OFFICE OF PUBLIC SAFETY
POLICE DEPARTMENT

GENERAL ORDER

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SUBJECT
TRAFFIC ENFORCEMENT/DIRECTION

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VICE PRESIDENT FOR PUBLIC SAFETY
Elmer H. Tippett Jr.

CHIEF OF POLICE
Stephen L. Holl

4-111.00 PURPOSE

This Order establishes procedures for enforcement action incidental to traffic law violations. This Order also establishes policy for the Direction of Traffic, Methods of Traffic Direction, and Special Events that Require Special Traffic Direction.

4-111.01 POLICY

It is the policy of the Police Department to provide for safe, orderly vehicular and pedestrian traffic flow within its jurisdiction. The Department will accomplish this through a multi-prong approach to include traffic direction and control, fair and unbiased enforcement of traffic laws, and addressing roadway hazards.

4-111.02 TRAFFIC STOPS

When an officer initiates a traffic stop, he/she shall take the following actions:

A. Notify PSCC of the traffic stop via the police radio and include, when possible, the following information:

1. Current location and direction of travel
2. Description of vehicle to include make, model, color and license plate number
3. Number and description of occupants
4. The intended location of the stop

B The PSCC shall conduct the following:

1. When an officer initiates a traffic stop the Emergency Communications Technician (ECT) shall begin timers that will last five minutes.

2. If the ECT has not heard from the officer within the five minute time period, then the ECT shall attempt to contact the officer via radio.

3. ***If the officer does not respond back to the ECT, then the ECT shall immediately dispatch a backup police unit to the officers location.***

4. ***If the officer has made contact with the ECT, then the ECT shall verify the status and shall then repeat the above listed steps using a ten minute timer.***

5. ***ECT's shall continue to conduct "safety checks" on officers until they clear the traffic stop.***

C Select a location that is visible from a distance, with no obstructions such as curves, hills or other visual impediments and out of the travel portion of the road if possible. During times of low visibility, a well-lit area should be sought. Safety for the motorist as well as the officer should dictate the location where the stop will take place.

D Emergency lights will be used to alert a violator of the intention to stop them as well as alert other drivers during the course of the traffic stop. It may be necessary to use the siren to get the attention of the violator.

E The cruiser should be stopped a safe distance away and positioned in such a manner as to provide a buffer area as dictated by traffic passing the stop site. During hours of darkness, the use of a spotlight and other lights will aid in the officer's safety as well as improve the visibility of both vehicles to other motorists.

F Officers shall use due caution when exiting and moving between the stopped vehicle and their cruiser, being mindful of traffic passing by and the actions of the occupants in the stopped vehicle. Officers shall wear their reflective traffic vest when working outside of their cruiser for extended periods of time, i.e., vehicle crashes or impounds.

G Once traffic stops are complete, officers shall notify the PSCC via the police radio of their status and aid motorists with safely merging back into the flow of traffic prior to turning off their emergency lights.

4-111.03 ENFORCEMENT ACTION

When a violation of traffic law is observed, there are three basic types of enforcement that can be taken.

- Physical Arrest
- Citation/Virginia Uniform Summons (VUS)
- Warning

Officers should take enforcement actions which are reasonable, allowed by law, and commensurate with the type of violation committed to achieve the desired result of compliance with the law. Enforcement will be conducted in conformance with G.O. 1-306.

A. Arrest: For the purpose of this policy, arrest means physically taking a person into custody to deprive him/her of his/her freedom for criminal justice purposes. This does not include brief investigatory detentions or traffic stops where the intent is to question or cite persons and then release them. Arrests should be made only when required by law or when no reasonable alternatives are available. Arrests for traffic violations require that an incident report be completed along with any other documentation as the incident dictates.

1. Traffic Violations that enforcement options include arrest are:
   - Driving While Intoxicated/Impaired
   - Driving While Suspended/Revoked With Notice
   - Habitual Offender
   - Refusal to Sign Summons
   - A reasonable and articulable belief that the violator will disregard the summons
2. Officers shall not arrest any person for a violation of law that the maximum penalty does not include jail time.

