



## 2017 VIRGINIA LAW ENFORCEMENT CHALLENGE APPLICATION

Applications are due to [VLEC@vachiefs.org](mailto:VLEC@vachiefs.org) by **Friday, May 5, 2017, by 11:59 PM**

Click here for a copy of the LEC How-To Guide: <http://bit.ly/22aMcCW>

Agency (as it would appear on an award): Metropolitan Washington Airports Authority Police Department  
 Agency Category: Special Law Enforcement  
 Total Number of Sworn Personnel: 225 Total Number of Uniformed Officers on the Street: 70  
 Submitter(s) (main point of contact for application): Sgt. Jason Moseley  
 Department: Metropolitan Washington Airports Authority Police Department  
 Address: 23550 Autopilot Drive City: Dulles State: VA Zip: 20166  
 Submitter Phone: (703) 572-5742 Submitter Email: jason.moseley@mwa.com  
 Department Head: Chief Scott Booth Email: scott.booth.mwa.com

### APPLICATION ATTACHMENTS PACKET

#### CHECKLIST

*Each attachment should be no longer or larger than 10 pages and 10 MB.*

NLEC Application (required)	<u>X</u>
Speed Awareness Narrative (required)	<u>X</u>
Speed Awareness Policies (required)	<u>X</u>
Impaired Driving Narrative (required)	<u>X</u>
Impaired Driving Policies (required)	<u>X</u>
Occupant Protection Narrative (required)	<u>X</u>
Occupant Protection Policies (required)	<u>X</u>
State/Local Issue Narrative (required)	<u>X</u>
State Local Issue Policies (required)	<u>X</u>
Special Award Application(s) (1 attachment including narratives and policies for <u>each</u> award) (optional)	<u>X</u>

### SPECIAL AWARD CONSIDERATIONS

Impaired Driving*	<u>X</u>
Occupant Protection*	<u>X</u>
Speed Awareness*	<u>X</u>
Bike/Pedestrian Safety	<u>    </u>
Commercial Motor Vehicle Safety	<u>    </u>
Distracted Driving	<u>X</u>
Motorcycle Safety	<u>    </u>
Technology	<u>    </u>
Traffic Incident Management	<u>    </u>
State/Local Issue is Special Award Consideration**	<u>    </u>
<b>yes</b> no	<u>X</u>
<i>If yes, which one?</i>	
<u>Distracted Driving</u>	

*\*Your agency is automatically considered for this Special Award upon submission of NLEC application*  
*\*\*Cannot be Speed Awareness, Impaired Driving, or Occupant Protection; must be chosen from other Special Awards*

## SUBMISSION DISCLOSURE QUESTIONS

Please answer the following questions to the best of your ability.

1. Total roadway crashes in 2014: 411
2. Total roadway crashes in 2015: 454
3. Total roadway crashes in 2016: 744
4. Total fatal crashes in 2014: 1
5. Total fatal crashes in 2015: 2
6. Total fatal crashes in 2016: 0
7. Total injury crashes in 2014: 73
8. Total injury crashes in 2015: 67
9. Total injury crashes in 2016: 91

### IMPAIRED DRIVING

For guidance on completing your Impaired Driving attachments, please refer to page 5 of the How-To Guide:

<http://bit.ly/22aMcCW>

1. This agency has a written policy making impaired driving enforcement a priority: yes X no
2. Number of officers who received training in 2016 in impaired driving: 23
3. This agency participates in officer recognition programs for impaired driving detection and apprehension:  
yes X no
4. Number of Impaired Driving Arrests in 2014: 66
5. Number of Impaired Driving Arrests in 2015: 35
6. Number of Impaired Driving Arrests in 2016: 126
7. Total number of fatal and injury crashes related to Impaired Driving in 2016: 8
8. Percentage of fatal and injury crashes related to Impaired Driving in 2016: 8.2%
9. This agency is allowed to conduct Impaired Driving Checkpoints: yes      no X
10. Number of Special Enforcement Efforts in 2016 for Impaired Driving (saturation patrols, checkpoints, etc.): 6
11. Output Statistics: How many DUI citations were issued in target areas?: 36
12. Output Statistics: How many DUI citations were issued during the target times?: 36
13. Output Statistics: How many contacts were made? (total): 231
14. Output Statistics: How many contacts in target areas?: 231

## OCCUPANT PROTECTION

For guidance on completing your Occupant Protection attachments, please refer to page 6 of the How-To Guide:

<http://bit.ly/22aMcCW>

1. This agency has a written policy making safety belt and child passenger safety enforcement a priority: yes  no
2. This agency has a written policy requiring officer safety belt use: yes  no
3. Does your state have a Primary Seat Belt Enforcement Law?: yes  no
4. Your state's average safety belt use percentage rate in 2016: 79%
5. Your jurisdiction's safety belt use percentage rate at the beginning of 2016: 83%
6. Your jurisdiction's safety belt use percentage rate at the end of 2016: 92%
7. Number of officers who received training in 2016 in occupant protection: 18
8. This agency participates in Saved by the Belt/Air Bag (officer and/or citizen) awards programs: yes  no
9. Number of Seat Belt Citations in 2014: 91
10. Number of Seat Belt Citations in 2015: 66
11. Number of Seat Belt Citations in 2016: 36
12. Number of Child Seat Citations in 2014: 12
13. Number of Child Seat Citations in 2015: 8
14. Number of Child Seat Citations in 2016: 6
15. Number of Special Enforcement Efforts in 2016 for Occupant Protection: 5
16. Output Statistics: How many citations were issued in target areas?: 18
17. Output Statistics: How many citations were issued during the target times?: 18
18. Output Statistics: How many contacts were made? (total): 203
19. Output Statistics: How many contacts were made in target areas?: 203

## SPEED AWARENESS

For guidance on completing your Speed Awareness Submission attachments, please refer to page 8 of the How-To

Guide: <http://bit.ly/22aMcCW>

1. This agency has a written policy making speed enforcement a priority: yes  no
2. Number of officers who received speed-related training in 2016: 47
3. This agency participates in officer recognition programs for speed detection and apprehension: yes  no
4. Number of Speeding Citations in 2014: 4600
5. Number of Speeding Citations in 2015: 3425
6. Number of Speeding Citations in 2016: 6506
7. Total number of 2016 fatal and injury crashes related to speed: 28
8. Percentage of 2016 fatal and injury crashes related to speed: 28.8%
9. Number of Special Enforcement Efforts in 2016 for Speed: 5
10. Output Statistics: How many citations were issued in target areas?: 1223
11. Output Statistics: How many citations were issued during the target times?: 1223
12. Output Statistics: How many contacts were made? (total): 9562
13. Output Statistics: How many contacts were made in target areas?: 7206

## STATE/LOCAL ISSUE

Your State/Local Issue cannot be Impaired Driving, Occupant Protection, or Speed Awareness. For guidance on completing your State/Local Issue attachments, please refer to page 9 of the How-To Guide: <http://bit.ly/22aMcCW>

1. This agency has a written policy making this issue a priority: yes \_\_\_ no X
2. Number of officers who received training related to this issue in 2016: 18
3. This agency participates in officer recognition programs for this issue: yes X no \_\_\_
4. Number of citations issued involving this issue in 2014: 426
5. Number of citations issued involving this issue in 2015: 357
6. Number of citations issued involving this issue in 2016: 457
7. Total number of 2016 fatal and injury crashes related to this issue: 35
8. Percentage of 2016 fatal and injury crashes related to this issue: 38.4%
9. Number of Special Enforcement Efforts in 2016 for this issue: 10
10. Output Statistics: How many citations were issued in the target areas?: 316
11. Output Statistics: How many citations were issued during the target times?: 316
12. Output Statistics: How many contacts were made? (total): 1673
13. Output Statistics: How many contacts were made in target areas?: 1452
14. How many special team enforcement details were directed at the State/Local Issue (not routine patrol)?:  
4



# Metropolitan Washington Airports Authority Police Department



## Impaired Driving

### Problem Identification

The Metropolitan Washington Airports Authority Police Department has committed itself to the enforcement and increasing of public awareness of the effects of impaired driving. The Airports Authority Police Department recognizes the danger that impaired drivers pose and considers it a top priority of our enforcement efforts.

