

<b>COOLIDGE POLICE DEPARTMENT</b>		
	<b>CHAPTER 47</b>  <b>TRAFFIC RELATED INVESTIGATIONS</b>  CALEA Standard(s):	<b>General Orders</b>
Issue Date: 6-24-13	Review Date:	Revision Date: 2/1/17

A. Objectives

1. Officers of this department are expected to objectively enforce all traffic laws with a view to preventing traffic accidents. Objective enforcement relates to the issuance of citations for offenses observed by the officer and to written or verbal warnings for offenses which, in the judgment of the officer, do not meet the guidelines for a citation.
2. Officers of the department should strive for quality in traffic law enforcement. They should issue citations for apparent violations of the vehicle code wherein the elements of the offense are clear to the officer. Violations involving doubt or other elements should result in warnings; the benefit of doubt being given to the violator.
3. Emphasis must be given to reasonableness in the enforcement of traffic regulations and the officer's judgment in the decision to issue a citation or a warning is paramount, and will be relied upon by the department to be fair, and firm.

B. Speed tolerance

1. Related to speed enforcement is a ten (10) mile per hour tolerance factor which came into existence years ago. The tolerance factor is a guide and cannot be stated as absolute. The officer must prove unsafe speed and may issue a citation for less than the tolerance factor if circumstances warrant. On the other hand, speed in excess of the posted limit and the tolerance factor may not be considered as unsafe speed warranting a citation. Again, the judgment is paramount. This 10 MPH speed tolerance shall not apply to violations of the 15 MPH limit in school zones.

C. Citations quantity

1. This department establishes no quotas for the issuance of traffic citations by any officer. While officers are employed to enforce the law and may, therefore, be expected to produce evidence of their enforcement activity as a matter of consideration, i.e., whether or not they are doing the job for which they are employed, there will be no stipulated quantities of citations expected from any one officer.

#### D. Issuance

1. Officers in this department will issue citations for violations of the Title 28 Code. The violator's copy of the citation form will be given to the violator at the scene. The officer will give the other copies of the citation form to his supervisor at the end of his tour of duty. Supervisors will check all citations and make proper log entries for record purposes. Dispatchers will review all citation copies for accuracy and completeness. When determined to be in order, the citation will follow normal recording and court procedure.
2. Officers must provide the motorist with written information regarding the option of defensive driving school for all citations issued.

#### E. Review

1. Each offense cited will be referred to the court for proper processing. Only in cases involving gross error on the part of the officer, misconduct by an officer, or conflict of laws, will the chief's office confer with the court and city attorney with a view to dismissing a traffic citation, and then the matter will be handled by the court. No traffic citations will be quashed by any police officer after the procedure of issuing a traffic citation has been completed.

#### F. Citation accountability

1. It is incumbent upon all police personnel who handle traffic citation forms to be thoroughly aware of the public trust and interest in proper processing.
2. To preclude allegations of improper use of citation forms or improper processing of cited traffic violations, traffic citations will not be voided without proper justification. If for any reason a citation form become

mutilated, incorrectly completed, or its use cancelled, the following will be required:

- a. The responsible officer will write a memorandum of explanation which will be dated and signed by the officer.
- b. The copies of the citation form with the memorandum attached or written on the back of the yellow copy will be submitted to a supervisor for his inspection and submission to dispatch for proper filing.

#### G. Use of radar

1. Officers using department radar units as a speed-measuring device shall be trained and certified in their use. Units shall be field calibrated each time they are placed in use.

#### H. DUI arrest

1. Offense Report-Alcoholic Influence Record forms will be completed on all DUI arrests. If a DUI arrest is made in the course of an accident investigation, this report will be completed in addition to the accident report. Completely fill out the front side then reverse the carbons and write a narrative, including your probable cause for making the stop, on the reverse side of the form.
2. You may run an intoxilyzer test, cite and release on those suspects you do not place in jail without printing and doing a booking sheet. If you are going to keep the subject in jail, complete a booking for and make a log book entry.
3. This form is the only form you need complete on a DUI arrest when you run an intoxilyzer, cite and release.

