

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: July 8, 2026	Amends - GO 6.1.6 (January 30, 2019)	Number: 6.1.6
Distribution: All Sworn Personnel	Review Month: April	Reviewing Authority: SOD / Traffic
Subject: Traffic Enforcement		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. Purpose

The purpose of this policy is to confirm that all members of the Sheriff's Office recognize the need to enhance safety by enforcing traffic laws.

2. Policy

It will be the responsibility of all sworn personnel to enforce traffic laws, ordinances, and regulations of the State of Florida and Orange County based on a combination of training, policy, experience and common sense. The enforcement of speed and aggressive driving violations will be a priority of the Orange County Sheriff's Office. However, deputies may use discretion when enforcing traffic laws.

3. Definitions

- A. Aggressive Driving - occurs when a driver has committed two or more of the following actions: speeding, failure to yield to right-of-way, improper or unsafe lane changes, improper passing, following too closely or the failure to obey traffic control devices (stop signs, yield signs, traffic signals, railroad grade cross signals, etc.).
- B. Audio Alarm - an auxiliary radar device that alerts the operator, by means of an audible tone, to the presence of a detected speed that is above a preset level.
- C. Audio Doppler - an audible signal that translates the radar's Doppler shift into a tone that can be heard by the operator.
- D. Automatic Locking Device - auxiliary radar device that immediately holds any speed reading obtained that is above a preset level.
- E. Courtesy Notice – Written warning given to a violator on an approved agency form.
- F. DAVID – Driver and Vehicle Information Database maintained by the Florida Department of Highway Safety and Motor Vehicles.
- G. DHSMV - Department of Highway Safety and Motor Vehicles, the State agency responsible for the licensing of all drivers within the State.

- H. DUI - driving under the influence of alcoholic beverages and/or chemical substances as defined by FS [316.193](#).
- I. DWLS - driving a motor vehicle while operator's driver license is suspended or revoked.
- J. ELVIS – Electronic License and Vehicle Information System maintained by the Tallahassee Police Department with FCIC/NCIC access to both in state and out of state records.
- K. LASER - Light Amplification by Stimulated Emission of Radiation, any state approved measured reflected light device or system, used to detect the speed of vehicles.
- L. Radar - law enforcement speed measuring radar, any state approved microwave-based speed measurement system, used to detect the speed of vehicles.
- M. Speed Enforcement – using measuring devices to enforce speed limits (e.g., radar, laser, certified speedometer).
- N. Step-Out Traffic Stop – an enforcement method in which a deputy temporarily moves onto the roadway and uses hand signals with the intent to stop a violator for a traffic infraction.
- O. Uniform Traffic Citation (UTC) – a Florida form used for the issuance of traffic citations to traffic violators. A UTC can be either in electronic format or printed booklets.

4. **Procedures**

A. Enforcement Action Levels

There are three general levels of traffic enforcement action available to deputies:

1. Warnings

Warnings may be either written courtesy notices or verbal warnings.

2. Traffic Citations

Deputies may issue Uniform Traffic Citations (UTC) for specific violations of Florida State Statutes. Deputies are encouraged to issue citations for traffic violations when the violation committed created a hazard that could have caused injury or damage to property. Deputies trained in the use of electronic citations may issue UTCs using only agency approved electronic citation software. Deputies may issue citations without having the violator present (issue a citation via the mail) if they can (1) articulate a violation of Florida State Statute (FS), (2) identify the driver by previous knowledge or by DHSMV, ELVIS or DAVID photo match.

Citations requiring a court appearance and parking tickets cannot be mailed. Deputies completing a citation in absentia shall complete a Uniform Traffic Citation and then write "TO BE MAILED" in the violator signature block.

Submit all citations and violator copies to the Traffic Section. For electronically generated citations, only the violator copy is required; the Traffic Section will mail the violator copy/yellow copy to the violator with a letter of instruction. Deputies shall use discretion in choosing to mail citations to violators.

