

2.220 TRAFFIC SAFETY EDUCATION MATERIALS (61.4.4)

- A. The agency provides traffic safety educational materials to the community to support enforcement efforts, enhance public understanding of traffic safety, and achieve voluntary compliance with traffic laws and regulations.
- B. The Logistics Officer is responsible for:
 - 1. Maintaining the agency's central supplies of traffic safety education materials;
 - 2. Ensuring an appropriate supply of traffic safety education materials is available in the document racks outside Communications; and
 - 3. Ensuring an appropriate supply of these materials is available to officers.
- C. Officers are responsible for having and distributing traffic safety education materials as reasonable and prudent during their routine duties and/or while participating in activities consistent with **2.408 Community Policing and Involvement**.

2.222 DIRECTED TRAFFIC ENFORCEMENT (61.1.1.a-e)

- A. The agency conducts directed traffic enforcement activities that target violations and traffic safety concerns which have been identified through reviews and evaluations of related data, input from employees and community members, and priority traffic safety programs.
- B. Components of the agency's directed traffic enforcement program include:
 - 1. Compiling, reviewing, and comparing traffic enforcement and traffic collision data from the agency's CAD/RMS;
 - 2. Implementing directed enforcement activities;
 - 3. DEPLOYING TRAFFIC ENFORCEMENT PERSONNEL; and
 - 3. Evaluating directed enforcement activities.
- C. The commander responsible for the patrol function, hereafter "patrol commander," function manages and coordinates the agency's directed traffic enforcement program. Related duties and responsibilities include, but are not limited to:
 - 1. Developing and prioritizing directed enforcement operations and projects;
 - 2. Assigning or authorizing directed enforcement projects;
 - 3. Ensuring directed enforcement activities are appropriately documented;
 - 4. Ensuring periodic reports are prepared and distributed to facilitate the evaluation of directed enforcement activities. See also **1.402 Administrative Reporting System**.
 - 5. Completing a documented annual review of directed traffic enforcement activities.
- D. The Central Records supervisor will ensure that traffic accident and enforcement reports can be generated from CAD/RMS data on an as needed basis.
- E. Directed enforcement activities will not be self-initiated, but must be assigned, pre-planned, or pre-authorized by supervisors or commanders. When conducting directed enforcement activities:
 - 1. Supervisors will ensure the activities are conducted as assigned or approved and documented appropriately;
 - 2. Unmarked vehicles will be used only as approved by a commander;
 - 3. Officers will request, and Communications personnel will create, a CAD event number for each directed enforcement assignment and note the type or nature of the assignment, such as speed enforcement, seatbelt enforcement, seatbelt checkpoint, crosswalk enforcement, etc.;
 - 4. Officers will transmit to Communications all related contact and enforcement actions initiated during directed enforcement assignments;
 - 5. Ensure separate event numbers or case numbers are generated for each enforcement action taken during any directed enforcement assignment;
 - 6. Officers will not be reassigned from directed enforcement activities to other calls except in emergency situations or unless ordered by a supervisor or commander;
 - 7. Communications personnel will leave initial CAD events open and active until they are instructed to close the events because all related activities have been completed; and

8. Officers will complete any required activity or after action reports.

2.224 TRAFFIC DIRECTION & CONTROL

2.224.02 Equipment (61.3.2.g)

- A. Reflective safety vests will be worn as outermost garments whenever employees are directing traffic. This requirement is waived for short-time situations when it is impractical to immediately put on safety vests. However, vests will be put on when sufficient control is established at incident scenes.
- B. Whistles may be used whenever practical.
- C. Uniform hats will be worn during traffic direction activities except during periods of high winds or when the exigency of the situation precludes wearing uniform hats.
- D. Officers should use flashlights with traffic wands to direct traffic during times of low light or unfavorable weather conditions.
- E. Road flares may be used to direct traffic in limited situations with employees being very careful to avoid burning themselves, others, or causing damage to property. Flares will not be used during hazardous or explosive incidents or conditions.

