


<b>STRATFORD POLICE DEPARTMENT</b>  	Type of Directive: <b>Policy and Procedure</b>	Update: <b>04-26-2024</b>
	Title: <b>Traffic Law Enforcement &amp; Roadway Safety</b>	No. <b>4.15</b>
	Issuing Authority: <b>Chief Joseph McNeil</b>	Issued: <b>02-01-2023</b>
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## PURPOSE

The purpose of this directive is to set forth the policies and procedures of the Stratford Police Department (SPD) regarding traffic enforcement.

## POLICY

The Stratford Police Department shall enforce traffic laws and regulations in a fair and equitable manner in an effort to increase voluntary compliance with motor vehicle laws, deter dangerous motor vehicle operation and promote roadway safety.

## DEFINITIONS

**Arrest:** The circumstance when a person has been placed under formal arrest, or there is a restraint on a person's freedom of movement of the degree associated with a formal arrest and a reasonable person, in view of all the circumstances, would have believed that he or she was not free to leave.

**Infraction:** A violation of the General Connecticut Statute in which the penalty is a monetary fine.

**Misdemeanor Summons Complaint:** A written order to appear in court to answer for an offense for which a person may be sentenced to a term of imprisonment of not more than one year.

**Verbal Warning:** A caution by word of mouth issued by an officer for a violation of the Connecticut General Statutes.

**Written Warning:** A written notice issued by an officer for a violation of the Connecticut General Statutes.

## GENERAL GUIDELINES AND CONSIDERATIONS

Traffic enforcement involves all police activities related to the observation, detection, and apprehension of traffic law violators. All sworn employees will be observant for traffic violations and will take the appropriate enforcement action when substantial violations are observed. Traffic enforcement activities may be either proactive or reactive as the result of an observed violation, citizen complaint, traffic

collision analysis, or selective enforcement measures. Enforcement action can be made through a physical arrest, misdemeanor summons complaint, juvenile summons, infraction ticket, written warning, or verbal warning. Each situation will require that the officer evaluate the violation and determine the most appropriate type of enforcement action. Enforcement will be made in a courteous, civil, and impartial manner.

No officer may ask an operator of a motor vehicle to conduct a search of the motor vehicle or the contents of the motor vehicle that is stopped by an officer solely for a motor vehicle violation.

Any search by an officer of a motor vehicle or the contents of the motor vehicle during a stop for a motor vehicle violation shall be based on probable cause; or after having received the unsolicited consent to perform such search from the operator of the motor vehicle in written form or recorded by a body-worn camera (BWC) or a mobile video recorder (MVR). This section does not apply if an officer is authorized to conduct a motor vehicle inventory in accordance with SPD Policies and Procedures # 4.13 – Motor Vehicle Inventory.

Unless probable cause exists to believe that a felony or misdemeanor offense has been committed or the operator failed to produce a valid operator's license, officers shall not ask an operator of a motor vehicle to provide any documentation or identification other than his/her operator's license, motor vehicle registration, insurance identity card, other documentation or identification directly related to the stop when a motor vehicle is stopped solely for a motor vehicle violation.

Absent the existence of probable cause, receiving the consent of an operator or passenger(s) to conduct a search of their persons does not constitute justification for the officer to conduct such search.

## **PROCEDURES**

Uniform Traffic Law Enforcement - All enforcement will be accomplished in a courteous, fair, and impartial manner using one of the following methods; Custodial Arrest, Verbal Warning, Written Warning, Infraction, Misdemeanor Summons Complaint, Juvenile Summons Complaint (when applicable).

Traffic violation enforcement shall be handled in a courteous, fair, and impartial manner using at least one of the enforcement methods described in this Directive.