Each year, the MWAA Police Department conducts saturation patrols in an effort to locate and remove impaired drivers from our roadways as well as participating impaired driving campaigns. Our department uses saturation patrols when attempting to detect impaired drivers, since our department prefers to not use impaired driver checkpoints due to safety concerns for our officers due to the types of roadways we have within our jurisdiction. During 2016, we had zero fatality crashes, and 8 injury crashes, where impaired driving was identified as a factor.

Although we had very few injury and fatal crashes related to “impaired driving” during 2016, we recognize that it is still an important issue and, if not monitored and controlled closely, it can become a much larger problem. During 2016, 8.2% of injury crashes (zero fatal) involved impaired driving as a contributing factor in the crash. Our goal was to increase the public’s awareness of the dangers of impaired driving and reduce injury and fatality crashes with impaired driving as a contributing factor. This was achieved by conducting more enforcement efforts and by increasing our enforcement actions by 50% over 2015. We also set a goal of at least five saturation patrols focusing directly on impaired driving and to attend at least three public events to better educate persons within our jurisdiction to the dangers of impaired driving.

During 2016, a review of statistics found that the majority of our impaired drivers were located on the Dulles Toll Road, Route 28, and the West Entrance Road coming from the G.W. Parkway. It was also determined that the majority of these incidents were during the time period of 0100 to 0500 hours and on Fridays and Saturdays, as well as major holidays.



# **Metropolitan Washington Airports Authority Police Department**



## **Policy**

The department has a policy in place directing that police officers shall stop any driver that they have reasonable suspicion to believe is an impaired driver. The Metropolitan Washington Airports Authority Police Department does consider impaired driving a top priority of our department.

Below is the portion of the Department General Orders referencing impaired driving use by the officers:

### **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.**



# **Metropolitan Washington Airports Authority Police Department**



## **Policy (continued)**

- 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.**

## **Planning**

Traffic safety is regularly conducted by officers during patrols and special enforcement efforts. The special enforcement details are planned operations of selective enforcement and are often scheduled during corresponding local, state or national campaigns. The department conducted seven different enforcement efforts in support of goals to increase both enforcement and public awareness of impaired driving. Enforcement details included participating in “Drive Sober or Get Pulled Over” and “Buzzed Driving Campaigns” as well as conducting department-only saturation patrols. The department also evaluates trends in recent accidents to look for changes or increases in crashes related to alcohol or drug involvement and subsequently conducts enforcement efforts in areas where a need presents itself.

During 2016, a review of statistics found that the majority of impaired drivers were located on the Dulles Toll Road, Route 28, and the West Entrance Road coming from the George Washington Parkway. It was also determined that the majority of these incidents were between 0100 and 0500 hours and on Friday, Saturday, or major holidays. Based on this information, it was determined that the MWAA PD would focus saturation patrols on these roadways during these target days and timeframes. The goal was to schedule five saturation patrols, using two to six officers, focusing exclusively on impaired driving and independent of



# Metropolitan Washington Airports Authority Police Department



## Planning (continued)

routine patrol. A review of officer summary logs, crash data and arrest numbers determined the level of impact of the saturation patrol.

## Training

The department encourages officers to apply for training pertaining to impaired driving at the regional academy and makes every effort to ensure that the requesting officers are able to attend. During 2016, all of officers received some level of impaired driver training such as roll call refresher training on impaired driving to help them better understand what to look for and how to properly deal with an impaired driver. There were 23 officers who volunteered for impaired driver training ranging from refresher DWI training, DWI and SFST certification training, DUI involving Drugs training and Advanced Roadside Impaired Driving Enforcement training (ARIDE). Two officers assigned to the regional academy also attended the DWI Detection and SFST Instructor Development course to be able to provide in-house training and certification to additional MWAA officers.

During 2016, the department also had 18 recruits pass the Northern Virginia Criminal Justice Basic Academy. This included DWI and SFST training and certification as required coursework of the academy. They received further DWI training and real-world scenario training during the Field Training Program. The Police Training Section used experienced Field Training Officers set-up mock impaired driving scenarios so new officers had an opportunity to observe and practice the entire process in more realistic environment. The department also conducted roll call training for all officers during 2016 on current impaired driving laws within the Commonwealth of Virginia, to include commercial motor vehicle and aircraft DWI laws.

## Public Information and Education

During 2016, the Metropolitan Washington Airports Authority Police Department used many different ways to reach out to the public and inform and educate them about the importance of impaired driving. Our department participated in numerous impaired driving





# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

details and campaigns and we had officers attend multiple community events where they were able to educate the community on the importance and dangers of impaired driving. One of the events that officers from our department promoted this message was the Virginia Special Olympics Dulles Day Plane Pull which occurred on September 17th from 1030 to 1600 hours. Also included were multiple health fairs, such as the Dulles International Airport Health Fair and MWAA Job Fairs. The MWAA Police Department utilized these forums to educate members of the community on impaired driving laws within the Commonwealth of Virginia as well as provide training and information about the dangers of impaired driving.

The Airports Authority Police Department also utilized variable message boards to remind the public of ongoing impaired driving initiatives and campaigns that are taking place. Multiple variable message boards were placed around our jurisdiction displaying “Drive Sober or Get Pulled Over” and “Buzzed Driving is Impaired Driving” messages attempting to increase public awareness. Our variable message boards are positioned in strategic locations throughout the Airports Authority’s jurisdiction and moved to different locations in an attempt to produce the maximum exposure to the public. We also were able to form a partnership with the airport management which provided us an opportunity to arrange to have the “Drive Sober or Get Pulled Over” campaign message displayed on other variable message boards on Airports Authority roadways to increase the public’s contact to this message. The Airports Authority Police Department also utilized portable “Checkpoint Strike Force” and “Drive Sober or Get Pulled Over” yard signs thorough out our jurisdictions to further promote the message about



Example of a “Drive Sober or Get Pulled Over” yard sign placed to increase awareness.



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

the importance of preventing impaired driving. Many of the variable message boards and yard signs were concentrated within the target areas to attempt to have a greater impact where we have seen the most crashes involving impaired driving. Our department also utilized “DUI Selective Enforcement Team” magnets on police vehicles during special details to help increase the exposure of the enforcement effort and remind drivers it is underway within our jurisdiction. Our agency also partnered with other local jurisdictions for regional impaired driving enforcement. With this partnership with other agencies, we were able to make a larger impact and cover more area with impaired driving messages and striving to make more members of the public aware of the dangers of this dangerous behavior.



Our agency also utilizes social media platforms to spread the word and educate the public on impaired driving and the dangers of impaired driving. One of the ways we accomplish this is through the Agency Twitter account to help us contact a larger base of the public we serve and help to inform them of the reasons impaired driving is unsafe. An example of the use of our agency Twitter account to educate the public aware of the dangers of impaired driving is located to the side.





# Metropolitan Washington Airports Authority Police Department



## Enforcement

The Metropolitan Washington Airports Authority Police Department conducted its enforcement through routine and saturation patrol efforts. During 2016, the Airports Authority Police Department made 126 impaired driving arrests. The department accomplished this through the use of over 25,000 hours of routine patrols and 240 hours of saturation patrols. The MWAA PD did not use any grant-funded overtime during our impaired driving enforcement and education efforts. The department also participated in the national “Drive Sober or Get Pulled Over” campaigns. During this enforcement effort, officers made 17 arrests for various impaired driving violations.

The MWAA PD made 36 arrests for impaired driving within our target areas during the target timeframes. We also charged six subjects with refusal to submit to a breath test, five persons with open container violations, and seven vehicle passengers with drunk in public charges. Two of the arrests involved impaired driving due to drug use.

The MWAA PD conducted six saturation patrol details for the impaired driving outside of routine patrols. This exceeded our goal of at least five saturation patrols during 2016. The saturation patrols were assigned to the targeted areas during the targeted timeframes. Our agency does not conduct impaired driving checkpoints for safety reasons.



