



1. **TRAFFIC ENFORCEMENT**

A. **General Enforcement Policy**

- (1) The purpose of traffic enforcement is:
- To secure voluntary compliance with traffic laws.
  - To prevent motor vehicle accidents.
  - To expedite the flow of traffic.
- (2) The policy set forth in this order is related to normal operations, and enforcement decisions should be based on knowledge of ordinances, state laws, analysis of the facts, and the exercise of sound judgment.
- Traffic enforcement will be performed in an unbiased, courteous, and professional manner.
  - Civil traffic law violations committed by either a resident or nonresident of the City will be handled in the same manner.
  - Officers **will not** stop an individual based on race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status, unless part of a suspect description.

**NOTE:** For further definitions of profiling and seizure, see [Operations Order 1.8.00, Search and Seizure.](#)

B. **Responsibility**

(a) <b>All Uniformed Officers</b>	All uniformed officers have general responsibility for the following: <ul style="list-style-type: none"> <li>• Enforcement of traffic laws</li> <li>• Investigation of traffic accidents</li> <li>• Engaging in other traffic-related duties unless specifically directed otherwise</li> </ul>
(b) <b>Motor Officers/Traffic Officers</b>	Traffic Bureau motors and precinct officers assigned traffic duties will perform the following functions: <ul style="list-style-type: none"> <li>• Selective traffic enforcement including radio detection and ranging (radar) enforcement</li> <li>• Special driving under the influence (DUI) enforcement programs</li> <li>• Accident investigations</li> <li>• Traffic direction and control</li> <li>• Other duties, traffic or criminal, as assigned by patrol supervisors</li> </ul>

C. **Enforcement in Unmarked Vehicles**

- (1) **General Procedures** - Officers operating unmarked police units and not in uniform will request a marked police unit when it is necessary to stop a vehicle.
- (a) If a marked unit is unavailable, officers may proceed to make the traffic stop, but will identify themselves as police officers as quickly as possible.
- (b) The first available marked unit in close proximity to the traffic stop will continue in to verify for the citizen the non-uniformed officer making the traffic stop is in fact a police officer.
- (2) **Uniformed Personnel in Unmarked Vehicles** - Officers assigned to an investigative detail whose normal course of duty includes wearing a uniform and driving an unmarked police unit are permitted to initiate investigative vehicle stops that may result from a traffic law violation.
- (a) The term “wearing a uniform” means being in full compliance with uniform regulations required for the officer’s specific assignment



## 2. DEPLOYMENT OF TRAFFIC PERSONNEL

### A. General Guidelines

- (1) Traffic enforcement personnel will:
  - (a) Be deployed in accordance with analyses of the traffic experiences of each precinct.
  - (b) Participate in organized selective enforcement and DUI countermeasure programs.
- (2) Traffic assignments will be based on:
  - Input from the traffic analyst of the Crime Analysis Research Unit (CARU)
  - The Traffic Accident Data System (TADS) report.
  - Citizen complaints.
  - On-view enforcement experience.
  - Other criteria unique to individual precincts.

B. Analyses of Traffic Activity - The traffic analyst in CARU, in conjunction with the Traffic Bureau, will conduct an annual evaluation of selective law enforcement programs.

### C. Selective Enforcement Programs

- (1) Traffic supervisors will implement selective enforcement and DUI countermeasure programs and will consider the use of:
  - High visibility line and area beats.
  - Stationary observation, both covert and overt, at high accident intersections.
  - Radar at high speed locations.
- (2) Traffic personnel will focus their efforts toward violations determined to be the primary cause of the area's accidents and use countermeasures determined to be the most effective for the specific enforcement problems involved.

## 3. CONDUCTING TRAFFIC STOPS

### A. Making the Traffic Stop

- (1) General Guidelines - A traffic violator will be stopped as close to the location of the violation as practical.
  - (a) Officers will provide the Communications operator with the location of the stop and the violator's license plate number (this notification should occur prior to engaging emergency lights).
    - When the Communications operator is unavailable due to other traffic, officers will utilize the "Code 6" button on the mobile data computer (MDC) and do the following:
      - \* Enter the violator's license plate number
      - \* Press the "GPS" button on the screen
      - \* Press "Send and Close" to forward the information to the Communications operator
      - \* Officers will verbally verify their status with Communications once radio traffic is clear.