3. Physical Arrest
 - a. Physical arrests may be made for most misdemeanors and all felony criminal violations of Florida traffic laws. All physical arrests will be in accordance with current law and written directives. No Incident Report will be necessary for arrests involving only traffic misdemeanor offenses. Criminal traffic violations may be handled by the issuance of a Uniform Traffic Citation requiring a mandatory court appearance.
 - b. Non-residents of Orange County will not be given special considerations, and will be warned, cited or arrested as appropriate.
 - c. Juveniles will be issued Uniform Traffic Citations and handled in the same manner as adults unless the violation results in the juvenile being taken into custody. Deputies taking a juvenile into custody shall follow GO [12.1.1](#).
 - d. Deputies who stop members of the United States Congress shall refer to GO [7.1.1](#) or foreign diplomats and consular officials shall refer to GO [7.1.2](#).
- B. Traffic Violations
1. DUI

Deputies shall apprehend those persons suspected of violating FS [316.193](#) in accordance with GO [6.1.1](#).
 2. Speed Violations

Deputies enforcing speed violations shall consider:

 - a. When using speedometers to establish probable cause to issue citations for unlawful speed, deputies must pace the violator for an adequate distance to confirm an accurate reading prior to the stop. Speedometer calibration must be certified every six months to confirm accuracy of readings. The agency vehicle VIN shall be listed on the citation.
 - b. Be certified in radar or LASER operation prior to issuing citations using these devices. Type of device, brand and serial number shall be listed on the citation (Example Stalker DSR 2X RADAR, Serial #DB0012345).
 - c. If not certified as radar or LASER operator deputies may support operations by issuing citations and listing the certified deputy who operated the device as a witness.
- C. Equipment Violations
- Deputies may issue Courtesy Notices for minor equipment violations in lieu of Uniform Traffic Citations.
1. If a UTC is issued to the operator of a non-commercial vehicle for an equipment violation, the issuing deputy shall explain the procedure that

permits the operator or owner to have the vehicle inspected by a law enforcement agency, except the Florida Highway Patrol, after the repairs have been made, which results in a reduction in the fine.

2. Police Service Officers (PSO) or other authorized personnel shall be responsible for handling this procedure by collecting the appropriate fees, providing receipts for payments made and are authorized to sign equipment violation citations. These fees will only be collected at agency substations or Central Operations.
- D. Public Carriers/Commercial Vehicle/School Bus Violations
Public carriers, commercial vehicles, and school buses must comply with all applicable laws, rules and regulations. Deputies may request support from the Florida Highway Patrol or Florida Commercial Carrier Compliance Division for information on enforcement or assistance with special equipment.
- E. Other Traffic Violations
Uniform Traffic Citations will be issued based on lawful authority and probable cause which satisfies the elements of the specific violation being charged.
- F. Multiple Violations
Deputies may exercise discretion when dealing with multiple violations.
- G. Traffic Stop Procedures
1. Prior to initiating a traffic stop deputies shall contact the dispatcher via radio and advise that a vehicle is being stopped. This information will be transmitted in a manner that permits the dispatcher to copy. The following information will be relayed in order to the dispatcher:
 - a. County, On duty or off duty call sign; 10-50
 - b. Wait for acknowledgement and give operator time to switch computer screens
 - c. Location of stop
 - d. Tag number, and state
 - e. Vehicle description: make, color, other descriptive information
 - f. Number of vehicle occupants if possible
 2. Deputies making stops shall direct violators to a suitable stopping point where the normal traffic flow will not be impeded, if possible. When possible, deputies shall avoid using private driveways and/or open business access areas for traffic stops. Care will be taken to avoid inconvenience to property owners and/or patrons.
 3. Deputies should avoid conducting traffic stops in the travel lanes of roadways.
 4. Deputies shall exercise caution when approaching a violator's vehicle, observing any suspicious activity by the vehicle's occupants. The approach method employed should be based upon the deputy's training, experience and the circumstances surrounding the stop. The decision to approach the

vehicle or call the driver out must be made by the deputy, taking into consideration the tactical situation, weather and traffic conditions.