2.224.04 Directing Traffic Manually (61.3.2.b)

- A. Uniform traffic directing signals should be used as much as possible to help drivers and pedestrians understand how to properly and safely follow manual traffic directions.
 1. Officers and aides should stand where they can clearly see traffic and be seen by drivers
 2. To stop traffic, look directly at the on-coming driver, raise an arm with hand extended and palm toward the moving traffic to be stopped.
 3. To start traffic, extend an arm and hand and bring the hand sharply in the direction that traffic is to be moved.
- B. When whistles are used:
 1. Give one long blast to stop traffic;
 2. Give two short blasts to start traffic;
 3. Sound multiple short blasts to get the attention of drivers or pedestrians who do not initially respond to given signals;
 4. They should be used judiciously and not to indicate frustration; and
 5. Whistle blasts should be stopped when its purpose has been achieved.

2.224.06 Manually Operating Traffic Control Devices (61.3.2.e)

Employees:

- A. Who have been suitably trained may operate automated traffic signals in the manual or flash mode when the signals are malfunctioning or when manual operation would facilitate traffic flow during special events;
- B. Will not adjust or attempt to repair traffic signals; and
- C. Will notify Communications of traffic signal malfunctions or signals that are placed on flash because of malfunctions and then request the appropriate agency be notified to effect repairs.

2.224.08 Temporary Traffic Control Devices (61.3.2.f)

- A. Temporary traffic control devices include traffic cones, road flares, portable or temporary signs, portable barricades, etc. that are intended to be used on a limited basis to assist with safely moving vehicles and pedestrians during:
 1. Special events;
 2. Power outages that affect electric traffic signals;
 3. Weather related events to redirect traffic to safer locations; or
 4. Other situations as determined by supervisors or commanders.

- B. All departmental vehicles are supplied with road flares. It is preferred to use traffic cones rather than road flares as much as possible.
- C. Traffic cones are available in Police Aide vehicles and the Public Safety Building as stored by the Logistics Officer.
- D. Portable barricades are available through Parking & Transportation Services.

2.224.10 Accident, Fire, Emergency, & Disaster Scenes (61.2.2.g, 61.3.2.a, 61.3.2.c)

- A. Employees direct and control traffic at accident, fire, emergency, and disaster scenes in order to:
 - 1. Cordon off incident scenes;
 - 2. Establish and maintain ingress and egress routes for fire and other emergency vehicles;
 - 3. Develop and implement detour routes; and
 - 4. Keep unauthorized vehicles and persons from emergency vehicles and incident scenes.
- B. Officers will:
 - 1. Notify Communications when incidents require closing of one or more traffic lanes and what detours are being established; and
 - 2. Implement traffic controls at key intersections to facilitate emergency related traffic.
- C. As directed by supervisors or commanders, Communications personnel will notify:
 - 1. Baltimore County Communications of any detour routes affecting traffic on state or county roadways; and
 - 2. The university community by using the appropriate components of the TU Alerts System.

2.224.12 Adverse Road and Weather Conditions (61.3.2.d)

- A. Employees will promptly advise Communications of adverse road or weather conditions that may create traffic congestion or motorist hazards. Information to be provided includes locations, hazard type, and other information which might assist in determining appropriate responses. Adverse road and weather conditions include, but are not limited to:
 - 1. Roadway damage;
 - 2. Lack of, or damage to, roadway safety features such as traffic control devices, guardrails, roadway center and edge striping, etc.;
 - 3. Downed power lines;
 - 4. Water main breaks;
 - 5. Construction areas;
 - 6. Snow, icing, or flooding;
 - 7. Other natural or man-made obstructions; and
 - 8. Defective roadway lighting.
- B. If traffic or other safety conditions permit, officers and aides will remove debris or hazards from traveled portions of roadways and ensure proper university departments or local agencies are notified for further removal. If conditions are such that officers or aides cannot remove debris, they will take necessary steps to minimize the hazards in addition to ensuring appropriate university departments or local agencies are notified.
- C. Traffic will be directed at necessary locations until appropriate temporary traffic controls can be placed or hazards are eliminated. This does not include instances where the weather causes a large number of locations to become hazardous or when directing traffic would be unnecessarily hazardous to employees.

