

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

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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 enforce 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 hazardous moving violations will be a priority of the Orange County Sheriff's Office. However, deputies may use discretion when enforcing traffic laws.

3. Definitions

- A. 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.
- B. Audio Doppler - an audible signal that translates the radar's Doppler shift into a tone that can be heard by the operator.
- C. Automatic Locking Device - auxiliary radar device that immediately holds any speed reading obtained that is above a preset level.
- D. Courtesy Notice – Written warning given to a violator on an approved agency form.
- E. DHSMV - Department of Highway Safety and Motor Vehicles, the State agency responsible for the licensing of all drivers within the State.
- F. DUI - driving under the influence of alcoholic beverages or chemical substances as defined by FS [316.193](#) (1)(a)(b).
- G. DWLS - driving a motor vehicle while operator's driver license is suspended or revoked.

- H. Hazardous Violations – expose a person or property to risk, loss or damage (e.g., reckless driving, careless driving, running a red light/stop sign).
- I. LASER - Light Amplification by Stimulated Emission of Radiation, any state certified measured reflected light device or system, used to detect the speed of vehicles.
- J. Non-Hazardous Violations – those which are not likely to involve or expose persons and/or property to risk, loss or damage.
- K. Radar - law enforcement speed measuring radar, any microwave-based speed measurement system, used to detect the speed of vehicles.
- L. Speed Enforcement – using measuring devices to enforce speed limits (e.g., radar, laser).
- M. 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.
- N. UTC - Florida Uniform Traffic Citation form used for the issuance of traffic citations to traffic violators.

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 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 D.A.V.I.D. photo match. Deputies completing a citation in absentia shall complete a Uniform Traffic Citation and then write "TO BE MAILED" in the violator signature block. The citation, including the violator's copy, will be submitted to the Traffic Enforcement Section. The yellow violator's copy will be mailed to the violator by the Traffic Enforcement Section 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 misdemeanor 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 afforded 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 a legislator for a traffic violation shall use the same discretion to handle the violation as they would any other citizen. For members of the United States Congress refer to GO [7.1.1](#)
- e. Foreign diplomats and consular officials will be handled in accordance with GO [7.1.2](#).
- f. Deputies who stop a member of the military for a traffic violation shall use the same discretion to handle the violation as they would any other citizen.

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, 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.
- b. Be certified in radar or LASER operation prior to issuing citations using these devices.
- 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.
- d. When acting as ground units during an Airborne Enforcement Detail, deputies may issue citations for speed to violators observed and identified to them by a certified observer in the aircraft.

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, per FS [316.610](#).

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. Citizen Contact on Traffic Stops
1. Deputies shall be courteous and professional when enforcing traffic laws.
 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.

H. Issuing of Uniform Traffic Citations

Traffic citations will be completed and issued in accordance with instructions issued by the DHSMV and this policy. At the time a violator is charged with a violation, the issuing deputy shall:

1. Explain the reason for the traffic stop.
2. Advise violators that by signing the citations they are not admitting to offenses, and that their signatures are only an acknowledgment of receiving the citation and their promise to resolve it within thirty (30) days for non-criminal violations, or to appear in court on the date and time specified for a criminal offense.
3. Advise violators that their refusal to sign a criminal traffic citation, or a citation requiring a mandatory hearing, will result in their arrest for violation of [FS 318.14\(3\)](#).
4. Advise violators of their options in resolving the citation to include the court appearance schedule, whether a court appearance is mandatory, and violator's options to enter a plea and/or pay the fine by mail.
5. Advise violators of the civil fine commensurate with charges.
6. Deputies may obtain the driver's fingerprint on the back of the court copy of the citation when citing violators for not possessing a driver's license or when license is suspended or revoked, if a physical arrest is not made. The right thumb print should be obtained when possible. Deputies shall indicate on the court copy of the citation the hand and finger from which the print was obtained.
7. Give a copy of the citation and the traffic court envelope to the violator.
8. When violators are not arrested, all copies except the violator copy, and the deputy's copy, are forwarded to the Traffic Enforcement Section office for processing. UTC's will be delivered to the Traffic Court clerk's office within five (5) working days. Therefore, deputies shall turn in all issued citations at the end of their shift unless otherwise approved by a supervisor.
9. When violators are arrested on traffic charges, deputies shall make a photo copy of the UTC and forward the photo copy to the Traffic Enforcement Section. The deputy shall leave the original white copy of the citation with the arrest affidavit at the Booking Receiving Facility or Juvenile Assessment Center. The violator copy will be given to the violator. The officer's copy of the Uniform Traffic Citation and DUI citation will be retained by the issuing deputy until the case is disposed of by the Court.

10. All citations will be legibly written and signed by the issuing deputy. The deputy's employee identification number must be included after the signature. Badge numbers will not be used by Sheriff's Office personnel.
11. When a computer printed citation for criminal violation or mandatory hearing is issued, the violator must sign one copy which is forwarded to the Traffic Enforcement Section for court submission. An electronic record is forwarded to the agency for processing.

I. 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, Traffic Enforcement Section by memorandum.

No member of the Orange County Sheriff's Office may loan to, or borrow from a member of any other agency any Uniform Traffic Citation or Uniform DUI Citation. Exigent circumstances outside of Orange County involving mutual aid will require Orange County deputies to utilize citations from another agency.

J. 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. Orange County, On duty call sign, or off duty car number; 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 and description of vehicle occupants
2. Deputies making stops shall direct violators to a suitable stopping point where the normal traffic flow will not be impeded, if possible.
3. 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.
4. Deputies should avoid conducting traffic stops in the travel lanes of roadways.