5. When stopping a vehicle, deputies may use any combination of their emergency lights, siren, emergency flashers, spotlight, or public address system, in accordance with GO [9.1.5](#), to get the attention of the violator and to warn other motorists.
 6. If the violator refuses to stop after the above devices have been used deputies shall follow GO [8.1.7](#) .
 7. Deputies assigned to specialty units, or during special traffic enforcement details are authorized to follow specialty unit practices/procedures when conducting traffic stops, pending approval of the unit supervisor.
- H. Citizen Contact on Traffic Stops
1. Deputies shall be courteous and professional when enforcing traffic laws and will ensure all traffic stops are in accordance with GO [6.2.2](#).
 2. Deputies shall be certain that the vehicle stopped was the same vehicle that was observed committing the violation.
 3. Deputies shall present a professional image through proper dress, grooming, language, bearing and emotional stability.
 4. Deputies should advise violators of their name, rank, and the reason for the traffic stop.
 5. The deputy shall request the driver's license, vehicle registration, and proof of insurance from the violator. Proof of insurance is not required when operating a motorcycle, unless the rider and/or passenger is not wearing a helmet.
 6. Deputies shall explain violations to the extent that the violator understands how they violated the law.
 7. During contact with violators, deputies shall be alert for signs of physical impairment, emotional distress, and/or alcohol/drug abuse.
 8. Deputies shall remain aware of their surroundings and maintain proper officer safety during traffic stops.
 9. Deputies conducting traffic stops should possess the proper forms to issue UTC's, courtesy notices, or county parking citations.
 10. Deputies should break contact with violators while writing citations or checking them through teletype to lessen the chances of a confrontation.
- I. Issuing of Uniform Traffic Citations
- Uniform Traffic Citations (UTC) will be completed and issued according to DHSMV

instructions and this policy. Electronic UTCs may only be created via approved agency software by deputies who have completed the required course. Systems Administrators will monitor these programs.

1. At the time of the charge, the issuing deputy shall:
 - a. Explain the civil fine and resolution options (e.g., court schedules, mail-in payments, or possible driver improvement courses).
 - b. Advise violators that signing a criminal or mandatory hearing citation is an acknowledgment of receipt and a promise to appear, not an admission of guilt.
 - c. Inform violators that refusal to sign a criminal or mandatory citation could result in arrest per FS [318.14\(3\)](#).
 - d. Certify that a copy was provided by checking the appropriate box on the UTC.
 - e. Provide a traffic court envelope. If a printer error occurs, the copy may be emailed if the violator can verify receipt roadside; otherwise, it must be sent via regular mail.
2. Mandatory Appearances: For citations requiring a mandatory hearing or criminal violation, the deputy must print the court copy to obtain the violator's signature and fingerprint.
3. Identification: If no physical arrest is made for driving without a license (or suspended/revoked), deputies may obtain the right thumbprint on the back of the court copy, noting the hand and finger used.
4. General Handling: All citations must be turned in by the end of the shift unless supervisor approval is obtained. The Traffic Section will deliver UTCs to the Clerk of Court within five working days.
5. Electronic Validation: Deputies must verify that electronic UTCs are properly validated, routed to the correct court (Traffic Court 1–4), and submitted before logging off. Submitted electronic citations cannot be voided as they are sent immediately to the Clerk; voiding is only possible while in "validated" status.
6. Non-Arrest: Forward all copies except the violator and deputy copies to the Traffic Section.
7. Arrest: Leave the original white copy with the arrest affidavit at the booking facility. Forward a photocopy to the Traffic Section (electronic UTCs do not require a photocopy as they are submitted upon server upload).
8. Retention: Issuing deputies shall retain their copy of any UTC or DUI citation until the case is disposed of by the Court.
9. Electronic citations must be issued using agency software after the deputy is trained and equipped with a printer. Handwritten citations must be legible, include the deputy's printed name, signature, and employee identification number.

J. Uniform Traffic Citation Log

1. Deputies issued a book of UTC's shall maintain their copies for a minimum of six (6) months or until the case is disposed of by the Court for inspection at anytime by a supervisor, member of the Staff Inspections Unit, or authorized representative of the DHSMV.
2. A deputy may loan a Uniform Traffic Citation from his/her issued book to another deputy within the agency. When this is done, the loaning deputy must notify the Uniform Traffic Citation Coordinator in the Traffic Section via email. The email must include the name and EID of the deputy taking possession of the UTC along with the UTC number.

Deputies may not loan to, or borrow from a member of any other agency any Uniform Traffic Citation or Uniform DUI Citation. Upon approval by the Traffic Section Commander or designee, Uniform Traffic Citation's or Uniform DUI Citation's can be issued to other agencies for mutual aid special details. Circumstances outside of Orange County involving mutual aid will require Orange County deputies to utilize citations from another agency.