B. Citation/Virginia Uniform Summons (VUS): Parking citations and VUS will be issued in accordance with the Code of Virginia.

1. A VUS may be issued for any violation of the motor vehicle law that is reportable to the Department of Motor Vehicles (DMV). Only one infraction or violation will be cited on each VUS issued. The code section and description of the violation will be written on the VUS. Officers shall also indicate the date, time and location of the court and whether or not the violation is prepayable.
   a. When the violation is a prepayable offense, the officer should supply the violator with a prepayment information sheet.
   b. Violators must sign and receive copies of all summonses issued.
   c. The court and agency copies should be turned in to the Court Liaison Office at the end of the officer's tour of duty.
   d. Extemporaneous notes regarding the traffic stop may be made on the officer's copy of the summons.
2. Drivers with suspended or revoked driving privileges, who have not received official notice of their status, will be issued a VUS along with a Suspension/Revocation Disqualification Form.
   a. If available, officers should seize suspended licenses to be turned in to the DMV.
   b. The agency copy of the Suspension/Revocation Disqualification form shall be attached to copies of the VUS to be turned in to the Court Liaison Office.
   c. Regardless of whether the driver received notice, he/she may not operate the vehicle. The officer may allow a licensed alternate driver to operate the vehicle. When there is no alternate driver available, the vehicle may be impounded when necessary for operational or safety reasons, or as required by law.
3. Citations may be issued to vehicles for non movement violations, such as illegal parking or expired registration. Multiple violations can be charged on one citation, i.e. handicap parking violation along with an expired inspection (Virginia vehicles only) or expired tags if appropriate. Where multiple parking violations occur, only the most serious of the violations should be charged, i.e. a vehicle double parked in an employee lot without a permit, the issuer of the ticket should charge the violation which they deem is the most egregious. Where parking violations present an operational problem or create security concerns, the vehicle will be impounded.
4. Officers and TCOs must account for all VUS and/or parking citations issued to them and will maintain them in compliance with State law.

5. Diplomat violators will be handled in conformance with G.O. 1-310.

6. Members of Congress may not be detained while in transit to or from the Congress of the United States. If a member of Congress is stopped for a traffic infraction, he/she should be identified and immediately released. The officer may then obtain a summons for the member of congress covering the observed violation and make arrangements to serve the summons at a time when the member of Congress is not in transit to or from Congress, or on official business.

7. Military personnel assigned to local military installations should be treated as residents. Military personnel not assigned to local installations should be treated as nonresidents as indicated in 4-111.10 of this policy. Officers are reminded that the home state operator's license of military personnel does not expire until 90 days after separation from active duty.

8. When a VUS or citation is written in error, the officer or TCO shall write "VOID" in large letters across the ticket and return all copies into the Court Liaison Office. VUS and citations shall not be discarded or destroyed.

C. Warnings: Where minor violations occur or where appropriate, police officers and traffic control officers (TCO) may use their discretion to issue warnings, when allowed by law and when it garners the desired result. Warnings are issued as follows:

1. Verbal Warning: The officer or TCO may verbally warn a violator when they believe that doing so will gain compliance of the law by the violator. In such action, no written documentation is required.

2. Written Warning: When appropriate, a written warning may be issued for parking citations.

4-111.04 DUI ALCOHOL/DRUGS

A. Officers must be familiar with the signs of alcohol/drug impaired driving; and use this information to establish probable cause to conduct a traffic stop.

1. Once the officer has observed driving behavior providing reasonable suspicion of impaired driving, he/she shall stop the suspect vehicle and conduct an initial interview with the driver to detect possible alcohol/drug use or to rule out a possible medical condition that would cause the driver to behave in such manner.

2. Upon suspicion of alcohol/drug impairment, the officer shall administer a variety of field sobriety tests which demonstrate the suspect's ability to divide attention between tasks, balance, coordination, and information processing.