Ofc. Frank Etro conducts a traffic stop on a suspected impaired driver.



# Metropolitan Washington Airports Authority Police Department



## Outcomes

Due to continual efforts of the Metropolitan Washington Airports Authority Police Department, we have experienced extremely low numbers of fatalities and injuries due to drivers that were driving while impaired. In 2016, we experienced zero fatality crashes which involved a driver being impaired. We have been able to maintain two or less fatalities each year for the last 5 years due to impaired driving, which we attribute in part to our continued efforts to enforce and educate the public about impaired driving.

We also have seen a decrease in injury crashes involving vehicles with impaired drivers. Our department set a goal of increasing our enforcement efforts by 50% compared to our efforts during 2015. In 2015, we had 35 arrests for impaired driving as an agency, in 2016 we increased our arrests for impaired driving to 126 arrests, which is an increase of 91 arrests. We



**Cpl. Christopher Conboy**  
25 Impaired Driving related  
arrests during 2016



**Cpl. Patricia Cox**  
18 Impaired Driving related  
arrests during 2016



**Ofc. Jimel Jones**  
6 Impaired Driving related  
arrests during 2016



**Cpl. Robert McEwen**  
5 Impaired Driving related  
arrests during 2016



**Cpl. Irakli Nijaradze**  
5 Impaired Driving related  
arrests during 2016



# Metropolitan Washington Airports Authority Police Department



## Outcomes (continued)

accomplished this through training and placing more focus on this area of concern for the public safety. The fact that our agency had two patrol vehicles struck by drunk drivers during 2016 provided even more emphasis on impaired driving this year. The MWAA PD conducted six saturation patrol details for the impaired driving outside of routine patrols. This exceeded our goal of at least five saturation patrols during 2016. The saturation patrols were assigned to the targeted areas during the targeted timeframes.

By analyzing crash and arrest statistics on a regular basis, we were able to gauge the success of goals and objectives while also assisting us to better plan the most effective ways to reduce impaired driving in the future. Enforcement efforts also produced additional alcohol and drug related charges beyond those which strictly involved with impaired driving. Due to our efforts, multiple compliments were received from members of the public recognizing our officer's efforts in dealing with impaired drivers.



OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-111	TOTAL PAGES 9	EFFECTIVE DATE 06/20/2013	ANNUAL REVIEW DATE 02/01/2015
SUBJECT <b>TRAFFIC ENFORCEMENT/DIRECTION</b>			
CANCELLATION N/A			
V.L.E.P.S.C. STANDARD OPR 07.04 OPR 07.05			
VICE PRESIDENT FOR PUBLIC SAFETY <b>Elmer H. Tippet Jr.</b>			
CHIEF OF POLICE <b>Stephen L. Holl</b>			

**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 MWA 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.



# Metropolitan Washington Airports Authority Police Department



## Occupant Protection

### Problem Identification

The Metropolitan Washington Airports Authority (MWAA) Police Department is committed to increasing public awareness of occupant protection and enforcing corresponding laws. Although the Commonwealth of Virginia does not have a primary offense seatbelt law, the MWAA Police Department considers occupant protection a top priority of our enforcement efforts. Because the Virginia seatbelt law is not a primary offense, our officers must observe a motorist commit another violation before they can stop them and issue a summons for a seatbelt violation.

Each year, the MWAA Police Department conducts seatbelt surveys in May and November in conjunction with *Click It or Ticket* campaigns. An officer is assigned to a designated intersection, during a specified timeframe, to observe 100 drivers and document if they were wearing their seatbelts. The MWAA PD conducted seatbelt surveys before and after each *Click It or Ticket* campaign to determine our starting point with motorist compliance as well as the effectiveness of our efforts. The initial seatbelt survey in May 2016 showed an 83% compliance with seatbelt laws while the November survey showed a 9% increase, with a compliance rate of 92%. The average seatbelt usage rate for the Commonwealth of Virginia for 2016 was 79%.

Our agency had 91 injury (zero fatality) crashes during 2016, with 9 reporting that the lack of seatbelt usage was a contributing factor in the crash. Therefore our agency found this to be an area we could improve upon even though it was only 9.2% of the crashes.



A Click It or Ticket Seat Belt enforcement Area sign placed on one of the Airports Authority Roadways.



# Metropolitan Washington Airports Authority Police Department



## **Problem Identification (continued)**

We established that this area needed to be improved upon and set a goal of increasing the percentage of occupants utilizing seatbelts throughout 2016 by 5%. Our agency discovered during studies and surveys that the most frequent violators of seatbelt laws were airport employees leaving work after the completion of their shifts. Research identified a decline in seatbelt usage during airport workforce shift changes on roadways leaving employee parking lots.

In an effort to prioritize officer safety, the MWAA PD mandates the use of seatbelts except in exigent circumstances. This requirement extends to anyone riding in department vehicles including prisoners and individuals participating in a ride-along. The MWAA PD realizes that police officers are not immune to the risks of failing to use their seatbelts and must also set a positive example for the public.

## **Policy**

Our department has a policy directing that police officers shall wear seatbelts unless exigent circumstances prevent their use. Although the Metropolitan Washington Airports Authority Police Department does not have a specific reference in Department General Orders, we consider occupant protection a top priority of our department.

Below is the portion of the Department General Orders referencing seatbelt use by the officers, prisoners, and ride-along participants:

### **4-100.03 SAFETY BELTS**

**The use of safety belts will generally be governed by Virginia Motor Vehicle Code §46.2-1094. However, the language of the Code will be interpreted narrowly. Seat belts shall be worn unless exigent circumstances prevent their use.**

### **4-300.04 PRISONER TRANSPORT VEHICLES**

**A. Whenever possible, prisoners shall be transported in caged units. When that is not possible or practical, the following procedures will be used:**





# Metropolitan Washington Airports Authority Police Department



## Policy (continued)

1. Prisoners will be handcuffed and searched described in section 4-300.01 of this policy, and seat belted in the front passenger seat. If an additional officer is needed or required they should follow in a separate vehicle, while maintaining visual contact at all times. Once the arresting officer and prisoner are securely in the detention center, the secondary officer will return to regularly assigned patrol duties.

### 1-107.02 RIDE-ALONG PROGRAM PROCEDURES

#### D. Specific Responsibilities During the Ride:

The host officer will read and explain the rules and regulations governing the Ride-Along Program to the observer prior to leaving the police station. During the ride, the host officer will instruct the observer on procedures required while riding in the police vehicle, and possible consequences resulting from the observer's participation in the program.

1. Both the officer and the ride-along observer(s) must wear seat belts while the vehicle is in motion in conformance with G.O. 4-100 and State law.



Cpl. Christian Tacik shown above wearing his seat belt while on patrol.



# Metropolitan Washington Airports Authority Police Department



## Policy (continued)

Our agency ensures compliance with this policy by supervisors conducting random spot checks. When available, the supervisors also conduct inspections of in-car and body camera footage to ensure compliance as well.

## Planning

Throughout the year, traffic safety initiatives are conducted by the MWAA PD during routine patrols and special enforcement details. Most of the selective enforcement efforts are coordinated through the Dulles Toll Road Office of the police department and are frequently scheduled in conjunction with local, state and national campaigns.

The department conducted five separate details to support goals of increasing both enforcement and public awareness of occupant protection laws. Enforcement efforts ranged from participating in *Click It or Ticket* campaigns, random checks, child safety seat installations and child safety seat inspections. The department evaluated trends in recent accidents to look for any increase in injuries or fatalities related to seatbelt usage and conducted enforcement efforts corresponding to relevant target areas during and timeframes. The examination of crash data and surveys determined that most offenses occurred during the shift change for airport employees on roadways leading from employee lots. Patrol officers checked drivers who were stopped for other traffic offenses to see if occupants were utilizing seatbelts. Police officers were positioned at toll booths to check for primary violations while providing a safe vantage point to inspect if occupants were using seatbelts and child restraint devices.

To follow-up on our efforts, we conducted post enforcement effort surveys to determine if there was an increase of seatbelt usage. Increases in the use of seatbelts were considered positive or successful outcomes for our efforts.