K. Drivers with Suspended or Revoked Licenses

1. When a UTC is issued for driving while a license is suspended or revoked, deputies shall notify violators that their license is suspended and they may not drive. Deputies may assist the violator in getting a licensed driver to respond to the scene.

If the UTC is issued the following will apply:

- a. FS [322.34\(1\)](#) - Will be used if the defendant DID NOT have knowledge of the suspension or revocation. The words "without knowledge" will be placed in the comments section of the citation. This is a moving/payable infraction.
- b. FS [322.34\(2\)](#) - Will be used if the defendant HAD KNOWLEDGE of the suspension or revocation. The words "had knowledge" will be placed in the comments section of the citation. This is a criminal /mandatory appearance violation.
- c. FS [322.34\(5\)](#) - Will be used if the defendant is a Habitual Traffic Offender (H.T.O). The letters "H.T.O." will be placed in the comments section of the citation. This is a criminal/mandatory appearance violation.
- d. FS [322.34\(7\)](#) - Will be used if the defendant is operating a Commercial Motor Vehicle, "C.M.V.". The C.M.V. box on the citation should be properly marked by the deputy and the letters "C.M.V." will be placed in the comments section of the citation. This is a criminal/mandatory appearance violation.

The above listed are the ONLY subsections that should be charged for a violation of FS [322.34](#). The decision as to what to charge the defendant is with the individual deputy, however, once the charge is determined by the deputy it will be written in accordance with the above guidelines to be properly processed.

2. If a juvenile driver is stopped for a law enforcement action that does not involve an arrest, such as issuing a criminal or court mandatory citation, deputies cannot leave the juvenile at the scene. A parent, guardian, or responsible adult must be contacted, or transport the juvenile to their residence or another safe location. Ensure the CAD notes document exactly who was contacted or where the juvenile was taken.
 3. Deputies may make a physical arrest for DWLS with knowledge. In all cases a UTC for DWLS will be issued for violation of FS [322.34](#). An Arrest Affidavit and the UTC are the only forms necessary for an arrest for driving while license is suspended/revoked. An Incident Report is not required for DWLS arrests as the Arrest Affidavit serves as the incident report in a physical arrest.
 4. When deciding whether to arrest or issue a citation and release, deputies shall consider the following:
 - a. Nature of suspension/revocation
 - b. Number of suspensions/revocations
 - c. Violator's ties to the community (i.e. local address)
 5. If the driver's license has been suspended/revoked for DUI for refusal to submit to breath or urine tests, or for failing to appear in court for other violations, deputies are encouraged to make a physical arrest.
 6. Any suspended or revoked driver's license in the possession of the driver will be seized by the deputy and must be attached to the citation or turned into the Traffic Citation Coordinator in the Traffic Section office.
 7. Deputies shall confirm with teletype that the license is suspended/revoked or that the offender is a habitual traffic offender prior to making an arrest. Deputies will request that teletype send the driver's history via fax to BRC upon submitting the charging documents.
- L. Speeding and Moving Violations
1. A UTC, verbal warning or written courtesy warning may be issued.
 2. Agency members should consider:
 - a. Whether the violations significantly affected other traffic.
 - b. Other attendant factors such as weather conditions, other traffic present, and frequency of traffic crashes in the area.
 3. In the case of two or more aggressive moving violations, deputies may charge the offense with the best available evidence and only make one charge, except when a DUI or other serious incident (e.g.; misdemeanor, felony) may require an additional charge.
- M. Safety Belt and Child Restraint Violations

1. A UTC may be issued.
Recognizing the important role that safety belt and child restraint use plays in reducing traffic related deaths and injuries; the agency aggressively enforces violation of FS [316.613](#) or FS [316.614](#).
 - a. Enforcement of the Florida Safety Belt Law may be accomplished as a Primary Action.
 - b. The passenger(s) may also be cited as a Primary Action in enforcing the Florida Safety Belt Law.
 - c. Seatbelt violations require Hispanic or Non-Hispanic designations be selected.