B. Preliminary Breath Test (PBT) – The Alcosensor is helpful in establishing probable cause and officers are required to offer the test. Officers should not offer the PBT until after the initial interview and field sobriety tests have been completed.

1. Prior to administering the test, the driver must be advised that he/she does not have to take the test and the results are not admissible in court.

2. When administering the Alcosensor test, officers shall be familiar with the unit's operation and follow the instructions printed on it.

C. Implied Consent – Once probable cause has been established by the officer, he/she shall advise the suspect of the Virginia Implied Consent law regarding the analysis of blood or breath for alcohol content and the consequences of unreasonable refusal to allow the testing.

1. Implied Consent does not apply when the vehicle being operated is on private property.

2. The Commonwealth does not proceed under the Implied Consent Statute for DUI related fatal crashes.

3. Implied Consent should not be read to a suspect in a fatal crash case.

4-111.05 MOVING VIOLATIONS

A. Speed enforcement may be carried out with either of the following methods:

1. Speed detection equipment, e.g. RADAR or LIDAR

2. Vehicle pace

B. Officers using speed detection equipment shall be trained in the device's operation and a current copy of their certification is on file with the Training Section.

C. Officers shall ensure that the equipment functions properly and is used in conformance with methods demonstrated in training.

D. Cruiser operators working stationary enforcement shall notify the Public Safety Communications Center (PSCC) of their location, prior to beginning enforcement activities. Officers on foot, manually signaling drivers to stop, shall wear high visibility clothing to enhance their visibility to motorists. Officers shall not place themselves in the path of any moving vehicle.

E. Cruiser operators working mobile enforcement shall take into consideration traffic flow, roadway conditions, visibility and the violator's driving behavior. Officers following a speeder may use reasonable speed and techniques to reduce distance and maintain visual contact with the violator to signal their intention to stop the vehicle. Following/pacing a vehicle becomes a pursuit when, the violator demonstrates his/her awareness of the officer's presence and intent to stop them, and the violator eludes by speed or evasive maneuvers. Pursuits are governed by G.O. 4-101.

F. Officers conducting traffic enforcement shall observe the following guidelines for stopping violators:

- On roadways with a speed limit greater than 35 mph or when the violator's vehicle is estimated to be traveling at speeds greater than 35 mph, the officer must use a police vehicle to stop the violator. Officers are not permitted to step into the path of oncoming traffic to stop a violator in a speed zone that is higher than 35 mph. Once the violator passes, the officer will pull onto the roadway, when it is safe to do so, in order to catch up to the violator and conduct the traffic stop.

- Officers are permitted to use stationary traffic enforcement on roadways with speed limits of 35 mph or lower. The purpose of this requirement is to ensure the safety of the officers and the general public.

4-111.06 OTHER HAZARDOUS VIOLATIONS

Officers shall be vigilant in enforcing traffic laws and detecting driving behaviors that present the potential for harm to the violator or others. Tailgating, weaving through traffic, improper passing/lane changes, disregarding traffic control devices, racing, acts of road rage and reckless driving are behaviors categorized as "Aggressive Driving" and require enforcement action to safeguard others.

4-111.07 MOPEDS, MINI BIKES AND OFF-ROAD VEHICLES

Officers shall be familiar with laws that are applicable to Mopeds, Mini-bikes, and Off-road vehicles and take enforcement actions to ensure their safe operation while on or adjacent to Authority property,

i.e., the bike path at National or the property near the commuter parking lot on Lockridge Road at Dulles.

4-111.08 EQUIPMENT VIOLATIONS

Officers shall be vigilant in the detection and enforcement of equipment violations and take appropriate action against violators operating vehicles found to have unapproved, unsafe or defective equipment. Officers shall be familiar with laws that are applicable to required and unapproved equipment.

4-111.09 PUBLIC CARRIER/COMMERCIAL MOTOR VEHICLE VIOLATIONS

A. Officers shall be familiar with laws that are applicable to Commercial Motor Vehicle operations, safety, and Commercial Drivers Licenses and take enforcement actions to ensure their safe operation while on or adjacent to Authority property.