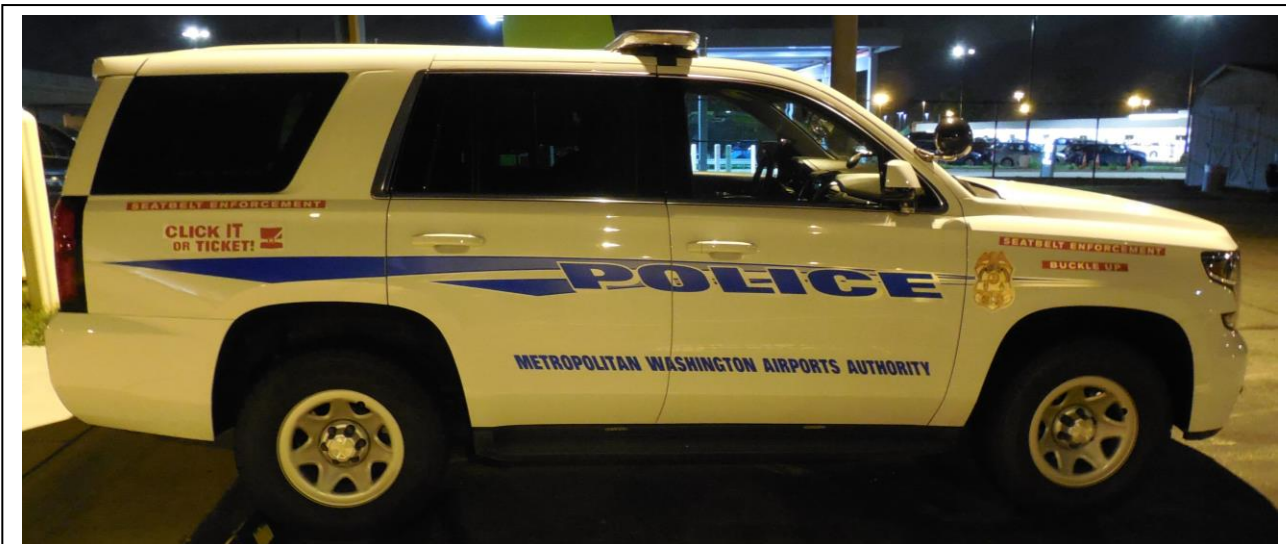
# Metropolitan Washington Airports Authority Police Department



## Training:

During 2016, seven MWAA police officers received Child Safety Seat Technician Certification or Child Safety Seat Technician Recertification. Our department has approximately 30 certified Child Safety Seat Technicians to check and install child seats in vehicles. Police recruits receive training on occupant safety during coursework at the police academy. Courses such as Crash Investigation, Motor Vehicle Traffic Laws and Emergency Vehicle Operations include both adult and child occupant protection laws. Eighteen recruits attended the academy for our department during 2016.

During 2016, the department also conducted roll call training for all officers on seatbelt and child safety laws within the Commonwealth of Virginia. Officers were also provided pamphlets which covered all occupant safety laws within the Commonwealth of Virginia. Police officers had the option to attend in-service coursework, to include child seat installation classes, provided by the academy. The department also had two officers attend Crash Data Recorder Technician Certification, which provided the department the ability to review vehicle crash data to determine if seatbelts were used in a vehicle involved in a crash.



Example of one of our patrol vehicles with “Seatbelt Enforcement”, “Click It or Ticket” and “Buckle Up” vehicle magnets to help increase the public’s awareness of occupant protection.



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education

During 2016, the Metropolitan Washington Airports Authority Police Department used a diverse strategy to inform and educate the public about the importance of occupant protection. Our department participated in multiple child safety seat installation fairs at various community events. One example was the Dulles Day Plane Pull which occurred on September 17th, 2016, from 1030 to 1600 hours. This large festival had nearly 17,000 participants and numerous attendees took advantage of the MWAAPD Community Outreach Program's (COP) Occupant Safety Awareness Booth. The department also had strong presence at health fairs, including the Dulles International Airport Health Fair. At these events, officers were able to educate members of the community on seat belt laws within the Commonwealth of Virginia as well as provide training on occupant safety and the proper use and installation of child safety seats and restraints.



Photo of members of our department's Community Outreach Program conducting Occupant Safety Awareness and educating the public on seat belt



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

The MWAA Police Department also utilized variable message boards to remind the public of current traffic safety initiatives and campaigns. Numerous message boards were placed throughout the jurisdiction displaying “Click It or Ticket” messages to increase public awareness. The variable message boards were positioned in strategic locations and moved to different sites to obtain the maximum exposure to the public.

The MWAA Police Department also utilized portable “Seat Belt Enforcement Zone” yard signs throughout our jurisdictions to further promote the message about the importance of occupant protection. Vehicle magnets were attached to police vehicles to further educate the public of these efforts. These magnets include the messages “Seatbelt Enforcement” and “Buckle Up”.



Example of variable message boards displaying “Click It or Ticket” Campaign Messages.

Our agency also utilizes social media platforms to spread the word and educate the public on Occupant Protection and wearing of seatbelts while in vehicles. One of the ways we accomplish this is through the Agency Twitter account to help us contact a larger base of the public we serve and help to inform them of the reasons for wearing seatbelts to keep safe.



# Metropolitan Washington Airports Authority Police Department



## Enforcement

As stated, the Metropolitan Washington Airports Authority Police Department conducted enforcement during routine patrols and special enforcement details. Police officers were positioned at exit ramps and toll booths to check for primary violations while looking for seatbelt violations at the same time. During these patrol enforcement efforts, our department directed in excess of 25,000 hours towards occupant protection enforcement and education efforts.

During enforcement and education efforts, the MWAA PD did not use grant-funded overtime during any patrol or special detail. During 2016, the Metropolitan Washington Airports Authority Police Department issued 36 seatbelt summonses and six child seat belt summonses during details. Of this total, 18 summonses were issued during target timeframes and locations and 18 were issued during reduced light hours. During the *Click It or Ticket* campaign, officers issued 17 summonses for seatbelt violations at predetermined target areas. Officers also made 156 contacts whereby officers were able to provide educational information to members of the public about importance of occupant protection. Of the six child safety seat summonses, two were issued during target timeframes within target locations. There were three child safety seat summons issued during nighttime hours.



Example of seat belt enforcement yard sign used to increase awareness of enforcement efforts






# Metropolitan Washington Airports Authority Police Department



## Outcomes

Due to continual efforts of the Metropolitan Washington Airports Authority Police Department, we have experienced extremely low numbers of fatalities and injuries due to occupants not wearing seatbelts. In 2016, we experienced no fatality accidents which involved an occupant not wearing a seatbelt. We have been able to maintain two or less traffic fatality each year during the last 5 years, which we attribute in part to continued efforts to enforce and educate the public about occupant protection. We also have seen a decrease in crashes involving occupants who were injured and failed to wear a seatbelt or child restraint.

During 2016, the department set a goal to increase seatbelt usage during the year by 5% and to attempt to exceed the Commonwealth of Virginia average for seatbelt usage. We were able to meet both goals.

 <p><b><u>Cpl. Edward Morris</u></b> 12 Occupant Protection summons issued during 2016</p>	<p>Photo Not Available</p> <p><b><u>Ofc. Juan Armas</u></b> 3 Occupant Protection summons issued during 2016</p>	 <p><b><u>Ofc. Jamel Jones</u></b> 3 Occupant Protection summons issued during 2016</p>
<p>Photo Not Available</p> <p><b><u>Ofc. David King</u></b> 3 Occupant Protection summons issued during 2016</p>	 <p><b><u>Cpl. Lachelle Toler</u></b> 3 Occupant Protection summons issued during 2016</p>	



# Metropolitan Washington Airports Authority Police Department



## Outcomes (continued)

The beginning of 2016 showed an 83% average of seatbelt usage by drivers within MWAA PD jurisdiction with an increase by year's end to a 92% average, yielding a 9% increase of seatbelt usage. We were also successful in exceeding the Commonwealth of Virginia seatbelt usage average of 79% by 13%.