5. 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.
 6. 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.
 7. If the violator refuses to stop after the above devices have been used deputies shall follow GO [8.1.7](#) in reference to vehicle pursuits.
 8. Deputies assigned to specialty units, or during special traffic enforcement details (DUI/DL Checkpoints, Special Traffic Operations, etc.) are authorized to follow specialty unit practices/procedures when conducting traffic stops, pending approval of the unit supervisor.
- 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 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 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. When seizing the vehicle of a juvenile as a result of law enforcement action taken without arrest the juvenile will not be left at the scene. A parent, guardian, or responsible adult must be contacted or the juvenile is to be transported to juvenile's residence or another safe place. An incident report will be written, documenting who was contacted or where the juvenile was transported.
 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.
 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 attached to the citation.
 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.
- 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 hazardous 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. Drivers and passengers of motor vehicles may be cited for violations of the safety belt statute at Drivers License checkpoint.
- c. The passenger(s) may also be cited as a Primary Action in enforcing the Florida Safety Belt Law.

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 have been tested not less than once each 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 citation 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.
- f. Speed Tracking History
 1. The LASER will emit an audio tone or digital display readout.
 2. The LASER device is to be approved by the DHSMV and FS [316.1906](#).
 3. The operator maintains a citation log and conduct tests in accordance with DHSMV [15B-2](#).
 4. 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 Enforcement Section Commander via chain of command.
- b. Sector Commanders or the Traffic Enforcement 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 the Traffic Enforcement Section 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.
 1. 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 have 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 a [DHSMV Form](#), along with a photo copy of any citations issued to the violator, to the Bureau of Driver Improvement recommending re-examination. The [DHSMV Form](#) is available at the Driver's License Office.

P. Off Road Vehicles

Deputies shall enforce all traffic laws as they apply to off-road recreational vehicles. Courtesy notices or UTC's may be issued to operators who violate traffic laws, with particular attention being paid to the following offenses:

1. Unlicensed vehicles operating on the roadway. These vehicles will be removed from the roadway.
2. Misuse of public trails.
3. Improper crossing of roadways.

Q. Parking Enforcement

Deputies 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 may also take one or more of the following actions:

1. Issue a county parking ordinance citation. This citation may be left on an unattended vehicle that is parked in violation of county ordinance 85-1. 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 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 blocking a public or private driveway, obstructing the normal and safe flow of traffic, been properly tagged as 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.

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 Enforcement 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)
- Light Transmittance Measuring Devices (Tint Meters) will be used to enforce FS [316.2951 - 316.2954](#). These devices will not be used unless properly certified in accordance with state statutes.
- U. Felony Fleeing and Eluding
- Florida State Statute [316.1935](#)(2) establishes the felony crime of fleeing and eluding. Statutory requirements to file felony charges are as follows:
- 1. Defendant's speed, officer's speed, posted speed limit and defendant's erratic driving pattern should be included in narrative, along with the words

“OCSO marked patrol vehicle” and/or “agency vehicle displaying red/blue lights, and activation siren” and that the emergency equipment, to include lights and sirens, were activated.

2. When the statutory elements are met and a decision to arrest for the felony has been made, deputies shall complete a charging affidavit marking the document "Felony", returnable to Circuit Court as it is no longer a traffic case.
3. A complete Incident Report will be written and submitted.
4. A UTC will be completed and the words “TO BE SET” written on the Court Information line and “Felony Circuit” written underneath. Deputies shall attach the complete citation to the case package that is to be submitted to Report Review and Liaison. Report Review and Liaison shall forward a photocopy to the Uniform Traffic Citation Coordinator, Traffic Enforcement Section. The deputy shall retain his/her pink copy.
5. Deputies filing "At Large" cases on a subject should attach the complete citation to the case package that is submitted. Report Review and Liaison shall forward a photocopy of the citation to the Uniform Traffic Citation Coordinator, Traffic Enforcement Section. The deputy shall retain the officer's copy.

V. Felony DWLS Cases

1. Listed below are the State Attorney guidelines for determining if DWLS charges should be upgraded to a felony charge. Cases may clearly be upgraded to a felony when the defendant's record reflects:
 - a. Four or more PRIOR DWLS - at least three must be convictions
 - b. A DUI suspension (through a prior sentence, a prior refusal, or a failure to complete DUICAS previously imposed)
 - c. A crash occurred
 - d. Any cases where public safety is substantially jeopardized by the defendant's actions
2. Once the deputy makes the determination to upgrade to a felony, he/she shall complete an incident report and handle the case like any other criminal felony arrest.
3. If the defendant is arrested for felony DWLS, the deputy shall attach the complete citation to the case package for submission to the State Attorney's Office, instead of leaving the citation with the Charging Affidavit at the jail.

W. Selective Traffic Enforcement Program

Selective Traffic Enforcement activities will be governed by an analysis of traffic crashes and citizen complaints. The Traffic Enforcement Section Unit 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.
- X. 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](#), Vehicle Apprehension/Pursuit Policy.
- Y. 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. The below chart is a reference guide of the recommended minimum feet required for a passenger vehicle, under normal driving conditions, on a flat,

straight roadway and a dry road surface to stop, as identified by the U.S. Department of Transportation/FEMA recommendations published in the Traffic Incident Management Systems, April 2008:

- a. 30 MPH 200 feet
- b. 40 MPH 305 feet
- c. 50 MPH 425 feet
- d. 60 MPH 570 feet

Note: The actual distances will depend on reaction time, the road surface, weather conditions, the size and weight of vehicle, and the unknown condition of the vehicle being stopped.

5. 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).
 - 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.).
 - c. Any violator traveling at a speed greater than 60 MPH will not be stopped using the step-out traffic stop method. Efforts to stop this violator must be done by using the traditional traffic stop method as outlined in this general order.
 - 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](#), Vehicle Apprehension/Pursuit Policy.