   1. Commercial Motor Vehicle DUI violations shall be governed by the Motor Vehicle Code of Virginia § 46.2-341.24 through § 46.2-341.27.

   2. Commercial Drivers Licenses violations shall be governed by the Motor Vehicle Code of Virginia § 46.2-341.7 and § 46.2-341.21.

   3. Commercial Motor Vehicle load securement violations shall be governed by the Motor Vehicle Code of Virginia § 46.2-1105.through 46.2-1156.

B. Only federally certified Motor Carrier Officers shall conduct Motor Carrier safety inspections, post crash inspections, and specialized Motor Carrier enforcement. Officers requiring a Motor Carrier safety inspection shall request a certified MWAA Officer or a Motor Carrier Officer from the State Police or neighboring jurisdiction

4-111.10 VIOLATIONS COMMITTED BY JUVENILES

Juvenile traffic offenders are prosecuted in Juvenile and Domestic Relations Court and that shall be so noted on the summons. Officers issuing a traffic summons to juvenile offenders shall advise them of their options regarding prepayment or court appearance and that a parent or guardian must accompany them when they appear before the court. (See G.O. 1-307 for additional policy on juveniles.)

4-111.11 VIOLATIONS COMMITTED BY NON-RESIDENTS

A. Sections § 46.2-483 through 46.2-506 of the Code of Virginia describe the reciprocal provisions applicable to the residents of states that are members of the "Nonresident Violator Compact", and all officers should be familiar with them.

B. Residents of non-compact states should be brought before a magistrate. This is normally a non-custodial arrest and violators should be instructed to follow the officer to the Magistrate's Office.

4-111.12 NEWLY ENACTED LAWS AND/OR REGULATIONS

Officers are required to maintain familiarity with current traffic laws and applicable ordinances, and regulations enacted by:

- the Commonwealth of Virginia
- the county within which they are working
- and the Metropolitan Washington Airports Authority

Familiarization may be accomplished through legal updates provided through internal memos, Mandatory In-service Recertification, or researching the VA Law website.

4-111.13 VIOLATIONS RESULTING IN CRASHES

It is recommended that a VUS be issued for the appropriate violation if a traffic infraction is noted and a police crash report is taken. A VUS, based upon a crash investigation, may only be issued at the scene of a crash or at a hospital or medical facility to which any adult involved in such crash has been transported.

When a VUS cannot be served in an incident as described above, if appropriate, a traffic warrant shall be obtained from the magistrate of the jurisdiction where the crash occurred.

Witnesses shall be summoned by the primary officer through the use of a Witness Subpoena.

4-111.14 VIOLATIONS INVOLVING PEDESTRIANS AND/OR BICYCLISTS

Enforcement of pedestrian and bicycle traffic is based upon the seriousness of the violation and the action most likely to encourage future compliance with the law. Another factor to be considered is the analysis of crash reports involving pedestrians or bicyclists. Due to the high incidents of pedestrians moving about in roadways directly in front of terminal buildings, it is incumbent for officers to be knowledgeable of laws governing pedestrian traffic.

4-111.15 GENERAL TRAFFIC DIRECTION AND CONTROL

All personnel of this department shall be on the alert for problems that inhibit the orderly flow of vehicle and pedestrian traffic on the respective Airports and the Dulles Access Highway (DAH). Where backups are found, immediate action should be taken to alleviate the problem.

In most instances such action may include, but not limited, to the following:

A. Manually directing traffic until the backup is eliminated.

B. Notifying PSCC and supervisors of the problem.

C. Requesting any special equipment or services needed to correct the problem.

D. Notifying adjacent jurisdictional authorities when backups are caused by problems outside the Authority jurisdiction.

4-111.16 MANUAL DIRECTION OF TRAFFIC

The watch commander will arrange through Airport Operations to turn traffic signals to the flash mode when such signals are determined to be the cause of backups and direct an officer to manually facilitate the movement of traffic.