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3. A. (1) (b) Marked units will first attempt to stop a violator with the use of emergency lights and horn during the day, or emergency lights and a spotlight at night.
    - Officers will attempt to avoid the use of sirens.
    - Stopping a vehicle by pulling alongside will be done only as a last resort.
  - (c) At night, violators should be stopped in well-lighted areas and in the middle of the block, if possible.
  - (d) Officers will attempt to avoid blocking traffic or creating unnecessary traffic hazards when stopping violators.
    - Officers may request violators to move their vehicles to avoid traffic congestion.
  - (e) Officers should position their vehicle far enough behind the violator to see the violator's license plate and offset approximately three feet to the traffic side.
  - (2) Private Property - Officers will avoid stopping violators on private property or in a location that would block a private driveway unless officer safety or other circumstances dictate otherwise.
    - (a) In the event a violator is stopped on private property and the owner requests the officer move off the property, every effort will be made to comply with the request.
    - (b) If circumstances prohibit immediate movement, officers are directed to briefly explain to the property owner the reason why and give an estimate as to how long it will take to conclude the matter.
    - (c) If a conflict still exists, officers will call a supervisor to the scene.
  - (3) Freeways - Routine patrol of the freeway is the responsibility of the Department of Public Safety (DPS); however, officers may take enforcement action on violations that occur on the freeway.
- B. Approaching the Violator's Vehicle
- (1) Single-Officer Unit - Officers should use the following steps when approaching the violator's vehicle:
    - (a) Unlock the passenger door prior to exiting the police vehicle.
    - (b) Approach the violator's vehicle slowly with attention on occupants and gun hand free.
    - (c) Check the trunk, back seat, and remainder of the interior upon approach.
    - (d) Stop behind the edge of the front door, making the driver look over his/her left shoulder.
    - (e) Be aware of the driver's and other occupants' hands and movements.
  - (2) Two-Officer Unit - Two-officer units will follow the same approach techniques except the passenger officer will take a position to the rear of the violator's vehicle or behind the passenger door of the police vehicle.



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### 3. C. Contacting the Violator

#### (1) General Guidelines

- (a) Officers are expected to conduct themselves professionally and to maintain control at scenes of traffic stops in an effort to minimize opportunities for unnecessary confrontations.
- (b) Officers will present a professional image with respect to appearance, language, bearing, and emotional stability.

#### (2) Specific Guidelines - Officers are expected to follow the steps listed below:

- (a) Greet the violator with an appropriate title and explain the violation in a courteous manner.
- (b) Request the appropriate documentation.
- (c) Return to the police vehicle keeping the driver and occupants in sight.
- (d) Conduct a records check.
- (e) Determine whether the violator will be issued an Arizona Traffic Ticket and Complaint (ATTC) or a verbal warning.
  - If an ATTC is to be issued, complete the form as outlined in [Operations Order 7.6.00, Arizona Traffic Ticket and Complaint \(ATTC\)](#).
  - If an ATTC is not issued, officers will complete a Field Interrogation (FI)/Contact Form via the Records Management System (RMS), to document the contact as outlined in [Operations Order 5.7.00, Reports](#).
- (f) Return to the violator's vehicle for signature on the ATTC (if issuing) and/or the return of any documents.
  - Provide the violator with required court information and options on how to take care of the ATTC.
- (g) Allow the violator to drive away first.
  - Assist the violator to re-enter the traffic flow safely.

### 4. TRAFFIC CONTROL

#### A. Traffic Direction

- (1) Inoperable Traffic Signals - Pursuant to [Arizona Revised Statute \(ARS\) 28-645.C](#), the driver of a vehicle approaching an intersection that has an official traffic control signal that is inoperative, shall bring the vehicle to a complete stop before entering the intersection and may proceed with caution only when it is safe to do (the intersection will be treated as if controlled by a four-way stop sign); however, when conditions allow, employees should direct traffic at intersections with inoperable traffic signals.
- (2) Normal Flow of Traffic is Disrupted - Whenever the normal flow of traffic is disrupted by accidents, emergencies, hazards in the roadway, special events, or an excessive amount of vehicular traffic at one time, employees should direct traffic when conditions allow.

**4. A. (3) Procedures**

- (a) When employees observe inoperable traffic signals and/or situations where the normal flow of traffic has been disrupted, they will immediately notify Communications of the problem, request appropriate assistance, and if conditions allow, facilitate the flow of traffic and preserve the public's safety by directing traffic.
- (b) When directing traffic, employees will use hand signals and a whistle in accordance with the training provided during academy traffic direction and control instruction.
- (c) When employees are directing traffic for a traffic disruption and/or at an intersection with inoperable traffic signals, they may only leave the scene:
  - To respond to other situations, including priority calls for service, **with** supervisory approval.
  - When relieved by another employee.
  - The traffic situation has resolved.