2.226 ADDITIONAL TRAFFIC SERVICES

2.226.02 General Motorist Assistance (61.4.1)

- A. Officers and aides will:
 - 1. Be alert for motorists who appear to need assistance;

2. Notify Communications of locations where assistance is being rendered to, or needed by, motorists;
 3. Consider traffic hazards, vehicle locations, time of day, weather conditions, and priority of calls for service in determining appropriate responses to motorists needs;
 4. Offer reasonable motorist assistance to ensure the well-being of motorists, passengers, and property or if involved in calls of higher priority, report situations to Communications for assignment of other units;
 5. Avoid becoming involved in motorist services to the point that they are unable to break away should higher priority calls be received;
 6. Provide traffic control when stalled or disabled vehicles cause traffic hazards; and
 7. If prudent to do so, deploy cones or flares as temporary warning devices before clearing scenes, but periodically check, or request other units to periodically check, to see if motorists are still safe or need further assistance.
- B. Assistance may be in the form of providing information and directions, requesting road or towing services, assisting with changing tires, obtaining fuel, finding alternative transportation arrangements, attempting to make notifications, providing local transports, or the ability to wait a reasonable time in Headquarters, ability to make phone calls from Headquarters and access to restroom facilities. Motorists with no preference for road or towing services will be offered the opportunity to request, at the motorists' expense, the agency's contracted commercial towing service vendor or licensed towing service of their choice.
- C. Communications personnel will also make reasonable efforts, consistent with their duties and responsibilities, to assist motorists brought to, or coming into, Headquarters.

2.226.04 Vehicle Lock-Outs (61.4.1.a & .d)

- A. Vehicle lock-out services are provided in emergency situations or in non-emergency situations when Parking and Transportation Services staff is unavailable.
1. Examples of emergency situations include:
 - a. Medical emergencies;
 - b. Children or disabled persons locked in vehicles;
 - c. Animals locked in vehicles in conditions that endanger the health or safety of the animals;
 - d. When the welfare of a person could be in imminent jeopardy; and
 - e. Police related matters as authorized by supervisors or commanders.
 2. In emergency situations, officers will:
 - a. Use the safest, most expedient method available to gain entry; or
 - b. Request assistance from the Baltimore County Fire Department (BCFD).
- B. Limited vehicle lock-out services are provided in non-emergency situations.
1. Routine entries will be attempted only:
 - a. Within this agency's jurisdiction unless otherwise specified by a supervisor or commander;
 - b. On vehicles with manual, not electric, locks; and
 - c. After owners or operators approved by owners to accept liability complete Motorist Assistance Liability Waivers (**UPO.025.D**).
 2. Owners or other approved operators may reasonably prove they are permitted to drive the vehicles to be unlocked by:
 - a. Being registered owners;
 - b. Being immediate family members of registered owners, such as the car is registered in the name of one or more parents, but is being legitimately used by their child who is a TU student;
 - c. Being on lease or rental agreements;
 - d. Being employees authorized to use company vehicles; or
 - e. Other sensible conditions as approved by supervisors or commanders.
 3. Liability waivers will be:

- a. Filled in by employees;
 - b. Given to motorists for their signatures;
 - c. Marked "Refused" if motorists refuse to sign;
 - d. Submitted for supervisory review by the end of the shift wherein the incident occurred; and
 - e. Retained in Central Records.
4. Employees will:
- a. Broadcast, and Communications personnel will record into CAD the vehicle make, model, color, registration state and tag number, and whether or not the lock-out service was successful or refused;
 - b. Refuse to unlock vehicles if requesters do not sign liability waivers or meet eligibility criteria;
 - c. Promptly check vehicle registrations if registration listings were unavailable;
 - d. Upon successfully unlocking vehicles, ask drivers to check the associated lock to see if it still works properly, with problems being noted in "Accidental Damage" reports;
 - e. Unlock vehicles to retrieve keys of drivers who appear to be under the influence of drugs or alcohol, but tell the drivers they are not allowed to drive until they are no longer under the influence;
 - f. Offer to facilitate notifications:
 - (1) To locksmiths or other similar services if lock-out services are unsuccessful or refused;
 - (2) Notifying substitute drivers, arranging for local transports or making other notifications when requesters appear to be under the influence of alcohol;
 - g. Complete FIRs (**UPO.024.D**) when:
 - (1) Service is refused because requesters do not meet the eligibility criteria; or
 - (2) Keys are retrieved for persons under the influence of alcohol.