**Juveniles** - When traffic violations are committed by juveniles under the age of sixteen (16), the enforcing officer may temporarily detain the juvenile for the offense and release the juvenile to the custody of a parent/guardian or another proper person. If an officer elects to cite a juvenile for a traffic violation, the enforcing officer may issue an Infraction, when applicable or a Juvenile Summons pursuant to law. **2.5.12b**

**Violators Who Live Outside the State of Connecticut** - When an out-of-state traffic violator is issued a minor misdemeanor traffic citation, the officer shall inform the operator that his/her privileges to operate a motor-vehicle in Connecticut and other states may be suspended/revoked if he/she does not appear in court as required. **2.5.12a**

**TRAFFIC CITATIONS:** It is essential that officers fully explain the rights and requirements imposed on motorists upon arrest or issuance of a citation for a traffic violation. At the time a motorist is charged with a violation, the citing officer will provide the motorist with a copy of the citation and an explanation of the procedures which include: **2.5.13**

- The date, time, and location of the scheduled court appearance;
- Whether court appearance by the motorist is mandatory;
- Whether the motorist may be allowed to enter a plea and/or pay the fine by mail;
- The specific charge(s).

**SUSPENDED/REVOKED DRIVING PRIVILEGES:** Operators with suspended/revoked licenses should be arrested for that offense and any other violations that were observed or discovered. The vehicle may be towed, refer to the Stratford Police Motor Vehicle Towing Policy # 4.10. **2.5.14a**

The officer frequently encounters drivers who are unable to produce a valid driver's license. This could be due to operator forgetfulness but may also be by court order or a state motor vehicle department directive. The officer should cause an NCIC/COLLECT System check by name and date of birth for the current status of driving privileges and wants or warrants. Suspension procedures:

- Failure to Carry License: If the officer determines that the operator has failed to carry a driver's license, but the license is valid, the officer should cite the operator with "Failure to Carry License"; Section 14- 213 CGS;
- Unlicensed Operator: If the operator does not have a valid operator's license, the officer should cite the operator for "Operating Without a License"; Section 14-36a CGS;
- Suspended Operator: Whether the violator has a Connecticut license, another state license, or has no license at all, and the violator's driving privileges have been revoked or suspended in this state, the officer should cite the violator for "Operating Under Suspension"; Section 14- 215 CGS. If the violator resides in another state and the violator's driving privileges have been revoked or suspended in that state, the officer should cite the violator for "Operating Without a License"; Section 14-36a CGS;
- Reasonable Doubt: If there is any reasonable doubt concerning the correct status of a license revocation or suspension, the officer should give the benefit of the doubt to the operator. Also, if verification of suspension cannot be made in a reasonable amount of time, the officer should release the violator. A citation can be issued later when confirmation is received. An in-custody arrest will only occur at the time of the stop, not after a release.

**SPEEDING VIOLATIONS:** Legally, there is little or no defense for exceeding the posted speed limit or for driving faster than conditions permit. However, there exists sufficient reason to believe that various factors such as improperly calibrated speedometers, marginal weather conditions, etc., may give the operator cause to believe the speed to be less than the speed determined by the officer, or that existing conditions are in their opinion, less severe than believed by the officer. For these reasons, officers should use discretion and the guidelines established for this Department to alleviate close calls: **2.5.14b**

- Over Posted Limit: 0 - 5 mph: No enforcement action;
- 6 - 10 mph: Verbal or Written warning;

- 11 - + mph: Written warning or Citation.

Officers should exercise discretion when deciding if a warning or citation is appropriate. Consideration should be given to weather conditions, traffic volume, pedestrian traffic and location. At all times, officers should remember there is a direct correlation between excessive speed and traffic accidents.

**OTHER HAZARDOUS VIOLATIONS:** Hazardous violations are defined as those violations of any law enacted to regulate the safe movements of vehicles and pedestrians on the public highways or on private property as outlined in the Connecticut Motor Vehicle Laws, Title 14. Hazardous violations can occur by unsafe driver behavior or by unsafe conditions such as vehicle degeneration or misuse of vehicle equipment. All officers of this Department should enforce or cause to be enforced Title 14 laws regarding hazardous moving violations and operating unsafe or improperly equipped vehicles when these violations are observed on the streets of Stratford, CT. **2.5.14c**

**OFF-ROAD VEHICLE VIOLATIONS:** Off-road vehicles such as snowmobiles and all-terrain are being used unlawfully on the public roadways and on the private property of another. The following procedures address the investigation of off-road vehicle accidents and enforcement of off-road vehicle laws and procedures concerning specific issues of off-road vehicles: **2.5.14d**