**(4) Equipment**

- (a) Employees will wear a traffic vest when directing traffic.
- (b) Employees will make maximum use of flashlights, flares, traffic cones, barricades, temporary traffic control devices, etc., especially during periods of darkness or adverse weather conditions, to maintain efficient traffic control while minimizing danger to themselves.
- (c) All officers who work off-duty traffic control at intersections within the City are required to have a traffic signal control box key in their possession.

**B. Manual Control of Traffic Signals - Employees should regulate traffic by manually controlling the traffic signal in the following situations:**

- Traffic signal malfunctions
- To facilitate movement at traffic accidents or other emergencies
- To provide uninterrupted movement for a motorcade, funeral procession, etc.
- To alleviate congestion resulting from the use of automatic controls, particularly during planned, special events
- In any other situation where the use of manual controls is deemed appropriate

**5. TEMPORARY TRAFFIC CONTROL EQUIPMENT****A. General Procedures**

- (1) Portable traffic signs may be appropriate when some form of traffic control is required but the amount of traffic does not justify the use of a police employee.
  - (a) In such instances, employees will advise a supervisor.
  - (b) The supervisor will contact the Street Transportation Department via a Communications operator if it is agreed portable signs are appropriate.
  - (c) The Street Transportation Department will be responsible for placing and removing portable traffic signs.
- (2) If a situation causes a traffic problem or danger to the public, officers will take control of traffic until the necessary barricades are in place.



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5. B. Construction Site Hazards - When a construction company is unable to supply the necessary equipment to properly warn the public of impending hazards, officers will contact the Street Transportation Department and request necessary barricades to ensure public safety.
- C. Off-Duty Work Sites
- (1) Officers hired to work traffic control while off-duty will determine in advance what special warning devices will be needed.
    - The off-duty employer will be required to provide the necessary items.
  - (2) When an unanticipated hazard develops during off-duty employment and additional equipment is necessary, officers will contact the appropriate precinct shift commander and request assistance.
    - (a) The precinct shift commander may authorize the use of City equipment on City streets during such emergencies.
    - (b) Officers will be responsible for the care and return of City property to the nearest precinct and will advise the precinct shift commander where the property was placed.
6. **ROAD CLOSURES**
- A. Officers will advise the Communications operator when any of the below federal or state highways within the City are closed due to traffic.
- Maricopa/Papago Freeway (Interstate 10)
  - Black Canyon Freeway (Interstate 17)
  - Red Mountain Freeway (State 202)
  - San Tan Freeway (State 202)
  - Agua Fria Freeway (State 101)
  - Piestewa Freeway (State 51)
  - Hohokam Expressway (State 143)
  - Grand Avenue (US 60 and 89, State 93)
  - Buckeye, 17th Avenue to western City limits (US 80)
  - Carefree Highway (State 74)
- B. Information about the closure should include the location, reason for closure, estimated duration, and detour information.
7. **DISABLED MOTORISTS**
- A. General Guidelines - Officers may provide general assistance to stranded or disabled motorists.
- This includes providing information, directions, and pushing disabled vehicles off the roadway.
- (1) Prior to pushing a vehicle off the roadway, employees will ensure the disabled vehicle has adequate steering and braking power to allow safe removal.
  - (2) Motorists whose vehicles have become disabled in hazardous locations or environments will be provided sufficient assistance to ensure their safety.
  - (3) Employees should engage their emergency lights when assisting motorists on the roadway.



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7. B. Jump Starting a Vehicle - When jump starting a vehicle, employees will use the following procedures:

- Turn off the MDC power switch; failure to do so may result in severe damage to the unit/s.
- Connect the red jumper cable to the positive battery terminal on each vehicle.
- Connect the black jumper cable to the engine block on each vehicle.

### 8. RADAR ENFORCEMENT

A. Radar Assistance - Employees who receive complaints of chronic speeding problems at particular locations may request radar enforcement by contacting a Traffic Unit motor sergeant.

B. Radar Officer Certification - Only those officers who are certified as radar operators will be authorized to operate Department radar equipment.

#### (1) Training

(a) Sworn Officers must successfully complete 40 hours of instruction which includes:

- Classroom instruction covering:
  - \* Methods of operation
  - \* Court decisions
  - \* Court presentation
- Hands-on operation covering:
  - \* Deployment considerations
  - \* Violation identification
  - \* Traffic Stop
  - \* Court Testimony

(b) Civilian Employees Must Successfully complete 4 hours of instruction which includes:

- Classroom instruction covering methods of operation
- Hands-on operation covering vehicle speedometer verification

(c) The Traffic Unit will be the sole provider of certification training for the Department due to the technical nature, complex legal challenges, and frequently changing rules of law associated with radar enforcement.

