pick-up or panel truck.
 - (4) Is there a safe zone to push the vehicle to?
 - b. If the vehicle meets the above criteria, then the officer shall secure written permission from the operator using the Leesburg Police Department "Push Motor Vehicle Release of Liability" form #615. If the operator is undergoing medical treatment or is otherwise unable to give permission, then it is presumed that permission is granted.
 - c. Once permission is secured, complete the following:
 - (1) Instruct the driver on what you plan to do, where you want the vehicle driven to and that power steering and power brakes may not be functioning.
 - (2) Confirm a suitable connection at the bumper.
 - (3) Push the vehicle slowly and with control.
 - d. No officer shall use a push bumper until they have received functional training from a certified agency instructor. Only after exhausting attempts to secure the timely arrival of a tow truck or push-bumper equipped cruiser may an officer physically push a vehicle off the roadway. Great care should be exercised in these situations to avoid personal injury.
 - e. At no time will the push bumper be utilized to "pull" any vehicles or objects. The bumpers are not made for this purpose and damage will occur to the vehicle if not used properly.
 - f. Officers noticing damage caused by the use of the push bumper shall complete a memorandum to the Chief of Police through their appropriate chain of command that details the incident and any damage noticed.

B. Hazardous Road Conditions.

1. Hazardous road conditions include but are not limited to:

- a. Defects in the road (holes, ruts or dangerous shoulders);
 - b. Defects in, or lack of, highway safety features, or improper, damaged, destroyed, or visually obstructed traffic or informational signs;
 - c. Malfunctioning, improperly located, or lack of traffic control devices;
 - d. Malfunctioning or lack of highway lighting;
 - e. Natural or man-made obstructions (fallen trees, wires, litter, debris, vehicle parts, or high water);
 - f. Ice or snow accumulations on road surfaces;
 - g. Vehicles parked or abandoned that obstruct the roadway.
2. The following are procedures for reporting and correcting hazardous road conditions:
- a. When a hazard is identified, and in the officer's opinion requires immediate correction (such as a fallen tree or electrical wires in the road), the officer will notify the Communications Section and request the assistance necessary to rectify the situation. The officer will secure the scene and stand by until the area is made safe;
 - b. If the officer identifies a hazard that the he/she can correct, such as a vehicle part in the road, then the officer shall correct it;
 - c. When an officer identifies a hazard which they perceive does not pose an imminent threat to public safety, the officer will complete a memorandum through the Community Services Section to the Department of Public Works. If this occurs during normal business hours, the communications technician will notify DPW by telephone, radio, or voice mail.
- C. Traffic Safety Educational Material.
- The Community Services Section supervisor or designee will prepare, maintain, coordinate and disseminate traffic safety educational materials for the motoring public. The purpose of this program is to encourage compliance and support for traffic safety enforcement. Through education, traffic safety efforts are enhanced throughout the community.