Investigations Concerning Off-Road Vehicles: The following are procedures for investigations of off-road vehicle accidents and the enforcement of off-road vehicle laws. Refer to Section 14-380 through 14-387 CGS:

- Officers should investigate accidents of off-road recreational vehicles on private property or public roadways as any other motor vehicle accident. As with any other motor vehicle accident, the officer will assist the parties involved in recreational vehicle accidents to exchange personal and insurance information;
- Officers should, when enforcing the off-road vehicle laws on private property, attempt to contact the property owner or an agent for the property to determine if permission has been granted for the vehicle to be operated upon their property. If the owner of private property has granted permission, the officer will allow the operator to continue to use the property. The officer will advise the operator to keep a copy of the written permission, phone number, and name of the person to contact for verification in future use. If damage has occurred because of misuse of private property by unauthorized persons, enforcement action will be taken.

Specific Issues for Off-Road Vehicles - Removal of unlicensed vehicles from traffic-way, Unregistered vehicles will be removed from the public highway:

- If the vehicle presents a hazard or menace to the other motorists;
- If the owner requests removal;
- For the safekeeping of the vehicle if the owner is not available for contact.

Juvenile offenders: Juvenile offenders will be treated the same as adult offenders in regards to off-road vehicle accident investigations or the enforcement off-road vehicle laws. The seriousness of the violation will be the factor considered when determining if a parent or guardian should be contacted or a juvenile referral is necessary;

Violation of off-road vehicle registration laws: Officers should recognize that recreational vehicles operated upon any public roadway are subject to the same registration laws and operators' license laws as any motor vehicle;

Misuse of public land or trails: In the case of state or municipal property, properly posted, there is sufficient probable cause to believe a trespass has occurred and enforcement action should be taken by the officer;

Improper use of traffic-way crossings: The operation of any unregistered, off-road vehicle on a public street, including traffic-way crossings, is illegal and subject to enforcement.

**EQUIPMENT VIOLATIONS:** Officers will consider the nature of the equipment defect and overall condition of the vehicle. Many equipment violations are not known to the operator and will be corrected when brought to the operator's attention. **2.5.14e**

- A citation may be issued to the owner at the discretion of the officer; and/or
- A written warning with an inspection required should be issued to the owner in each case to ensure that the motorist complies with the equipment requirements of Title 14.

**VIOLATIONS BY COMMERCIAL CARRIERS:** Commercial carriers will be treated the same as the general motoring public. Uniform enforcement policies and procedures delineated in this directive are applicable to commercial carriers. **2.5.14f**

**NON-HAZARDOUS VIOLATIONS:** Title 14 infractions may be resolved at the officer's discretion by citation, written warning, or verbal warning. Subsequent violations should necessitate a citation. Title 14 misdemeanor offenses should always necessitate a summons to court. **2.5.14g**

**NEWLY-ENACTED LAWS AND/OR REGULATIONS:** Typically, grace periods are established during which warnings are appropriate. After the grace period, officers will use their discretion dependent upon the nature of the violation. **2.5.14h**

**VIOLATIONS RESULTING IN TRAFFIC ACCIDENTS:** Violations resulting in traffic accidents are hazardous violations and should be considered serious in nature. Officers will take appropriate enforcement action when fault has been determined in an accident investigation. The ultimate violation is the one that results in a traffic accident. **2.5.14i**

### **Foreign Diplomats and Consular Officials**

The United States Department of State has issued guidelines regarding the police role of matters involving foreign mission personnel and the privileges and immunities to which each is entitled.

Identity cards are issued by the U.S. Department of State, U.S. Mission to the United Nations, and the American Institute in Taiwan. An identity card issued by the aforementioned authority contains the bearer's name, title, mission, city and state, date of birth, identification number, expiration date, and the U.S. Department of State seal.

While the aforementioned form of identification is generally relied upon, newly arrived members of diplomatic and consular staff may not yet have their U.S. Department of State-issued identity card.