(d) Patrol officers eligible to perform radar enforcement functions may be scheduled to receive radar training at the discretion of their precinct commander.

- The Traffic Unit equipment coordinator will provide a radar unit on the first day of training if available.

(e) Officers who accept a lateral transfer to the Department and have previously been radar certified, must complete the same 40 hours of instruction as listed in section 8.B.(1)(a) above.

(2) Selection - Officers will be selected for assignment as radar officers on the basis of:

- Demonstrated performance
- Interest
- Maturity
- Knowledge of traffic laws, regulations, and policies
- Strong positive attitude toward the public
- Successful completion of required training

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8. C. Radar Equipment Inventory

- (1) Certified radar operators will only operate Department-issued radar equipment properly assigned to them by the Traffic Bureau Equipment Coordinator.
  - (a) The Traffic Bureau Equipment Coordinator is responsible for distribution of radar equipment to any bureau/precinct requesting additional units, as well as inventory and maintenance of all radar equipment.
  - (b) Responsibility for inventory and maintenance of radar equipment purchased through a grant will remain with the Traffic Bureau.
  - (c) Upon transfer from a patrol or traffic enforcement assignment, officers will immediately turn their assigned radar equipment over to the Traffic Bureau Equipment Coordinator.
- (2) Bureau/precinct commanders shall:
  - (a) Ensure only certified radar operators are permitted to utilize radar equipment.
  - (b) Establish a bureau/precinct policy regarding radar units being assigned to individual officers **OR** checked out from bureau/precinct's equipment coordinator for periodic use.

D. Equipment Certification

- (1) Radar operators will only operate certified, properly-functioning radar equipment.
  - Officers may refer to the documentation provided with each radar unit for equipment specifications, proper care, and maintenance instructions.
  - Officers submitting radar units for repairs to the Traffic Bureau Coordinator **must** submit their tuning forks at the same time.
  - Radar units will be automatically certified when taken for repairs.
- (2) Bureau/precinct commanders will ensure radar equipment is properly certified on a yearly basis.
  - Records indicating certification dates will be maintained at each bureau/precinct facility.
- (3) The Traffic Bureau's Equipment Coordinator will:
  - (a) Maintain the original copies of the radar/tuning fork certificate of calibration.
  - (b) Ensure each radar unit/tuning fork is certified annually.
  - (c) Provide radar/tuning fork records under subpoena.
- (4) Tuning Forks
  - (a) Each certified operator issued tuning forks will be responsible for having the forks certified once a year by the Traffic Bureau's Equipment Coordinator.
  - (b) Tuning forks will be returned to the Traffic Bureau's Equipment Coordinator when the operator is no longer actively engaged in radar enforcement functions.

9. **MOTORCYCLE UNITS** - Will normally only patrol arterial streets.

- A. Motorcycle units will patrol arterial streets as necessary to conduct traffic enforcement, for specialized enforcement programs, and in response to traffic complaints.



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- B. Motorcycle units may routinely use the freeways within City limits when responding to emergency radio traffic or when other time restraints dictate.
9. C. Motorcycle units' primary function is the enforcement of traffic violations to reduce collisions and obtain voluntary compliance with traffic laws. Motorcycle units should be utilized for collision investigations involving City property or equipment when available and within a reasonable distance of the collision scene, or when a collision involves a complex scene investigation.
10. **ARMORED VEHICLE PROCEDURES**
- A. Armored security vehicles are subject to traffic enforcement action by law enforcement agencies.
- B. Armored vehicle drivers have been instructed not to exit their vehicles under any circumstances when stopped by police units or when involved in a traffic accident unless directed to do so by a company supervisor.
- C. Traffic Accidents
- (1) When an armored vehicle has been involved in an accident, Communications will:
- Treat it as a priority 1, emergency call.
  - Dispatch a minimum of two (2) officers.
- (2) The first unit to arrive at the scene will:
- Provide security as the need exists.
  - Advise Communications if other units are needed.
- D. Traffic Stops
- (1) If it becomes necessary to take on-view traffic enforcement action involving an armored vehicle, officers will:
- (a) Use only marked police vehicles or motorcycles for the traffic stop.
- (b) Provide Communications with:
- The name of the security company being stopped
  - The license number of the armored vehicle
  - The location of the stop
- (2) Communications will contact the armored vehicle's communications center, enabling the company to convey to the driver the vehicle is being stopped by a bona fide police officer.



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