Finally, the MWAA PD discovered numerous additional violations during occupant protection enforcement. Police officers encountered individuals driving with suspended/revoked licenses, expired vehicle registrations, expired safety inspections, wanted subjects and drug possession. Finally, we found that educational and enforcement efforts did not go unnoticed by the public as individual citizens contacted the agency to compliment police efforts to improve highway safety.





**Metropolitan Washington Airports Authority  
OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT**



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-100	TOTAL PAGES 3	EFFECTIVE DATE May 13, 2011
SUBJECT GENERAL VEHICLE USE		
CANCELLATION G.O. 4-100 (dated 02/26/2010)		
V.L.E.P.S.C. STANDARD OPR.01.01, OPR.01.02, OPR.01.03, OPR.01.04, OPR.01.06		
VICE PRESIDENT FOR PUBLIC SAFETY Elmer H. Tippett Jr.		
CHIEF OF POLICE Stephen L. Holl		

**4-100.00 PURPOSE**

This Order outlines the use and assignment of department vehicles.

**4-100.01 POLICY**

Departmental vehicles shall be used with the utmost care and due regard for safety, in the furtherance of official business, and in compliance with the policies of the Department, regulations of the Metropolitan Washington Airports Authority, and the laws of the Commonwealth of Virginia. All employees shall drive Airports Authority vehicles in a safe and prudent manner at all times.

**4-100.02 GENERAL VEHICLE USE**

Members of the department shall observe the following guidelines when assigned a departmental vehicle, unless specifically exempted by the Chief of Police.

- A. Patrol vehicles shall be searched for contraband and/or weapons prior to each tour of duty by the *vehicle operator* assigned to the unit. Special attention shall be placed on the suspect/prisoner area/rear seat. The vehicle operator shall *also* inspect the vehicle for damage and general *operational readiness*. *This inspection will be documented in the individual "MWAA Police Vehicle Log". Each log will be specific to a vehicle and will remain with the vehicle. After the aforementioned inspection both the vehicle operator and a supervisor will sign the log.*

*Officers shall notify their shift supervisor of any defective equipment discovered during the inspection of their assigned vehicle. Vehicles with defective safety or emergency equipment shall be placed out of service with a note on the vehicle board indicating the problem. The keys shall be removed from the vehicle board until such repairs are completed. Supervisors shall not allow any department vehicle with defective safety equipment to be driven.*

*The individual station Administrative Lieutenants, the SOU Commander, and any other component commander that has vehicles assigned will inspect, or cause to be inspected monthly, the Vehicle Log in each vehicle to ensure it is being properly completed. The Vehicle Log will be initialed and dated by the person inspecting it.*

*Each Department component that has vehicles assigned will also maintain a Master Vehicle Log (N Drive – Master Forms Folder) for vehicles to be signed out. This log will be kept in close proximity to the keys and will be filled out each time a vehicle is assigned. This log will*

*be inspected daily by supervisors to ensure it is being completed correctly. Upon inspection, the supervisor will initial and record the time inspected in the margin of the Master Vehicle Log next to the last entry.*

- B. Only members of the Department or authorized Authority personnel shall operate a departmental vehicle.
- C. No person shall be transported in a departmental vehicle unless *it is* required in *the* performance of official duties or when authorized by a supervisor. *Except when a subject has been legally detained, frisked, and handcuffed in accordance with Terry v. Ohio (392 U.S. 1 (1968)), violators and/or suspects shall never be allowed to sit in police vehicles while a summons is being issued or when being detained.*
- D. Whenever a police officer transports a person of the opposite sex (*other than an employee of the Airports Authority*), or a juvenile regardless of the gender, for any reason, the Public Safety Communications Center (PSCC) must be notified of the starting and ending mileage along with the starting location and destination.
- F. Whenever department vehicles leave the boundaries of either National or Dulles jurisdiction, the PSCC shall be advised of the destination via police radio. Upon return to National or Dulles, the dispatcher shall be advised via police radio.
- G. Unless emergency conditions warrant, all departmental vehicles will be parked in accordance with posted restrictions.
- H. Vehicles shall never be left unsecured with the keys in the vehicle.
- I. Only employees and vehicles assigned to the Safety Service Patrol (SSP) are allowed to:
  - 1. Start a disabled vehicle by use of battery "jumper cables."
  - 2. Push disabled vehicles from roadways.

#### **4-100.03 SAFETY BELTS**

*The use of safety belts will generally be governed by Virginia Motor Vehicle Code §46.2-1094. However, the language of the Code will be interpreted narrowly. Seat belts shall be worn unless exigent circumstances prevent their use.*

#### **4-100.04 WIRELESS COMMUNICATIONS DEVICES**

Department personnel shall minimize or eliminate anything that will divert their attention from the road while their vehicle is moving. The speakerphone function or a hands free device *should* be used while talking on a phone when the vehicle is in motion. Department personnel shall not use the texting function of any wireless communications device while operating a vehicle in motion. All calls *should* be brief and should be postponed when driving in heavy traffic. Department personnel shall not use phones or pagers to bypass the radio when communicating work related information (i.e., requests for back up, meal breaks, or need for assistance). Laptop computers will not be operated by the driver while the vehicle is in motion.

#### **4-100.05 PATROL ASSIGNMENT**

- A. Patrol vehicles will be assigned, by the shift supervisor, to individual police officers at the beginning of each shift and shall be returned after each tour of duty is completed. Police officers are responsible for reporting maintenance and upkeep needs (i.e., fuel, car wash, oil check) while

the vehicle is under their control. A vehicle will not be parked at the end of a tour of duty with less than three-fourths (3/4) tank of fuel.

- B. Police vehicles used in routine or regular patrol *may be marked or unmarked*. *Marked vehicles* shall *have* reflective lettering or decals on each side of the vehicle. The placement of such markings will be done in conformance with the design of the vehicle being marked. All marked units will be equipped with red and blue, or blue lights, a siren, and mobile radio transceiver. Also, rear window controls and interior door handles shall be disabled or electronically controlled to minimize opportunities for a prisoner to escape. *Unmarked vehicles will be similarly equipped except for roof lightbars*.

#### **4-100.06      DAMAGE REPORTING**

Prior to operation, all department vehicles shall be inspected for damage. When damage is discovered, the following steps shall be taken:

- A. All damage discovered or caused by an employee shall be immediately reported to the on-duty supervisor. The supervisor shall complete a Vehicle Incident Report (*N drive – Master Forms Folder*) listing the damage and circumstances, and forward *it* to the *Station Commander* via the chain of command. A copy of this report shall be forwarded to *Internal Affairs*.
- B. When unreported damage is discovered:
1. The duty supervisor notified shall check the *Master Vehicle Log and/or individual Police Vehicle Log* to determine to whom the damaged vehicle was previously assigned and, when possible, who caused the damage or who failed to report it. The duty supervisor shall submit a memo of the findings through his/her chain of command to the *Station Commander*.
  2. The *duty* supervisor shall complete, *or cause to be completed*, the proper reports which may include an accident and/or *Vehicle Incident Report*.
  3. The employee who last operated the vehicle, prior to discovery of damage, may be held responsible for the damage to the vehicle.

#### **4-100.07      VEHICLE ACCIDENTS**

Whenever a police vehicle is involved in a crash or is damaged, the operator shall notify *a supervisor* who shall cause the incident to be investigated. A police supervisor shall *investigate and prepare all appropriate reports or assign an officer, preferably an accident investigator*, to conduct the investigation and to prepare all traffic accident *or incident* reports as applicable.

All police vehicle accidents shall be reported regardless of the amount of damage. *If the accident does not meet the criteria set forth in Virginia Code 46.2-373, no FR-300 is necessary but a Vehicle Incident Report is required. This shall be completed by, or at the direction of, a supervisor. Additionally*, employees shall immediately report any injuries *of* themselves to a supervisor. *The supervisor* will complete the *appropriate forms as defined in G.O. 1-105.08*.