In all cases, officers shall verify the immunity status with the U.S. Department of State, or in the case of the UN community, with the U.S. Mission to the United Nations.

- The procedure contact information for the U.S. Department of State is [https://www.state.gov/wp-content/uploads/2019/07/2018-DipConImm\\_v5\\_Web.pdf](https://www.state.gov/wp-content/uploads/2019/07/2018-DipConImm_v5_Web.pdf)
- The procedure and contact information for the U.S. Mission to the United Nations is <https://www.state.gov/privileges-and-immunities/>

According to the U.S. Department of State, officers may issue a traffic citation or warning to a mission member or dependent who has a valid identification indicating immunity since the issuance of a traffic citation does not constitute an arrest or detention. **2.5.12c**

- The officer may issue a verbal or written warning or even proceed with a citation.
- In those cases where driving under the influence is suspected, the officer's primary responsibility is to care for the individual and ensure the safety of the public. One of the following options may be exercised by the officer:
  - Transport the individual to police headquarters where arrangements can be made for an immediate release to a friend or relative who will accept responsibility; or
  - Cause the Communications Unit dispatcher to call a contact person provided by the operator and request that the person come to the scene and take responsibility of the operator and vehicle;
  - The individual should not be handcuffed or subjected to any sobriety test.

The facts of the case shall be documented in an incident report.

A copy of the citation and any other documentation regarding the incident should be forwarded to the U.S. Department of State as soon as possible.

### **Military Personnel**

Traffic violations shall be handled in the same manner as any other motorist as no immunity exists regarding criminal and motor vehicle laws.

When a physical arrest is made, the on-duty supervisor will notify the arrestee's commanding officer. This does not apply to the issuance of a traffic citation.

In the case of traffic collision causing injury requiring hospitalization or death to armed forces personnel, the on-duty supervisor shall notify the liaison officer.

This case will also apply to civilian employees of the armed forces while acting within the scope or their employment.

In any situation where U.S. government equipment is seized, towed or confiscated, the appropriate government agency will be notified. Armed forces personnel, if assigned in this state, may have an out-of-state driver's license or vehicle registration.

### **Traffic Citation Maintenance and Accountability**

The Stratford Police Department uses the e-Ticket Software Program, which allows officers to complete citations electronically to which a copy of the citation is printed and provided to the offender. The issuance of e-Tickets is maintained and accounted for electronically in the Law Enforcement Administration System (LEAS). Citation booklets, however, will be issued to officers by a supervisor on an as needed basis. Supervisors shall document the issuance of citation booklets in the citation log, which will be kept in the supply room of the Department. Receiving officers shall complete the appropriate sections of the citation log indicating receipt of citation booklets. Officers are accountable for the citation booklets that have been issued to them. If a citation booklet is lost or stolen, the officer shall immediately notify an on duty supervisor. The officer shall write and submit an incident report explaining the circumstances of the loss or theft.

The Evidence Room Officer shall ensure that an adequate supply of citation booklets are available. Upon requesting and receiving a new supply of citation booklets the Evidence Room Officer shall do the following;

- Verify the number by physical count and compare that to the invoice.
- Create a record for each book using the first and last numbers.
- Citation booklets will be stored and secured in the supply room of the Department.

### **Voiding Citations**

All citations are to be accounted for, and citations can be voided at the officer's discretion prior to the end of the officer's tour of duty. Citations that need to be voided after the end of an officer's tour of duty, must be approved by a supervisor and for a justifiable reason such as the citation was issued in error, lack of probable cause, victim of identity theft, computer system failure, etc. When voiding a citation, the officer/employee shall document in the LEAS the reason for the void and which supervisor approved the void, if applicable. All paper copies of voided citations shall be submitted to the Records Division.

### **Speed Measuring Devices**

The speed measuring devices used by the Department shall be in compliance with Connecticut General Statutes. Only Department issued and properly calibrated speed detection systems are authorized for use by the Department. The speed measuring devices have operating manuals that must be followed when operating these devices (**2.5.15b**). Each officer is responsible for ensuring that the required components of the speed-measuring device are present, appear to be functional, and are not damaged. If the device needs to be repaired or needs a replacement part, the officer will notify the Commander of the Traffic Division (**2.5.15c**).