2.226.06 Hot-Shots (61.4.1.a & .c)

- A. Hot-shot (battery boost) services will be provided to motorists:
1. Within this agency's jurisdiction unless otherwise specifically approved by a supervisor or commander;
 2. After owners or operators approved by owners to accept liability complete Motorist Assistance Liability Waivers (**UPO.025.D**).
- B. Owners or other approved operators may reasonably prove they are permitted to drive the vehicles that need hot-shot services by:
1. Being registered owners;
 2. Being immediate family members of registered owners (e.g. the car is registered in the name of one or more parents, but is being legitimately used by their child who is a TU student);
 3. Being on lease or rental agreements;
 4. Being employees authorized to use company vehicles; or
 5. Other sensible conditions as approved by supervisory or command personnel.
- C. Liability waivers will be:
1. Filled in by employees;
 2. Given to motorists for their signatures;
 3. Marked "Refused" if motorists refuse to sign;
 4. Submitted for supervisory review by the end of the shift wherein the incident occurred; and
 5. Retained in Central Records.
- D. Employees will:
1. Use only the battery booster devices supplied by this agency consistent with instructions supplied by the booster manufacturer;
 2. Refuse to hot-shot vehicles if requesters refuse to sign liability waivers, do not meet eligibility criteria, or are under the influence of drugs or alcohol;

3. Broadcast, and Communications personnel will record into CAD the vehicle make, model, color, registration state and tag number, and whether or not the hot-shot service was successful or refused;
 4. Upon successfully starting vehicles, ask drivers to check electric accessories to see if they operate as they did before the hot-shot, with problems being noted in "Accidental Damage" reports;
 5. Offer to facilitate notifications:
 - a. To road service companies if hot-shot services are unsuccessful or refused; or
 - b. Notifying substitute drivers, arranging for local transports or making other notifications when requesters appear to be under the influence of alcohol;
 6. Complete FIRs (**UPO.024.D**) when service is refused because requesters do not meet the eligibility criteria or are under the influence of alcohol.
- E. Patrol supervisors are responsible for ensuring the booster is:
1. Deployed to the field; and
 2. Regularly tested and recharged as necessary.

2.226.08 Vehicle Fires (61.4.1.d)

For vehicle fires, employees will:

- A. Respond and provide assistance to the motorists involved;
- B. Advise Communications of the extent of fires and damages and information which may assist BCFD in determining staffing and equipment needs;
- C. Attempt to ensure that all persons are out of the vehicles;
- D. If practical, attempt to fight the fires using the fire extinguishers located in police vehicles; and
- E. Control traffic as needed to ensure the safety of other motorists and keep traffic flowing as much as possible.

2.226.10 Hazardous Roadway and Roadside Conditions (61.4.2)

- A. Hazardous roadway conditions may include, but are not limited to:
 1. Roadway defects;
 2. Defects or lack of highway safety features;
 3. Lack of traffic control or information signs;
 4. Lack of roadway lighting systems;
 5. Lack of or poorly located mechanical traffic control devices;
 6. Obstructions;
 7. Flooding, ice, or heavy snow;
 8. Fire and/or smoke; or
 9. Vehicles parked or abandoned on or near roadways.
- B. Roadside hazards are physical features of the roadside environment that, if struck by vehicles leaving the road for any reason, would result in injuries or property damage. Roadside hazards include, but are not limited to:
 1. Rigid, non-yielding supports for traffic control devices and lights, or the non-performance of safety installations, such as breakaway sign supports that fail to function properly;
 2. Improperly engineered guardrails;
 3. Other hazardous fixed objects off the roadway and into which the vehicle might crash with a high probability of injury; and
 4. Utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment into which a vehicle might crash instead of being able to come to a stop in a clear distance.
- C. When hazards are identified that require immediate correction, such as fallen trees or electrical wires across or on any part of the traveled portion of the road;

1. Employees will immediately inform Communications of the situations, identify the assistance or special equipment required, protect the scenes and bystanders, direct traffic, and take any action deemed necessary to correct the situations; and
 2. Communications will notify the proper authorities to correct the situations.
- D. When hazards are detected that represent potential collision situations, but the threats are not imminent, as in the case of some road debris:
1. Employees will pass this information on to Communications; and if possible, correct the situation such as moving the debris out of the road, direct traffic as needed, etc.; and
 2. Communications will make any necessary notifications to proper authorities.