If the vehicle incident occurs outside of Airports Authority jurisdiction the local law enforcement agency shall be called to the scene and requested to make an official report of the incident. *If practical, a police supervisor will respond*.

A copy of all accident or damage reports involving police personnel will be forwarded to *Internal Affairs* for review.



**Metropolitan Washington Airports Authority  
OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT**



**GENERAL ORDER**

GENERAL ORDER NUMBER 1-107	TOTAL PAGES 6	EFFECTIVE DATE 01/29/2008	ANNUAL REVIEW DATE 01/29/2009
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SUBJECT  
**RIDE-ALONG PROGRAM**

CANCELLATION

V.L.E.P.S.C. STANDARD

VICE PRESIDENT FOR PUBLIC SAFETY  
**Elmer H. Tippett Jr.**

CHIEF OF POLICE  
**Stephen L. Holl**

**1-107.00 PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for participation in the Ride-Along program.

**1-107.01 POLICY**

The Ride-Along program provides an opportunity for citizens or personnel from other agencies to observe police activities in order to further their understanding of the functions, operations, and challenges undertaken by this Department.

**1-107.02 PROCEDURES**

A. Eligibility - In order to participate in the ride-along program, a person must be at least 15 years old and fall into one of the classifications.

- a college student of law enforcement or criminal justice
- a police applicant
- an Authority employee who requires knowledge of police operations
- a visiting guest of this Department
- a member of a federal, state, or local law enforcement agency
- a relative or friend of an officer in this Department
- a student of a high school participating in an intern program supported by the Airports Authority

1. Citizens

- a. Any citizens wishing to participate in the program must submit their request in writing and complete the Waiver of Liability form. These forms shall be available at each police station (See Appendix 1-107-1). The request letter must include the date and time desired, name of the host officer requested (if applicable), the requester's name and contact information, and acknowledgement that they have read and accept the conditions listed in the Waiver of Liability form. The request letter and waiver form must be submitted at least 5 business days in advance of the requested date of

participation, to the Station Commander of the involved station. Exceptions to this time requirement may be granted at the discretion of the Shift Commander under whom the ride-along will occur with concurrence of the Station Commander.

- b. A criminal history and NCIC check will be performed on the applicant. Disqualification of an applicant will be based on the type and seriousness of any charges found in the applicant's record.
- c. A citizen may request a specific date, time, or host officer; however, assignment will be made by the Shift Commander in accordance with operational necessity.

## 2. Department Personnel

- a. A completed waiver is required for any civilian personnel who will be riding for an extended period of time for training purposes.
- b. The Shift Commander will determine the officer who will host the ride-along and their duty assignment for that shift.

## 3. Personnel from Other Law Enforcement Agencies

Law enforcement officers from outside agencies may ride with Authority officers; however, if riding in an off-duty capacity, the visiting officer must complete the same forms as citizens, and comply with the same requirements and restrictions.

## B. General Restrictions

1. Frequency of participation is limited to once in a six-month period, except for training purposes. The approval and waiver are good for one eight-hour tour of duty, unless a special extension is granted in writing by the Chief of Police, or designee.
2. Copies of the approved request and waiver form will be kept on file at the station involved for at least one year from the date of the ride-along.
3. Specialized units will not serve as hosts for ride-alongs without advance written approval from the Chief of Police.
4. If a call's response will put an observer in a dangerous situation; the observer may be left temporarily in a safe location. The host officer will advise Public Safety Communications Center (PSCC) if this action is taken, and if he/she will be occupied for an extended period of time, request that another unit be dispatched to retrieve the observer and serve as an alternate host.
5. Normally, no more than one observer shall be assigned to an officer or a shift.
6. Student Interns will not be permitted to participate in an independent ride along with officers of the opposite sex.

## C. Participant Requirements and Restrictions

1. Ride-along participants must be dressed in appropriate casual business attire, which is both neat and clean. Clothing which is immodest, reflects negatively on the department i.e. containing offensive wording or pictures, and jeans are not permitted.
2. All participating law enforcement officers in non-duty status will be dressed in civilian attire as described above and must comply with all rules and regulations as mandated by a supervisor or the officer responsible for the participant. All law enforcement officers must also comply with their own agency policies while participating in the ride-along. Non-duty ride-along participants may not wear a uniform of any type, regardless of their law enforcement status.
3. Ride-along participants may not carry any weapons, regardless of their law enforcement status; unless they are Virginia State certified or federally certified law enforcement officers and are authorized to carry that weapon by their agency.
4. Spouses of sworn personnel may participate in the Ride-Along program. If the Station Commander approves, the spouse may accompany husband/wife for a limited period of time.

#### D. Specific Responsibilities During the Ride

The host officer will read and explain the rules and regulations governing the Ride-Along Program to the observer prior to leaving the police station. During the ride, the host officer will instruct the observer on procedures required while riding in the police vehicle, and possible consequences resulting from the observer's participation in the program.

1. Both the officer and the ride-along observer(s) must wear seat belts while the vehicle is in motion in conformance with G.O. 4-100 and State law.
2. Before the ride, the on-duty supervisor shall provide an observer's comment form to the observer and ask that the form be completed and turned in at the end of the ride (See appendix 1-107-2).
3. When commencing his/her tour of duty, the host officer will notify the PSCC that there is an accompanying ride-along observer (if possible, a tour of the PSCC may be given to the observer before starting patrol). If the ride-along is terminated before conclusion of duty tour, the host officer will advise the PSCC of the termination.
4. The host officer will respond to calls in a safe manner and, while enroute, explain to the observer the radio transmissions and procedures applicable to that call. The officer may allow the observer, under his/her direct supervision, to leave the police vehicle in order to observe the nature and progress of the call. The officer will direct the observer's activities during the call.
5. Observers will not be allowed into any scene that is considered volatile. If a host officer must respond to such a situation, the observer may be left at a safe public location until the host officer, or another officer, can return for the observer.

6. The observer is prohibited from becoming involved in any investigation, touching evidence, handling police equipment, or engaging in conversation with victims, suspects, or witnesses.
7. The observer will be subpoenaed and required to appear in court as a witness if the observer has personal knowledge of facts in a particular crime and the host officer believes the observer is needed as a witness.
8. The observer may terminate the ride-along at any time, and will be returned to Police Station as soon as practical.
9. The host officer will inform the Shift Commander of any circumstances causing a ride-along to be altered or terminated.

If a host officer observes comments or conduct during a ride-along by the participant which is noteworthy, whether positive or negative, he/she should put in writing his/her observations and attach it to the observer's Ride-Along paperwork.



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
POLICE DEPARTMENT



GENERAL RELEASE AND ASSUMPTION OF RISK

For and in consideration of the MWAA Police Department's granting of permission to \_\_\_\_\_ (*insert name*) (hereinafter the "Participant") to observe the operation and activities of the MWAA Police Department (i.e., the "Ride Along Program"), the Participant hereby provides this general release ("Release"). By this Release, Participant waives all rights to file claims, administrative charges, lawsuits, etc., of any kind against the Airports Authority, its Directors, agents, and employees, and the MWAA Police Department, for any loss or injury (including death) related to his/her observation of the MWAA Police Department pursuant to this Release. Participant also hereby assumes any and all risk and liability for damage, loss, personal injury (including death) that Participant may suffer or sustain while observing the operation and activities of the MWAA Police Department.

Participant avers that he/she is at least 18 years old and executes this Release knowingly and voluntarily, on behalf of him/herself, his/her agents, assigns and heirs. If Participant is younger than 18 years old, this Release must be signed by a custodial parent or lawful guardian.

The MWAA Police Department's grant of permission to participate in this Program is contingent upon the operating conditions of the MWAA Police Department, and such permission may be restricted to specified periods of time, and/or specified locations, and may be revoked entirely solely at the discretion of the MWAA Police Department.