The Traffic Division will ensure that each speed measuring device is calibrated and tested every six months (**2.5.15d**). The calibration sheets will be kept with each speed-measuring device and in a file maintained by the Traffic Division (**2.5.15e**). Only trained and certified officers will operate the speed measuring devices (**2.5.15f**).

Radar/Laser Equipment Specifications: The models of RADAR/LASER units authorized for use by this Department, are the LTI 20/20 TruCam Laser and the Stalker KA Dual DSR. (**2.5.15a**)

### **DUI Enforcement/Countermeasures**

Drivers impaired by alcohol and/or drugs represent a serious threat to the lives and safety of persons using the streets of the town. A comprehensive countermeasures program, involving education, enforcement, adjudication, treatment and public support, is essential to long-term success in preventing DUI and enforcing the DUI laws. Patrol officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists. After conducting an initial examination at the scene of the traffic contact, and upon determining the probable cause to arrest is present, the officer will affect a physical arrest of the subject.

All officers shall attempt to locate and take enforcement action against all persons operating a motor vehicle while under the influence of alcohol or drugs in the Town of Stratford. If elements of the DUI arrest are evident, as established in Connecticut General Statute § 14-227a, officers shall make a custodial arrest of the subject. When necessary, a Drug Recognition Expert (DRE) may be utilized to detect subjects who operate motor vehicles while under the influence of drugs. **(2.5.16)**

### **Use of Roadside Safety Checks / Sobriety Checkpoints**

The Department may employ the use of sobriety checkpoints in an effort to apprehend violators and to deter potential violators. Sobriety checkpoints may be employed on public roadways chosen for traffic volume, past violation arrests, alcohol and/or drug related accidents, special events in the area, or other reasons that may from time to time require special enforcement by this department. Sobriety checkpoints are a special operation and require careful planning, sight selection and manpower availability to ensure a safe and efficient operation that meets the objective of the Department **(2.5.14k)**.

Sobriety checkpoints will be manned by a minimum of one supervisor and four patrol officers. All officers will be equipped with high visibility uniforms or vests, as well as clipboards and necessary forms. Officers involved in sobriety checkpoints shall be trained in the detection of operators who are impaired/under the influence of alcohol, drugs, or both, and in the use and interpretation of the Standardized Field Sobriety Tests. The location of the sobriety checkpoint shall be determined by the volume of traffic, area lighting and suitable facilities to direct the traffic from the traveled portion of the road into a parking area or other suitable spot. In considering a location for a sobriety checkpoint, prior arrest/accident activity may also be considered.

The sobriety checkpoint shall be set up using traffic cones to create a traffic lane, directing vehicles to the point where officers will make contact with the operator of the vehicle. An officer will be assigned to monitor and direct all traffic into the checkpoint traffic lane. At least two officers will be designated as screening officers and will make contact with the operators of the vehicles entering the checkpoint. All vehicles coming into the checkpoint will be screened. The screening officer will explain to the operator the purpose of the checkpoint and will at all times maintain a courteous attitude toward the operator. During the screening, the officer will be alert to the obvious signs of alcohol/drug impairment or influence, such as associated with the drinking of alcoholic beverages. If there are no readily observed signs of impairment/influence, the operator will be allowed to proceed without further delay. If such readily observed signs of impairment/influence are found to exist with the operator, the operator will be detained for further field sobriety testing. If further sobriety testing results in the officer finding probable cause to arrest the operator for driving while under the influence of alcohol and/or drugs, the operator will be arrested and charged with the appropriate statute. The operator will be transported to police headquarters and processed according to department policy.



During the checkpoint activities one officer will be assigned as a “chase officer”, with a marked patrol unit. This officer will be responsible for stopping any vehicle that fails to stop for the checkpoint. On-duty officers may be called to assist checkpoint officers if the need arises. It must be remembered that while the courts have allowed the use of sobriety checkpoints as a means of detecting operators who are under the influence by alcohol or drugs, they have also ruled that random stops without probable cause are prohibited. Further testing of individual operators must be done only after a reasonable suspicion of impairment or influence has been established. Arrest following further testing must have the same probable cause standard as any other investigation.