2.226.12 Vehicle Escorts (61.3.3)

- A. Legitimate requests for scheduled escort services include, but are not limited to, those associated with funerals, dignitary motorcades, oversized vehicles, highway construction vehicles, and vehicles with hazardous or unusual cargos.
1. When practical, requests for vehicle escorts will be forwarded to the bureau commander responsible for the patrol function for evaluation and approval if the purpose for the escort is consistent with the agency's mission and values.
 2. On-duty patrol supervisors may evaluate and approve escorts when time constraints prohibit command notifications.
 3. Planning considerations for special escorts include, but are not limited to:
 - a. Coordinating all the escorts for minimal interference with normal traffic;
 - b. Establishing trip routes and maximum speeds in advance;
 - c. Establishing point traffic control as appropriate at locations along the scheduled route; and
 - d. Designating officers to be in charge of the escorts based on the complexity of the escort.
 4. Emergency (lights and sirens) escorts of non-emergency vehicles are generally prohibited unless the escort:
 - a. Has command approval; and
 - b. Has sufficient personnel assigned to lead and follow the escort, and control busy and/or red light controlled intersections.
- B. Employees may conduct routine, non-emergency escorts within our jurisdiction of motorists who are lost or are not familiar with how to get to their intended destinations. Supervisors or commanders may also approve these types of escorts to nearby, off-campus locations.
- C. Because not all fire and EMS service drivers are familiar with campus buildings and locations, this agency routinely escorts fire and EMS vehicles from campus entry points to their final on-campus destinations.

2.226.14 Special Event Traffic Planning (46.2.7)

- A. The agency will develop traffic operations plans for special events that include, but are not limited to sporting events, parades, demonstrations, move-in, or other large public gatherings.
- B. Traffic control planning for special events will be conducted through the patrol commander or specific designee. Each event will be evaluated and any necessary traffic operations plans will be developed based on the event's need for:
1. Ingress and egress of vehicles and pedestrians;
 2. Effect and impact on students during class change;
 3. Spectator control;
 4. Availability and effect upon available public transportation;
 5. Provisions for news media;
 6. Alternate routes for through traffic;
 7. Temporary traffic controls and parking prohibitions;
 8. Emergency vehicle access;

9. Staffing requirements;
10. Providing for relief of personnel assigned point control duties; and
11. Briefing personnel on the operations plan.

2.226.16 Traffic Engineering (61.3.1.a & b) {Revised: 12/11/14}

- A. Architecture and Engineering is responsible for administering TU's institutional traffic engineering.
- B. The Maryland State Highway Administration (SHA) has the traffic engineering responsibilities for state-owned and maintained roadways, such as York Rd. and Charles St.
- C. The Baltimore County Bureau of Highways has the traffic engineering responsibilities for county-owned and maintained roadways, such as Towsontown Blvd., Osler Rd., and Cross Campus Dr.
- D. The patrol commander or specific designee serves as this agency's liaison to appropriate traffic engineering organizations.
- E. This agency is responsible for:
 1. Referring complaints or suggestions concerning traffic engineering deficiencies to appropriate organizations;
 2. Collecting and transmitting accident and enforcement data to appropriate organizations through the ACRS reporting system;
 3. Referring citizens with traffic engineering concerns to the appropriate agencies.
- F. Employees will:
 1. Contact Communications to have immediate notifications made to appropriate agencies whenever traffic engineering deficiencies are discovered that pose immediate hazards to persons or property; or
 2. Submit written or email accounts through their chain of command to the patrol commander when they become aware of traffic engineering deficiencies that are not immediate hazards, but may require examination by traffic engineers.