\_\_\_\_\_  
Signature of Participant                      Date

\_\_\_\_\_  
Airports Authority Representative      Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian      Date







Metropolitan Washington Airports Authority  
OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-300	TOTAL PAGES 7	EFFECTIVE DATE 10/07/2008	ANNUAL REVIEW DATE 10/07/2009
SUBJECT PRISONER PROCEDURES			
CANCELLATION G.O. 4-300 Dated 06/25/2008			
V.L.E.P.S.C. STANDARD OPR.08.01, OPR.08.02, OPR.08.03, OPR.08.04, OPR.08.05, OPR.09.01			
VICE PRESIDENT FOR PUBLIC SAFETY Elmer H. Tippett Jr.			
CHIEF OF POLICE Stephen L. Holl			

**4-300.00 PURPOSE**

This Order outlines the basic procedure for the transportation of prisoners and for the protection of the prisoner and the police officer during transportation.

**4-300.01 PRISONER SEARCH**

The arresting officer will thoroughly search the prisoner for weapons and/or contraband. The search of a prisoner should be conducted with a back-up officer present. The search shall be conducted as soon as possible after the arrest and before placing the prisoner in a transport vehicle. If the arresting officer is not the transporting officer, the transporting officer will search the prisoner again before transporting. Prisoners shall not be searched by officers of the opposite sex unless:

- A. There is compelling evidence to suspect that the prisoner may have a weapon and the search is done to protect the officer involved.
- B. There is no officer on duty of the same sex as the prisoner that is within a reasonable distance and waiting for such an officer would create an unreasonable delay or risk to the officer or prisoner.
- C. When possible, a supervisor is present to observe the search.

**4-300.02 RESTRAINTS**

- A. Handcuffs: Prisoners shall be handcuffed with their hands behind their back and the handcuffs double locked. Officers shall ensure that the handcuffs are not overly tightened on the wrist. One method of checking the tightness is to place the tip of the small finger between the cuff and the wrist.
  - 1. In the event that the subject complains of tightness, the officer should have a second officer check the tightness if a second officer is available.
  - 2. Handcuffs that are determined to be too tight shall be adjusted and checked again.
  - 3. Only in unusual circumstances (i.e., very young, very old, handicapped) will an officer be permitted to use his/her own judgment in the decision to handcuff a prisoner.

4. Disabled or handicapped prisoners may require special procedures. The application of restraint devices on a handicapped prisoner is governed by the subject's physical capabilities, seriousness of the charge and threat level of the prisoner, i.e. a prisoner with one arm may require that the officer attach one cuff to the available wrist and the other cuff attached a belt loop or hobble which is attached to the opposite leg and behind the back.

B. Flexcuffs: Officers may use flexcuffs in lieu of handcuffs when reasonable. Subjects should be flexcuffed in such a manner as to ensure the security of, and prevent injury to the subject. They may be used to secure a subject's arms and/or legs if necessary. Flexcuffs shall be removed carefully to ensure injury does not occur to the subject or the officer during the removal process.

Officers should be aware that flexcuffs do not provide the same level of security as handcuffs. Flexcuffs can be cut using a sharp object or by friction, i.e., using a shoelace to rub against the plastic. Therefore, when an officer transports a prisoner secured with a flexcuff, a second officer will be sent to monitor the prisoner's actions.

C. Hobble: Subjects should be restrained in such a manner as to ensure security of, and prevent injury to, the subject.

1. When a subject aggressively resists and this resistance creates an imminent danger to the subject or others, or other restraining tools have not been effective, officers may use hobble restraints.

2. Once the individual is controlled, officers shall place the subject in a seated position. This is to reduce the propensity of a subject to suffer positional asphyxia. Subjects shall be monitored for signs of respiratory distress.

3. If there is any doubt as to the subject's condition, officers should immediately call paramedics to the scene. Officers shall continue to closely monitor and assist the subject where possible until paramedics arrive.

D. The use of "hog tying" or other such techniques are prohibited.

E. Thumbcuffs are prohibited.

F. Leg Shackles and Waist belt/chain: Only members of the Investigation Services Section may use leg shackles and waist belts/chains. These restraints are intended for use during extraditions where the prisoner will be in-transit for long distances and it is deemed necessary for security reasons.

#### **4-300.03 VEHICLE INSPECTION**

Officers assigned to patrol units shall thoroughly inspect the interior of the vehicle, prior to entering into service; to ensure that the vehicle does not contain any unsecured items that could be used as a weapon or instrument to aid in escape should it become necessary to transport a prisoner during the officer's tour of duty.

Officers will inspect and search the rear seat area of the vehicle for contraband of any sort so that they might testify, if the need arises, that there was no contraband in the vehicle prior to the arrested person being placed in the vehicle.

After a prisoner has been transported, the rear seat will be searched again to ensure that the prisoner has not dropped or hidden any contraband or evidence.

#### **4-300.04 PRISONER TRANSPORT VEHICLES**

A. Whenever possible, prisoners shall be transported in caged units. When that is not possible or practical, the following procedures will be used:

1. Prisoners will be handcuffed and searched described in section 4-300.01 of this policy, and seat belted in the front passenger seat. If an additional officer is needed or required they should follow in a separate vehicle, while maintaining visual contact at all times. Once the arresting officer and prisoner are securely in the detention center, the secondary officer will return to regularly assigned patrol duties.
2. If the second officer rides in the same vehicle, due to a combative prisoner needing to be physically controlled, and has secured his service weapon out of reach of the prisoner, he/she will accompany the prisoner in the rear seat with the officer positioned directly behind the driver. All prisoners placed into a police vehicle will be secured with a seatbelt.
3. The Code of Virginia § [46.2-1094](#) exempts police officers transporting prisoners from the requirement to wear a seatbelt.

#### **4-300.05 TRANSPORTATION OF PRISONERS GENERAL**

- A. All prisoners should be removed from the scene as soon as possible.
- B. The most direct route from the point of arrest to the police station shall be employed.
- C. In cases where an arrest is made for indecent exposure or similar offense and the prisoner is entirely or partially disrobed, officers will make every attempt to cover the unclothed area of the prisoner using whatever means available (i.e., raincoat, jacket, blanket).
- D. Officers shall not divert to any other calls while transporting prisoners except for an extreme emergency involving the possibility of great bodily harm or death, unless receiving shift supervisor approval.
- E. Officers using any restraint device shall take all necessary precautions to prevent positional asphyxia. Officers shall check to make sure that the subject maintains an open airway at all times.
- F. If there are indications that injury or damage may result from transportation of a violent prisoner in a patrol car, the arresting officer will have the Public Safety Communications Center (PSCC) contact the receiving county agency to request a patrol wagon for transportation.

#### **4-300.06 PRISONERS WITH SPECIAL NEEDS**

A. When a prisoner is mentally ill, physically disabled, injured or sick, the officer will:

Notify his supervisor immediately.

1. The supervisor will determine if medical attention is necessary and if there is potential for liability.
  2. If necessary, appropriate transportation to the nearest hospital for treatment will be arranged prior to transporting to the detention facility.
- B. It may be necessary to transport the prisoner in an ambulance, depending on the severity of the injury or illness. In such cases, an officer will remain with the prisoner. The prisoner shall be searched before being placed in the ambulance and handcuffed as is stated in Sections 4-300.01

and 4-300.02, unless for medical reasons it is impractical. When a prisoner cannot be handcuffed behind his/her back, the officer will use other forms of restraint that will reasonably and safely restrict movement. The officer guarding the prisoner on the ambulance shall secure his/her sidearm in a "Life Jacket" gunlock supplied on the ambulance if available. The sidearm will be placed in a secured location out of the prisoner's reach before transporting to the medical facility. In the event of a combative prisoner, a second officer will follow the ambulance in a cruiser, maintaining constant observation of the rear compartment through the windows on the rear door.

C. Prisoners Transported to Medical Care Facilities:

1. If the prisoner is admitted to the hospital the Department will make arrangements for security as necessary. The guarding officer should keep the prisoner in sight, if possible.
2. When a prisoner requires hospitalization, they will be required to register themselves for treatment whenever possible.
3. Under no circumstances will employees say or sign anything that incurs financial responsibility to the Department without specific supervisory authorization.
4. The Watch Commander will monitor and arrange relief for officers guarding prisoners under these conditions.
5. When the prisoner is released, the transporting officer should obtain written instructions signed by the attending physician, which he will turn over to the detention personnel.
6. Before transport, the prisoner will be restrained, in accordance with this policy.
7. The nature of the injury/illness will be documented as required on appropriate paperwork.
8. Unconscious persons will not be transported or booked into the detention facility, but will be taken by ambulance to the nearest hospital for examination.