Supervisors assigned to sobriety checkpoints are responsible to ensure that the checkpoint is set up in a safe location, and that officers present are working in a safe manner to ensure the safety of the officers and motorists entering the checkpoint. The supervisors will keep a count of the total number of vehicles stopped and number of violations detected. This record will become part of the After-action Report that is completed.

### **Moving and Non-Moving Violations**

Officers should use discretion based upon the totality of the circumstances as to the type of enforcement action that should be taken. In cases involving multiple violations, officers may use discretion and may cite as many as is appropriate, but should include the initial offense. In cases involving a violation that poses a direct hazard to the safe and efficient flow of traffic, officers will take the appropriate enforcement action.

### **Referral of Drivers for Re-examination**

Routine enforcement, accident reporting and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, through physical or mental disability, disease or other condition, which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a person will complete the appropriate forms to request a reexamination by the Commissioner of Motor Vehicles (CGS § 14-217-1). The request for re-examination will be made on form N-105. The physical or mental condition must be described. Form N-105 and a memorandum must be accompanied by copies of all other related reports and submitted to the Records Unit prior to being sent to the Commissioner of Motor Vehicles.

### **Parking Enforcement**

It shall be the policy of the Department to issue parking tickets in those areas that have been posted or under conditions that constitutes a violation of Town ordinances or State parking regulations. When enforcing parking violations, particularly in residential areas, the officer should first attempt to correct a parking violation. If compliance is not achieved, a parking ticket may be issued.

### **Emergency Medical Escorts of Civilian Vehicles**

The Department shall not provide escorts to civilian vehicles except in the most extreme exigent situations. In most situations the officer should request emergency medical services respond to the location.

## **Motorized Escorts**

Generally, the Department does not provide escorts in the following circumstances.

- Civilian vehicles during medical emergencies, but will summon emergency medical services and render first aid, except under EXTREME circumstances, and only with the approval of a supervisor.
- Funerals, with the approval of the Chief of Police or his/her designee.

When so approved, officers will provide traffic control for the funeral procession as directed by shift commander, with emphasis on major intersections, and stopping bystander vehicles, allowing the procession to continue.

Escorts for dignitaries, oversized loads, and hazardous cargo will be referred to the Head of the Patrol Division, who shall assign officers for traffic control and/or security as needed. Officers shall notify a supervisor if they believe additional officers may be needed to safely provide an escort and officers will be deployed where necessary, if manpower permits.

**TRAFFIC STOPS AND APPROACHES:** Although enforcing traffic laws is one of the more routine functions that officers perform, there is much potential danger. No two traffic stops are exactly alike. The following procedures are a guide as to how to conduct stops of traffic law violators by officers of this Department:

1. **CONTACT:** The officer should:

- a. Choose the stop location carefully, avoiding curves, hill crests, and intersections. Always consider stop locations where adequate cover is available should it be needed;
- b. Inform the Communications Unit dispatcher of the vehicle registration number, include state, type of registration, vehicle color, vehicle make and model, number of occupants and stop location prior to initiating the first contact;
- c. Stop the violator by progressive activation of emergency equipment. To alert violator of the intended stop the officer should first activate the emergency roof rack lights, then, if necessary use the police vehicle horn. If the violator still does not heed, the field officer should activate the siren. If still no compliance, the pursuit procedures should follow.

**AFFECT SAFE STOP:** The officer should:

- a. When the violator's vehicle is finally stopped, position the police patrol vehicle about fifteen feet behind the violator's vehicle and offset to the left about three feet into the traffic lane;
- b. Turn the front wheels to the left, leave the engine running, and the driver's door unlocked;
- c. Consider who may be in the immediate area before leaving the police patrol vehicle in this condition and alter this procedure, if necessary.