2.228 ACCIDENT INVESTIGATION (61.2.1, 61.2.2)

- A. Except as specifically provided elsewhere in this directive, officers will respond to accidents involving:
 1. Deaths, injuries, or possible injuries;
 2. Hit and run;
 3. Impairment of operators due to alcohol and/or drugs;
 4. Damage to governmental vehicles or property;
 5. Hazardous materials;
 6. Disturbances between parties;
 7. Major traffic congestion;
 8. Damage to vehicles to the extent vehicles are disabled or that towing is required;
 9. Damage to vehicles or other property.
- B. Sufficient employees will be dispatched to render necessary aid, investigate accidents, record short-lived evidence, and restore order and normal traffic flows. Responses may be modified based on factors that include, but are not limited to the:
 1. Accident severity;
 2. Disturbances between parties;
 3. Amount of traffic flow disruptions;
 4. Availability of officers; and
 5. Related directives.
- C. Commanders or patrol supervisors may temporarily suspend departmental response to minor property damage accidents, including hit and run minor damage accidents, because of:
 1. Adverse weather conditions that contribute to an unusually high number of accidents; and
 2. Emergency or exigent circumstances that require deployment of all available patrol personnel.

2.228.02 Establishing Investigative Responsibilities (61.2.3.a)

- A. Except as otherwise specified, officers will respond to and investigate accidents occurring within this agency’s primary jurisdiction.
- B. The first officer arriving at the scene of an accident will normally be responsible for its investigation and report, unless supervisors or commanders decide otherwise.
- C. The BCPD is primarily responsible for accident investigation in areas of concurrent jurisdiction, but may request or allow this agency to investigate and report on accidents occurring on public thoroughfares or private property consistent with **1.108 Primary & Concurrent Jurisdiction** and **2.228.07 Off-Campus Traffic Accident Investigations**.
- D. See also **2.228.12 Governmental Vehicles in Accidents (Generally)**.

2.228.04 Accident Investigation & Report Requirements (Revised 5/30/2019)

- A. **THIS TABLE ESTABLISHES ACCIDENT REPORTING REQUIREMENTS FOR THE AGENCY. SEE ALSO 1.108 PRIMARY & CONCURRENT JURISDICTION AND 2.508 FORENSIC ASSISTANCE.**

Accident Type	ACRS ¹	Police Report	CAD Only
Fatal		AOJ ²	
Baltimore County Vehicle		AOJ ²	
Request from Baltimore County to handle accident of a county vehicle	X		
Injury / Possible Injury	X		
School vehicle; Government vehicle; Damage to government property; HAZ-MAT; Disabling damage; Alcohol or drugged driving	X		
Hit & run – property damage		X	
Property damage with must appear violations not previously mentioned in this list		X	
NON-HIT & RUN property damage with no must appear violations; Late reported where reasonable investigation cannot be done; Vehicles removed from reasonable vicinity of accident scenes			X
At the direction of a supervisor or commander	X		
¹ ACRS: Automated Crash Reporting System ² AOJ: Assist Other Jurisdiction. ACRS filed by Baltimore County PD			

- B. IF ACRS OR POLICE REPORTS are not required, officers will:
 1. Facilitate and assist the exchange of pertinent information between the involved parties;
 2. Check driver’s license, vehicle registration and insurance information, and wanted status of persons and vehicles;
 3. Tell involved parties that the agency does not write reports in these instances; and
 4. Refrain from making any comments or offering any advice concerning the accidents, particularly about findings of fault.
 5. IF PARTIES REQUEST FLIR VIDEO, THE INVESTIGATING OFFICER IS RESPONSIBLE FOR GATHERING THE DATE, TIME AND CAMERA LOCATION OF THE ACCIDENT. THIS INFORMATION WILL BE GIVEN TO THE INVOLVED PARTIES SO THEY CAN INFORM THEIR INSURANCE COMPANIES TO REQUEST FLIR VIDEO FORM INFORMATION SUPPORT SERVICES.
- C. Accident reports will be completed consistent with the ACRS Field Reference Guide.
- D. As practical, officers will:

1. Give drivers copies of the Accident Information Exchange (**UPO.001.D**) OR USE THE ETIX EXCHANGE FORM AND PRINT IN VEHICLE, regardless of reports being written;
2. Provide drivers with case or CAD numbers as appropriate; and
3. Assist drivers with obtaining required information, especially from drivers who are uncooperative, reluctant, etc.