#### I. Investigation of traffic accidents

1. Arizona law requires the department to investigate and make a written report within 24 hours after completion of the investigation; or any motor vehicle accident which results in bodily injury or death or damage to the property of any person in excess of one thousand (1,000) dollars. This applies to both roadway and private property accidents, as well as those involving hit and run.
2. Traffic accident response

- a. The department will respond to the scene of all motor vehicle accidents reported that occur within the city.
- b. The shift supervisor will be responsible for making the determination as to seriousness or complexity of a traffic accident and when to call out the Traffic Enforcement Unit/Traffic Officer.
- c. A minimum of two officers shall initially respond to the scenes of a serious or complex accident to provide emergency services, investigate the accident, record short lived evidence, and restore the normal flow of traffic until the arrival of the traffic officer. In less serious accidents, officer response will be determined by the workload and availability of officers. All officers investigating vehicular accidents in the roadway **shall** wear issued traffic safety vests.
- d. The traffic officer will be called out on all:
  - 1. Serious injury accidents where death or serious physical impairment occurs.
  - 2. All complex accidents involving multiple vehicles with serious damages.
  - 3. All serious accidents involving semi-trucks/semi-trailers.
  - 4. Accidents involving departmental vehicles; additionally, whenever a departmental vehicle is involved in a traffic accident, the officer or employee shall so advise the shift supervisor immediately. The shift supervisor shall, if time and circumstances permit, request the Arizona Department of Public Safety or the Pinal County Sheriff's Department to conduct the investigation. If these agencies do not have a unit reasonably available, the traffic officer shall be responsible for the investigation.
- e. The traffic officer may be called out when necessary to assist in the investigation where a vehicle was used as a weapon.

3. At scene stabilization activities

- a. Upon arrival at the scene the first officer shall be responsible for:
  - 1. Administering emergency medical care and providing basic life support.

2. Summoning ambulance and/or additional assistance (i.e. officers, fire department, tow truck, etc.).
3. Protecting the accident scene.
4. Preserving short lived/perishable evidence.
5. Establishing a safety traffic pattern around the scene.
6. Locating witnesses and recording accident information.
7. Expediting the removal from the roadway of vehicles, persons, and debris.

b. If hazardous materials or fire are involved the officer shall:

1. Ensure that fire department and EMS personnel are notified and requested to respond.
2. Isolate the hazard area and evacuate nonessential personnel.
3. Provide information relating to hazard identification (spill, leak, or fire) and identification of vehicle and container placards.
4. Provide information relating to the best route for approaching the scene.
5. Only properly trained and equipped personnel shall attempt to enter areas where hazardous materials may be encountered.

c. Whenever possible and practical to do so, vehicles involved in property damage only accidents shall be immediately removed from the roadway. Prior to removing a vehicle from the roadway its position and location in the roadway should be properly documented.

d. Officers shall ensure that property belonging to accident victims is protected from theft or pilferage and is removed to a place of safekeeping if the owner is unable to care for it.

#### 4. Traffic accident investigation

a. The primary investigating officer will be responsible for the collection of information at the scene including:

1. Interviewing principals and witnesses.
2. Examining/recording vehicle damage.
3. Examining/recording effects of accident on the roadway.
4. Taking measurements as appropriate.
5. Taking photographs as appropriate.
6. Collecting/preserving evidence.

7. Exchanging information among principals.
  - b. On scenes where the traffic officer has been called out to investigate the accident the officers first on scene should not mark or remove any debris or other evidence unless the evidence would be lost or destroyed prior to his arrival. Or unless it has to be removed for safety reasons.
  - c. If one of the drivers has left the scene prior to complying with the requirements outlined in A.R.S. 28-633, or the accident involves serious injury, the investigating officer shall:
    1. If the accident involves a hit-and-run, notify the dispatcher and request that a vehicle and driver description be broadcast if one is available, and relayed to surrounding law enforcement agencies.
    2. If a serious accident involves a pedestrian, collect all of the victim's clothing and reserve it as evidence.
    3. Cause his or her supervisor to be notified.
    4. All fatal accidents where there is a possibility of criminal charges being filed will be sent to the Pinal County Attorney's Office for review.
  - d. Technical assistance may be requested by the shift supervisor, which may include, but is not limited to:
    1. Additional officers.
    2. Criminal investigations.
    3. Personnel from other agencies.
    4. Accident investigation expertise.
5. Enforcement action
  - a. Whenever the investigation officer detects a violation of a traffic law or ordinance which caused or are related to the accident and evidence exists to satisfy all the elements of the particular violation, enforcement action should be taken.
6. Traffic accident documentation

- a. The Arizona Traffic Accident Report form and the Supplemental Report and Diagram form shall be completed in any of the following circumstances:
  - 1. Non-injury accidents involving damage to the property of any person in excess of one thousand dollars.
  - 2. Accidents involving death or serious physical injury.
  - 3. Accidents where one of the drivers has left the scene prior to complying with the requirements outlined in A.R.S. 28-663.
  - 4. Accidents involving a governmental vehicle.
- b. The Fatal Supplement form shall also be completed when a fatality occurs at the scene or within 30 days after the accident.
- c. The Arizona Traffic Accident Report form will be completed with a diagram sketch "not to scale" completed in the appropriate location on the back of the form. The diagram will include roadways, vehicle positions, and physical evidence. This form will be completed for any of the following circumstances; non-injury accidents on the roadway involving damage to the property of any person where the damage is less than five hundred (500) dollars.
- d. A computer report will be completed with entries made into the name and vehicle files along with a brief narrative for any of the following circumstances; non-injury private property accidents involving damage to the property of any person where the damage is less than five hundred (500) dollars.