3. **APPROACH PROCEDURES:** The officer should:

- a. Observe the occupant(s) of the violator's vehicle before and after the stop is made for unusual movements. At night, high headlight beams, spotlight, and take-down lights should be used to conceal the officer's movements from the occupant(s) of the vehicle and for clear visibility inside the vehicle;
- b. Order the subjects back inside the vehicle, if any of the occupants attempt to get out of the vehicle. The officer must be prepared to take evasive or defensive action should the subject continue to advance;
- c. Consider weapon readiness on every stop and while approaching, stay very alert. The officer should watch occupant(s), check for altered plates, check the trunk to see that it is closed and locked, and observe the interior for possible weapons or occupants attempting to hide. At night, officers should avoid passing between the lights of the cruiser and the violator's vehicle forming a silhouette target;
- d. Stand beside the violator's vehicle as closely as possible, and just to the rear of the driver's door. However, officers must be wary of the rear seat;
- e. Keep a steady observation of the occupant's hands. The officer should have the operator reach outside the vehicle to present the requested documents, preferably with the left hand. The documents should be accepted with the officer's non-gun hand;
- f. Cause the Communications Unit dispatcher, or use the cruiser MDT system, to check the operator through the NCIC/COLLECT System for license validity, license suspension, and wants or warrants;
- g. Make out any paperwork such as citations, written warnings, etc., with the clipboard resting on the police vehicle's steering wheel so that the officer can keep an eye on the vehicle and the occupants while writing;
- h. Maintain awareness when returning to the stopped vehicle to issue the citation, written warning, etc., for any changes within the vehicle;
- i. Assist the stopped vehicle to re-enter traffic first. The officer should then turn off emergency lights before re-entering traffic.

**OFFICER/VIOLATOR RELATIONS:** Traffic law enforcement is one of the routine tasks performed by an officer, but for the violator it is frequently a first time and an emotional experience. Officers should be aware of these conditions, strive to make each contact educational, and leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. Traffic stops have two objectives, which the officer should seek to achieve. The first objective is to take appropriate enforcement action and the second is to favorably alter the operator's future driving habits. This requires a thorough understanding of human relations and demands flexibility on the part of the officer. The following procedures are recommended to minimize conflict, which may develop between the officer and the violator and assist in achieving the two objectives. Once the officer has stopped

the violator and approached to a point where communication can begin, the officer/violator relationship is activated. The officer should:

1. PROFESSIONAL IMAGE: Be professional in image, dress, grooming, language, bearing, and emotionally stable.
2. CERTAINTY OF OBSERVATION: Be certain that the observations of the violation were accurate without reservation.
3. PREPAREDNESS: Be prepared for contact by having the necessary forms and equipment ready for use.
4. COURTEOUS MANNER: Be courteous; greet the violator with the appropriate title. **TELL THEM WHY YOU PULLED THEM OVER.**
5. REQUEST PAPERWORK: Be efficient by requesting and obtaining the violator's license, registration and insurance card. These documents should be carefully examined to make sure that they are legitimate, valid, and up-to-date. The officer should make every attempt, within reason, to identify the violator if the violator has no photographed operator's license.
6. DISCUSS VIOLATION: Be considerate by informing the violator of the traffic law that has been violated and the intended enforcement action. The operator should not be kept in suspense or quizzed as to knowledge of the violation or of the law. The violator should be allowed to reasonably discuss the violation.
7. CHECK FOR SIGNS OF PHYSICAL IMPAIRMENT, ETC.: Be alert for any physical impairment, emotional distress, or alcohol or drug abuse exhibited by the violator. If physical impairment is apparent and not noted on the operator's license, the officer must decide if the impairment is of such a nature that the seizure of the license is necessary. The officer should make arrangements for the operator to obtain transportation. The officer should then follow the procedures set forth in subparagraph O, of this paragraph. If obvious distress is present, the instruction may have to be repeated or the violator may need to calm down before continuing to operate a motor vehicle. If alcohol or drug abuse is apparent the officer should follow the procedures as in any OUI case.
8. ASSIST VIOLATOR BACK INTO TRAFFIC: Be complete by returning the violator's operator's license, registration, and insurance card, giving the operator the specified copy of the citation or written warning, if issued, and finally, assisting the operator to safely re-enter the traffic flow.