Manual direction of traffic shall be in accordance with Section § 46.2-1309 of the Code of Virginia, which specifies that traffic direction, other than by voice shall be as follows:

A. TO STOP TRAFFIC BY HAND: Stand with the shoulders parallel to the moving traffic, raise arm forty-five degrees above the shoulders, with hand extended and palm towards the moving traffic to be stopped.

B. TO MOVE TRAFFIC BY HAND: Stand with the shoulders parallel to the traffic to be moved. Extend the right arm and hand full length, at shoulder height, towards such traffic, with the fingers extended and the palm down. Bring the hand sharply in the direction that traffic is to be moved. Repeat the movement with the left arm and hand to start traffic from the opposite direction.

C. TO STOP AND START TRAFFIC BY WHISTLE: Use the long blast to bring moving traffic to a halt, two short blasts to start traffic.

D. EMERGENCY STOPPING OF TRAFFIC: Use three or more short blasts for all traffic to immediately clear an intersection and stop.

Personnel assigned to a traffic direction post shall remain at that post until relieved or until such time as the problem is corrected or ordered removed by a supervisor.

4-111.17 REFLECTIVE SAFETY VESTS

All personnel shall wear their department issued reflective vest or high visibility clothing while actively engaged in traffic enforcement, direction, or accident investigation while on foot.

4-111.18 SPECIAL EVENTS: FIRES, GAS LEAKS, AND RESCUE OPERATIONS

At scenes where the preliminary responsibility rests with the Fire Department, the role of the Police Department is to assist and support the Fire Department operations. Such support shall include protecting fire personnel and equipment and controlling access to the scene.

A. Upon arrival at the scene of such incidents, the senior police official will take the following course of action:

1. Report to or establish a Command Post and consult with the senior fire official on the scene to coordinate efforts.
2. Establish one or more control points on the perimeter of the scene.
3. Regulate traffic flow around the scene and provide for emergency vehicles to enter and depart from the scene.
4. Restrict access to only authorized persons.
5. Ensure security of the scene and preserve the peace.

B. To accomplish their mission, officers or TCOs may use the following means of control:

1. Use of flares, except on scenes of gas leaks or other flammable materials.
2. Use of portable temporary traffic control devices such as traffic cones, barricades or directional signs depending on the situation and mission to be accomplished.

C. Incidents involving vehicle crashes is addressed in G.O. 4-110.

4-111.19 PEDESTRIAN TRAFFIC

A grouping of pedestrians will generally take place prior to an actual crossing, and every effort shall be made to keep the group very compact as it crosses the street. Failure to properly group pedestrians will cause unnecessary delays to approaching motorists.

Officers on traffic crossing shall be aware of and use the natural gaps that normally occur in moving vehicular traffic. Vehicular traffic shall be stopped and pedestrians crossed when such gaps occur.

All pedestrians will be directed to walk in the crosswalk. Running to the crosswalk and running while crossing should be discouraged.

Halted vehicular traffic shall not be released until the last pedestrian is safely through the crosswalk and on the sidewalk.

4-111.20 ADVERSE ROAD OR WEATHER CONDITIONS

In situations where traffic control is needed and weather or road conditions limit visibility of the potential hazard, officers shall follow guidelines listed in G.O. 4-110.02 section E. The severity of

the hazard and visibility limits will dictate the distance advance warning devices should be placed from the officer directing traffic. In addition to a reflective vest, it is highly recommended that officers use flares and/or a flashlight to attract the attention of approaching motorists to their location. Officers shall also have the emergency lights running on their cruiser to alert motorists of the potential hazard.

4.111.21 TEMPORARY TRAFFIC CONTROL DEVICES

The department has a variety of equipment to aid officers in controlling and directing traffic. They include but are not limited to:

- Traffic Cones
- Flares
- Barricades

By their nature, temporary control devices need to be used with care to allow motorists adequate notice that the traffic pattern has been altered. Whenever such devices are employed, the PSCC and a shift supervisor shall be notified.