 2. In the interest of Public Safety, the enforcement of safety belt and child restraint violations will be a priority of the Orange County Sheriff's Office.
- N. Use of Speed Measuring Devices
1. Electronic or mechanical devices used to measure speed will meet the following requirements:
 - a. The device must be approved for use by the Department of Highway Safety and Motor Vehicles.
 - b. The device must be calibrated every six (6) months.
 - c. A certificate showing the device was tested within the required period and that the device was in proper working order will be maintained on file by the operator.
 - d. The use of radar speed measuring devices requires:
 1. The operator to have successfully completed the radar training course established by the Florida Criminal Justice Standards and Training Commission.
 2. The operator to have an independent visual determination that the violator vehicle is operating in excess of the applicable speed limit.
 3. The operator to issue a citation only where conditions permit a clear assignment of speed to a single vehicle.
 4. The device have no automatic locking device or audio alarm unless the device is deactivated or disconnected. The device will have no locking device unless there is a third, separate window for the locked speed that does not affect the target window.
 5. The Audio Doppler signal be consistent with the visual estimate and the speed displayed by the radar unit.
 6. The radar unit be approved by the DHSMV and the Florida State Statutes.
 7. The operator maintain a radar log and conduct tests in accordance with DHSMV [15B-2](#).
 8. The radar unit be used in conjunction with a certified speedometer, when operating moving radar.
 9. The operator to follow the manufacturer's recommended methods of checking calibration.
 - e. The use of LASER speed measuring device requires:
 1. The operator to have successfully completed the LASER

course established by the Florida Criminal Justice Standards and Training Commission.

2. The operator to have an independent visual determination that the violator is operating in excess of the applicable speed limit.
3. The operator to issue a citation only when conditions permit a clear assignment of speed to a single vehicle.
4. No automatic locking device or audio alarm.
5. The LASER will emit an audio tone and digital display readout.
6. The LASER device is to be approved by the DHSMV and FS [316.1906](#).
7. The operator maintains a laser log and conduct tests in accordance with DHSMV [15B-2](#).
8. The LASER operator shall follow the manufacturer's recommended methods of checking calibration.

2. Administration of Radar/LASER Speed Measuring Devices

- a. Deputies wishing to utilize personally owned speed measuring devices shall request approval in writing from the Traffic Section Commander via chain of command.
- b. Sector Commanders or the Traffic Section Commander shall assign the administrative responsibilities concerning the speed measuring devices to a member of his/her unit.
- c. It will be the responsibility of this designee to:
 1. Confirm speed measuring devices under their command are utilized in compliance with state statutes and administrative procedures.
 2. Determine the proper assignment of speed measuring devices assigned to the respective commands.
 3. Confirm that the devices meet programmed maintenance schedules.
 4. Confirm documents and certifications on all radar, LASER speed measuring devices, with the exception of speedometer calibration certificates are maintained by the operator.
 5. Confirm that their respective Commander is notified of radar/speed measuring devices that are in need of scheduled recertification or repair.
- d. Individual vehicle speedometer certificates will be maintained by the individual operators. The speedometers of vehicles used for pace clock or moving radar will be recertified at least every six (6) months.

O. Referral for Examination

When traffic enforcement activities lead to the discovery of vehicle operators who are suspected to be incompetent, have a physical or mental disability, disease or other conditions that prevent the person from performing all the complex tasks necessary to operate a motor vehicle safely, deputies shall submit Report Driver for Medical Review or Re-exam electronic form which is found on the DAVID website. A detailed narrative explaining the reasoning for submitting a motorist for re-exam must be included on the form [DHSMV Form](#).