7. Accident exchange slips

- a. Accident exchange slips will be provided to the drivers of all vehicles involved in a motor vehicle accident within the department's jurisdiction, and which are brought to the attention of the department.

8. Follow-up investigations

- a. Follow-up investigation on accidents will be completed by the officer assigned to the report.

9. The Traffic Enforcement Unit/Traffic Officer is specifically responsible for the following:

- a. Restricted to traffic enforcement and related patrol except as follows:
  - 1. In the case of a criminal offense committed in their presence.
  - 2. Responding to an officer in distress.
  - 3. Responding to an emergency when no other police units are available.
  - 4. In cases of disaster when all units are committed.
- b. Conduct an on-going public information and education program to promote traffic safety and driver awareness.
- c. Sobriety check-points will be scheduled and conducted on an “as needed” basis. The decision to conduct sobriety check points will be administratively determined by the Coolidge Police Department and may be held in conjunction with other law enforcement agencies.
- d. Server training programs will be supported by the Coolidge Police Department
- e. “Under 21” decoy operation will be conducted on an “as needed” basis. The decision to conduct “Under 21” decoy operations will be administratively determined by the Coolidge Police Department and may be held in conjunction with other law enforcement agencies.
- f. Be visible during heavy traffic periods, to deter violations. Drive a marked patrol car with operational radar and be radar certified.
- g. Patrol for obvious violations; but, remember the primary objective is prevention.
- h. Be familiar with activity in local bars.
- i. Stress the importance of the traffic enforcement program to bar owners and operators.
- j. Conduct public appearances and give safe driving instruction to local schools and local community organizations.
- k. Be deployed within the city at critical periods/location as indicated by crash and activity data.
- l. Establish and maintain a suspense file to ensure all required reports are completed and submitted to the GOHS within the specified time frames (quarterly and every 60 days).
- m. Maintain statistics, maps, and overlays to assist in the evaluation of the program and determine appropriate education or enforcement action.



n. The below listed areas of information are absolutely required to be maintained for project evaluation. To document TEU enforcement activity, the following will be provided in each quarterly report:

1. Total number of fatal, injury, non-injury and property damage motor vehicle crashes investigated.
2. Total number of hazardous moving citations issued (exclude speed).
3. Total number of speed citations issued.
4. Total number of DUI arrests.

o. The traffic Officer will submit a quarterly narrative report to the Chief of Police no later than the 10<sup>th</sup> of the month following the close of each calendar quarter. These reports will reflect quarterly accomplishments, progress, and status of the program. At select times during the program period specific information may be requested by state and federal officials. Also, to measure the effect of Arizona's seat belt law, the below listed additional data requirements will be included in the quarterly narrative report:

1. Total fatalities.

- i. Restraint used
- ii. No restraint used.
- iii. Restraint use unknown.

2. Total injuries.

- i. Restraint used.
- ii. No restraint used.
- iii. Restraint use unknown.

3. Number of citations issued for child passenger restraint system.

4. Number of warnings issued for child passenger restraint system.

5. Number of citations issued for vehicle restraints used.

6. Number of warnings issued for vehicle restraints used.

- p. The traffic officer will submit a final statement of accomplishment to GOHS within thirty (30) days of the project/grant period. This document will reflect total project activity and indicate to what degree this activity has succeeded in meeting the project objectives, including addressing each item in the “method of procedure”. This will be an administrative evaluation.
- q. Report of highway safety costs incurred (RCI).
  - 1. The traffic enforcement unit will submit as a minimum of every sixty (60) days, a report of highway safety costs incurred to the Chief of Police. Failure to meet this requirement may be cause to terminate the program under IIB, Schedule C.
  - 2. A clear audit trail must be established to determine costs charged against this agreement. Substantiation of costs will, where possible, be made utilizing the Coolidge Police Department documentation consisting of, but not limited to copies of purchase orders, copies of invoices, and proof of payment.
  - 3. The traffic enforcement Officer will retain copies of all documentation in the program file.
- r. Project monitoring
  - 1. Representatives of GOHS will monitor the program as to program progression toward objectives, either on-site or by telephone during the life of the contract.