2.228.06 Accident Scene Duties (61.2.2,f, 61.2.3)

Officers' accident scene duties include, but are not limited to:

- A. Preventing accidents from worsening;
- B. Checking for injuries, administering emergency medical care and basic life support commensurate with training levels and equipment availability;
- C. Requesting EMS assistance and turning over victims' care when relieved by other medical personnel;
- D. Recognizing fire, safety, HAZMAT, utility, and other hazards, requesting necessary assistance, and dealing with them;
- E. Safely separating any parties who are involved in disturbances, possibly placing them in separate vehicles or taking them into custody if necessary;
- F. Protecting, securing, and processing scenes;
- G. Requesting additional logistical, technical, or organizational support;
- H. Safeguarding victims' property;
- I. Supplying information such as:
 1. Accident locations;
 2. Vehicle information (State, Tag, Yr., Color, Make, Model); and
 3. Whether reports will be written;
- J. Interviewing principals and witnesses;
- K. Checking driver's license, vehicle registration and insurance information, and wanted status of persons and vehicles;
- L. Determining if alcohol and/or drugs were involved;
- M. Examining damages to vehicles and property and making any necessary notifications;
- N. Providing drivers and pedestrians clear warnings and detour routes;
- O. Clearing and reopening roadways and driving lanes as soon as possible;
- P. Extinguishing flares and removing them to roadsides;
- Q. Determining accident causes;
- R. Providing principals with case numbers; and
- S. Taking enforcement actions based on personal observations or developing probable cause through investigations.

2.228.07 Off-Campus Traffic Accident Investigation

- A. These procedures apply to accidents occurring on roadways specified in the MOU with the BCPD and consistent with **1.108 Primary & Concurrent Jurisdiction** and even if the accidents involve state or university vehicles on the listed roadways.
- B. In addition to routine traffic accident duties, officers who are dispatched to or observe traffic accidents on the listed roadways will:
 1. Ensure Baltimore County 911 is notified if that agency is not already aware;
 2. Prevent accidents from worsening and direct traffic until the arrival of BCPD units or until authorization is granted to investigate the accidents consistent with this order;
 3. For property damage only accidents that do not require accident vehicles being towed:
 - a. Await arrival of BCPD units; or
 - b. With authorization of the BCPD and the patrol supervisor, standby and assist while parties exchange information;

4. For accidents involving possible or actual personal injuries or where accident vehicles must be towed:
 - a. Await arrival of BCPD units; or
 - b. Investigate the accidents at the request of the BCPD and with the permission of this agency's on-duty patrol supervisor or a commander. This agency's decision on whether or not to investigate the accident will be based on criteria that include, but are not limited to current, on-duty patrol resources and the responding officer's skills, knowledge, and abilities to investigate the particular accident. BCPD will be requested to investigate these accidents if TUPD does not have the personnel or skill resources to investigate the accident.

2.228.08 HAZMAT Accidents (61.2.3.c)

- A. Employees will take all reasonable precautions when it is believed that accidents or spills involving HAZMATs have occurred.
- B. BCFD has primary responsibility in handling HAZMAT incidents. Employees will provide support functions to assist BCFD in the actual control and removal of HAZMATs.
- C. When it is believed that HAZMAT incidents have occurred, responding officers will:
 1. Request Communications notify BCFD;
 2. Request supervisors respond to the scene;
 3. Establish perimeters;
 4. Evacuate non-essential personnel from within perimeters; and
 5. Attempt to identify HAZMATs via placard numbers or symbols.
 - a. Identifications should be made from as far away as possible.
 - b. Employees should not jeopardize their own safety for material identification purposes.
- D. Supervisors or commanders will coordinate all activities with BCFD in the safe resolution of HAZMAT incidents.

2.228.10 Domesticated Animals in Accidents

- A. When accidents involve domesticated animals, investigating officers will:
 1. Attempt to determine the owners' identities and subsequently contact them;
 2. Provide owners with the names, addresses, phone numbers, vehicle registration, and insurance information of vehicle owners or drivers; and
 3. Provide drivers of striking vehicles with names, addresses, and phone numbers of animal owners.
- B. Investigating officers will request assistance from the Baltimore County Animal Control if animal owners cannot be determined or located.