- P. Off Road Vehicles and Non-Traditional Vehicles
Deputies shall enforce all traffic laws as they apply to off-road recreational vehicles, golf carts, low speed vehicles, and other non-traditional vehicles. [See guidelines here](#). Courtesy notices or UTC's may be issued to operators who violate traffic laws involving these types of vehicles.
- Q. Parking Enforcement
Deputies and authorized civilian personnel may engage in parking enforcement activities or may be dispatched to specific locations upon receipt of citizen complaints. Upon observing a parking violation, deputies should attempt to have the offending vehicle moved by the driver if the driver is present or is readily located. Deputies and authorized civilian personnel may also take one or more of the following actions:
1. Issue a county parking violation citation. This citation may be left on an unattended vehicle that is parked in violation of county ordinance [Chapter 35](#) or FSS. Plastic envelopes should be used to protect citations from adverse weather conditions. The citation may also be left with the operator or owner of the vehicle if they are present.
 2. Issue a Uniform Traffic Citation to the driver/owner if present. The violation must be in violation of Florida State Statutes for a UTC to be issued. The deputy or authorized civilian personnel must be able to identify the driver/owner for a Uniform Traffic Citation to be issued. Uniform Traffic Citations will not be attached to an unattended vehicle.
 3. Have vehicles towed by an agency contract wrecker when vehicles are in violation of certain parking regulations as outlined in FS and/or Orange County Ordinances or otherwise creating a hazard to the public.
 4. Vehicles illegally parked in handicapped accessible spaces should be issued a parking citation.
 5. Employees using authorized electronic ticket software will do so only after receiving proper training.
 6. Only agency approved software will be permitted for use in the issuance of electronic parking citations. Systems Administrators will monitor these programs and any issues should be brought to their immediate attention.
 7. Parking Citations issued electronically will be placed with care to avoid portions of vehicles that emit heat as this damages the thermal paper.
 8. Employees will ensure that the court location for all electronic parking citations is designated as the Board of County Commissioners.
- R. Bicycle - Pedestrian Violations
1. Violations of traffic laws committed by bicycle riders and pedestrians will be enforced the same as any other traffic violation. Discretion and good judgment will be exercised by deputies when enforcing bicycle and

pedestrian traffic laws keeping in mind that public education and behavior modification are the primary goals. Courtesy Notices and Uniform Traffic Citations may be issued to bicycle operators and pedestrians who violate traffic laws, with particular attention paid to the following offenses:

- a. Riding a bicycle on the wrong side of the road against traffic.
- b. No or improper lights/reflectors during night riding.
- c. Failure to obey traffic signals or signs.
- d. Failure to yield to oncoming traffic when exiting driveways.
- e. Soliciting a ride, employment or business from the occupant of any vehicle.
- f. Crossing an intersection at other than right angles.

2. Uniform Traffic Citations or Courtesy Notices for bicycle or pedestrian violations should be issued under the following guidelines:
 - a. For violators 14 years of age and older, the deputy shall use discretion when deciding to issue a UTC or a Courtesy Notice.
 - b. First time violators under 14 years of age should be issued a courtesy notice or a verbal warning.
 - c. Courtesy Notices will be forwarded and maintained by the Traffic Section.
 - d. For serious violations or repeated offenses by a person under the age of 14, the deputy should use good judgment and discretion when deciding to issue a UTC, Courtesy Notice, verbal warning or to contact the parents, guardian, or responsible adult of the violator.

S. Traffic Stops with Unmarked Vehicles

1. Traffic stops by agency members in unmarked vehicles may cause alarm for members of the community, who are afraid to stop due to police impersonators in civilian vehicles. When agency members are asked by members of the community what they should do, advise them to do the following:
 - a. Acknowledge the units presence by motioning with their hand out of the window that they see the unit and to follow them.
 - b. Put on their flashers.
 - c. Continue to drive the speed limit.
 - d. Drive to an illuminated public area or populated area and then stop.
2. Deputies driving unmarked vehicles should be aware of these concerns and use good judgment when initiating a traffic stop. Dark or remote areas should be avoided when possible. In all cases, the traffic stop must be called in to the dispatcher. The motorist being stopped may call 9-1-1 to report the unmarked car attempting to stop them.

T. Light Transmittance Measuring Devices (Tint Meters)

Tint Meters will be used to enforce FS [316.2951 - 316.2954](#). Measuring devices shall maintain accuracy within plus or minus three percentage points of reference samples (calibrated glass or plastic) and shall have a repeatability within plus or minus one percentage point from reading to reading. Reference samples shall be recalibrated at least once per year by a qualified laboratory.

U. Felony Traffic Cases

Upon determining that statutory elements for a felony are met, deputies shall adhere to the following guidelines:

1. A complete Incident Report will be written and submitted.
2. Deputies making a physical arrest- a UTC will be completed and the words "TO BE SET" written on the Court Information line. If the UTC is handwritten, deputies shall attach the court copy to the charging affidavit and request a copy be made to attach to the case package. The case package will be submitted to Report Review who shall forward a photocopy to the Traffic Citation Coordinator in the Traffic Section. The deputy shall retain the officer's copy and ensure the violator receives their copy. If an electronic UTC is used only one copy will be attached to the case package and no copies from Report Review are required.
3. Deputies filing "At Large" cases- a UTC will be completed and the words "TO BE SET" written on the Court Information line. If the UTC is handwritten, deputies shall attach the complete citation to the case package. The case package will be submitted to Report Review who shall forward a photocopy to the Traffic Citation Coordinator in the Traffic Section. The deputy shall retain the officer's copy. If an electronic UTC is used only one copy will be attached to the case package and no copies from Report Review are required.

V. Selective Traffic Enforcement Program

Selective Traffic Enforcement activities will be governed by an analysis of traffic crashes and citizen complaints. The Traffic Section Commander or designee shall:

1. Be responsible for the coordination of all selective traffic enforcement activities. This responsibility includes gathering, analyzing, and disseminating traffic crash and complaint data.
2. Confirm that traffic units are deployed, as needed, to the areas identified by analysis. Analysis of information provided by Orange County Traffic Engineering, Florida Highway Patrol, Orange County Community Traffic Safety Team, citizen or deputy-initiated complaints, as well as other traffic data sources, will be the basis for the deployment of assets.
3. Annually evaluate the agency's selective traffic enforcement program.

W. Step-Out Traffic Stops for Traffic Enforcement Other Than Speed Limits

1. Deputies shall be appropriately trained before conducting a step-out traffic stop.
2. Deputies shall consider the hazards of conducting step-out traffic stops. They shall not conduct them unless conditions are safe for the deputies, motorists, and other members of the public. Safety will be the key consideration.
3. Deputies shall adhere to the following guidelines when conducting step-out

traffic stops:

- a. Factors such as weather conditions, visibility, traffic volume, road conditions, size and weight of the vehicle, and a safe stopping location must be considered before stops are initiated.
- b. An agency-issued reflective traffic safety vest or reflective motor jacket will be worn by all involved deputies.
- c. If a violator refuses to stop, and it is apparent the violator observed the attempt, no further efforts will be made to stop the violator, unless it conforms to the requirements of GO [8.1.7](#).

X. Step-Out Traffic Stops for Speed Enforcement

1. Deputies shall be appropriately trained before conducting a step-out traffic stop.
2. Deputies shall consider the hazards of conducting step-out traffic stops. They shall not conduct them unless conditions are safe for the deputies, motorists, and other members of the public. Safety will be the key consideration.
3. Deputies must provide adequate distance, according to the violator's speed, to allow the violator to stop safely. Deputies engaged in stopping vehicles using the step-out method must be aware of the amount of time and distance an average driver needs to observe a law enforcement officer signaling them to stop, and then to safely stop their vehicle. Deputies must have adequate distance between them and the violator before stepping out to stop any vehicle.
4. Deputies shall adhere to the following guidelines when conducting step-out traffic stops:
 - a. Permitted only during daylight hours (from 30 minutes after sunrise up to 30 minutes before sunset) unless authorized by the Traffic Section Commander.
 - b. Speed enforcement step-out traffic stops are prohibited on roadways where the permanent posted speed limit is greater than 45 MPH, and on limited access roadways (i.e.; interstate highways, Florida Turnpike, etc.) unless authorized by the Traffic Section Commander.
 - c. Deputies must have adequate distance between them and the violator before stepping out to stop any vehicle. Violators traveling at speeds which would not allow them enough time and distance to stop safely shall be allowed to continue, or the deputy may proceed with a chase down traffic stop.
 - d. Factors such as weather conditions, visibility, traffic volume, road conditions, speed, size and weight of the vehicle, and a safe stopping location must be considered before any stops are initiated.
 - e. Only conduct these operations in areas which provide a clear line of sight of the violator, and sufficient time and space for the deputy to be seen, so the violator can safely slow and stop.
 - f. An agency-issued reflective traffic safety vest or reflective motor jacket will be worn by all involved deputies.

- g. If a violator refuses to stop, and it is apparent the violator observed the attempt, no further efforts will be made to stop the violator, unless it conforms to the requirements of GO [8.1.7](#).