2.228.12 Governmental Vehicles in Accidents – Generally

- A. Unless otherwise stated in **1.108 Primary & Concurrent Jurisdiction** or **2.508 Forensic Assistance**, this agency will investigate on-campus accidents that involve TU registered vehicles driven by non-departmental employees.
 1. Officers will tell drivers of TU registered vehicles to promptly notify their supervisors and comply with the university's accident reporting procedures.
 2. Officers may take appropriate enforcement actions. See also **2.228.04 Accident Investigation & Report Requirements** and **2.206.32 Violations Committed by Drivers of State-Owned Vehicles**.
 3. Central Records personnel are responsible for sending report copies to:
 - a. Parking and Transportation Services;
 - b. Environmental Health and Safety; and
 - c. Others as directed.
- B. Off-campus accidents involving TU registered vehicles that are being driven by non-departmental employees will be investigated by allied agencies with primary accident investigation authority for the location.

- C. BCPD investigates and reports on county government vehicles, including MTA vehicles, and fire and ambulance vehicles, involved in accidents, even if these accidents occur on-campus and involve TU registered vehicles.
- D. Unless otherwise stated in **1.108 Primary & Concurrent Jurisdiction** or **2.508 Forensic Assistance**, this agency will investigate on-campus accidents involving vehicles registered to governmental entities other than Baltimore County.
 - 1. Officers will tell drivers of governmental vehicles to promptly notify their supervisors and comply with their own accident reporting procedures. Officers may also assist in making these notifications as appropriate.
 - 2. Officers may take appropriate enforcement actions. See also **2.228.04 Accident Investigation & Report Requirements** and **2.206.32 Violations Committed by Drivers of State-Owned Vehicles**.
 - 3. Central Records personnel are responsible for sending report copies to the governmental agencies as appropriate.

2.228.14 Follow-Up Accident Investigations (61.2.4)

- A. Collecting off-scene, accident investigation data is normally the responsibility of primary investigating officers. These off-scene activities may include, but are not limited to:
 - 1. Obtaining medical records, physicians' reports, blood tests, laboratory reports, etc.;
 - 2. Obtaining witness or victim statements;
 - 3. Preparing accident diagrams; and
 - 4. Preparing written reports in support of criminal or traffic charges resulting from the accidents.
- B. Consistent with **1.108 Primary & Concurrent Jurisdiction** and **2.508 Forensic Assistance**, specialized technical services that are available on a 24 hour basis from other agencies include, but are not limited to:
 - 1. Accident reconstruction;
 - 2. Commercial and passenger vehicle equipment inspection;
 - 3. Interpretation of physical evidence such as tire marks, vehicle damage, road surface damage, etc.;
 - 4. Preparation of scaled accident drawings;
 - 5. Specialized photography of accident scenes; and
 - 6. Assistance in report and trial preparation for complex accident cases.
- C. Physical evidence will be collected, preserved, and submitted consistent with **2.500 Property & Evidence**.

2.228.16 YELLOW ALERT PROGRAM {Effective: 01/12/16}

- A. The MSP coordinates the state's Yellow Alert program that provides rapid information dissemination to assist with locating and apprehending suspects who fail to remain at traffic crash scenes which may involve serious bodily injuries or deaths.
- B. To request a Yellow Alert:
 - 1. This agency must be the lead agency investigating an applicable crash;
 - 2. There must be enough descriptive information about suspect vehicles to enable allied agencies to assist in making apprehensions;
 - 3. The on-duty patrol supervisor must obtain permission from a commander or the Duty Officer; and
 - 4. The on-duty patrol supervisor will call the MSP Headquarters Duty Officer and provide all applicable information.
- C. Yellow Alerts will not be requested if releasing the information to the public would compromise the integrity of investigations.
- D. Officers who locate persons or vehicles who are subjects of Yellow Alerts must ensure that the MSP Headquarters Duty Officer and investigating agencies are promptly notified.
- E. Yellow Alerts automatically expire after 24 hours, but may be reactivated if needed.