D. Contact with ill or infectious prisoners

See G.O. 4-301

E. Mentally ill persons:

See G.O. 4-302. Officers taking persons they believe are mentally ill into custody should do the following regarding restraining and transporting:

1. All mentally ill prisoners will be handcuffed or restrained and searched prior to transport in the same manner as any other prisoner. If the person is violent, the officer will contact the receiving county to request a patrol wagon, if available, for transport.
2. The officer will contact the detention staff, if the person is not being committed to a psychiatric facility, and advise them of the condition of the prisoner prior to bringing the person into the booking area.

**4-300.07      TRANSPORTATION OF PRISONERS OF THE OPPOSITE SEX**

When practical, an officer of the same sex will transport, or accompany, a prisoner. When that is not practical, officers transporting prisoners of the opposite sex will notify the Public Safety Communications Center (PSCC) before beginning the transport. The notification shall include the

point of origin and the odometer reading. At the destination, the PSCC will be contacted by radio or telephone (if not within radio range) and the time and odometer reading will be noted.

#### **4-300.08 HOLDING CELLS**

- A. The holding cells will be searched for contraband prior to their use. Once the prisoner has been removed, a subsequent search of the cell will be conducted to determine if contraband was introduced by the prisoner while being held there.
- B. Restrained prisoners will not be confined in a cell with other non-restrained prisoners.
- C. Prisoners should be constantly monitored but will be visually checked at least once every ten minutes while in the holding cell.

#### **4-300.09 PRISONER TRANSPORT DESTINATION PROCEDURES**

Officers transporting prisoners shall follow the rules at the receiving facility in regards to storage of firearms and receiving of prisoners. In any case, officers shall:

- A. Use the sally port to deliver prisoners to the detention facility or position their vehicles as close to the facility entrance as possible, to minimize possibility of escape when the sally port is not available.
- B. Employees transporting prisoners, booking prisoners, or going into the detention facility, will secure their weapons prior to removing prisoners from their vehicle or entering the facility.
- C. Everyone who enters or exits the detention facility is to manually check the door used to ensure that the lock properly engaged. If the door does not lock after an officer has entered or exited, they will notify a detention officer immediately.
- D. The transporting officer shall remove restraining devices when directed to do so by the agency receiving the prisoner.
- E. The transporting officer will make sure the necessary documents are delivered to the receiving officer.
- F. Advise receiving agency personnel of any potential medical or security hazards.

#### **4-300.10 ESCAPE PROCEDURES**

##### **A. PURSUIT OF ESCAPEE**

In the event of an escape, a decision must be made whether to pursue the escapee or to remain with other prisoner(s), if any. That decision should be based on the seriousness of the charges upon the escapee and those upon the remaining prisoner(s). Also the probability of immediate capture of the prisoner should be considered.

1. Within the Department's jurisdiction the following actions shall be taken:
  - a. The transporting officer shall notify the PSCC of the incident, the location, name of the subject, a physical description, method and direction of travel, means of escape, possible weapons possessed by the escapee, pending charges and request for any assistance needed.
  - b. The PSCC shall issue a general broadcast relaying the information listed above.
  - c. Search the area and try to recapture the escapee as soon as possible.

- d. Preserve and collect any evidence related to the escape.
  - e. Obtain applicable warrants for the escapee in response to the escape.
2. While in another Jurisdiction, take the actions listed above as well as the following:
    - a. Have the PSCC immediately notify the law enforcement agency for that jurisdiction and request their assistance.
    - b. Following that notification, and as soon as possible, the transporting officer shall notify the Watch Commander, who will ensure appropriate notifications are made.

Note: Code of Virginia § [19.2-77](#) authorizes an officer to pursue and arrest the escaped prisoner anywhere in Virginia if in close pursuit.

3. Reporting Requirements

A full report of the escape shall be prepared by the transporting officer and forwarded through the chain-of-command to the Chief of Police. The report shall be reviewed to determine if established procedures were followed and if a change in procedure is needed to prevent future escapes.

**B. Unusual Security Risks**

1. The magistrate or receiving agency will be notified of any prisoner who is an unusual security hazard prior to taking the prisoner into a hearing room or other facility.
2. In those cases, the receiving agency may take additional security steps or the magistrate may allow or direct the use of restraining devices in the hearing room and may request the assignment of additional security officers while at the hearing room.

**4-300.11 PRISONER PROPERTY**

All of a prisoner's personal property that can be reasonably removed will be taken from the prisoner at the location of the arrest using the following procedures:

- A. Property will be placed in an envelope labeled with prisoner's name for small items, and kept with the arrestee.
- B. Purses, knapsacks, or other similar containers used to carry items will be removed from the prisoner and searched in prisoner's presence.
- C. Containers too large to be accepted by the detention facility will be inventoried by the arresting officer. A property sheet shall be filled out and attached to the item to be held for safekeeping.
- D. Prisoners will be searched prior to being placed in any holding cell.
- E. When a prisoner is in possession of perishable property, arresting officers may release the property to a responsible party prior to transport.
  1. If a responsible party cannot be located the prisoner will be informed that the Police Department will not hold the perishable property.
  2. Perishable property will be disposed of with a supervisor's approval.



# Metropolitan Washington Airports Authority Police Department



## Speed Enforcement

### Problem Identification

The Metropolitan Washington Airports Authority Police Department has committed itself to the enforcement and increasing of public awareness of vehicular speeding laws. Our department recognizes the importance of increasing the awareness of drivers to the dangers of speeding and realizes that many drivers do not appreciate speeding as a genuine threat to their safety. The Police Department considers speed enforcement a top priority of our operational efforts.

Each year, the Police Department conducts speed enforcement as a part of our routine patrol of our roadways. Although we did not participate in a specific speed enforcement campaign during 2016, we have multiple units assigned specifically to the roadways in our jurisdiction that concentrate on the enforcement of all traffic laws, including speed enforcement, and working traffic crashes. When we have extra patrol units working, supervisors organize speeding details to provide further enforcement and awareness to the public. We conducted five of these selective enforcement speed details during 2016.

The MWAA PD uses speed surveys of the roadways in our jurisdiction to attempt to locate areas in need of extra enforcement attention. We conducted a speed survey of a designated section of roadway within our jurisdiction and found that 55% of the vehicles traveling on that roadway were traveling in violation of the posted speed limit. Through this study, we found that the timeframes of these increases in speed were associated with shift



Example of speed awareness signs placed throughout our jurisdiction.





# Metropolitan Washington Airports Authority Police Department



## Problem Identification (continued)

changes of airport employees, so we could better assign officers to target areas and timeframes. The MWAA PD also strongly considers citizen complaints about speeding when determining the target places and timeframes to conduct enforcement activities.

Our department uses both regular and extra patrols to conduct speed enforcement. Many details are located within construction work zones to increase awareness and worker safety. We work in conjunction with construction companies to provide extra officers to stage in work zones and lane closures in order to increase safety and slow down traffic. The MWAA PD actively solicits feedback from these companies during regular meetings to gain information on where conditions are the most dangerous and to increase our presence and enforcement within those identified areas.



Example of Work Zone speed awareness sign placed at key locations within work zones.



# Metropolitan Washington Airports Authority Police Department



## Policy

The department has a policy directing that police officers will provide for safe and orderly traffic flow within its jurisdiction to include fair and unbiased enforcement of traffic laws. The department states within policy that officers can carry out speed enforcement using multiple methods such as the use of RADAR, LIDAR or vehicle pace.

Below is the portion of the Department General Orders referencing speed enforcement by officers:

### **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.**

### **4-111.05 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.**



# Metropolitan Washington Airports Authority Police Department



## Policy (continued)

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.



Sgt. Scott Morris is seen above checking that his LIDAR is functioning properly.



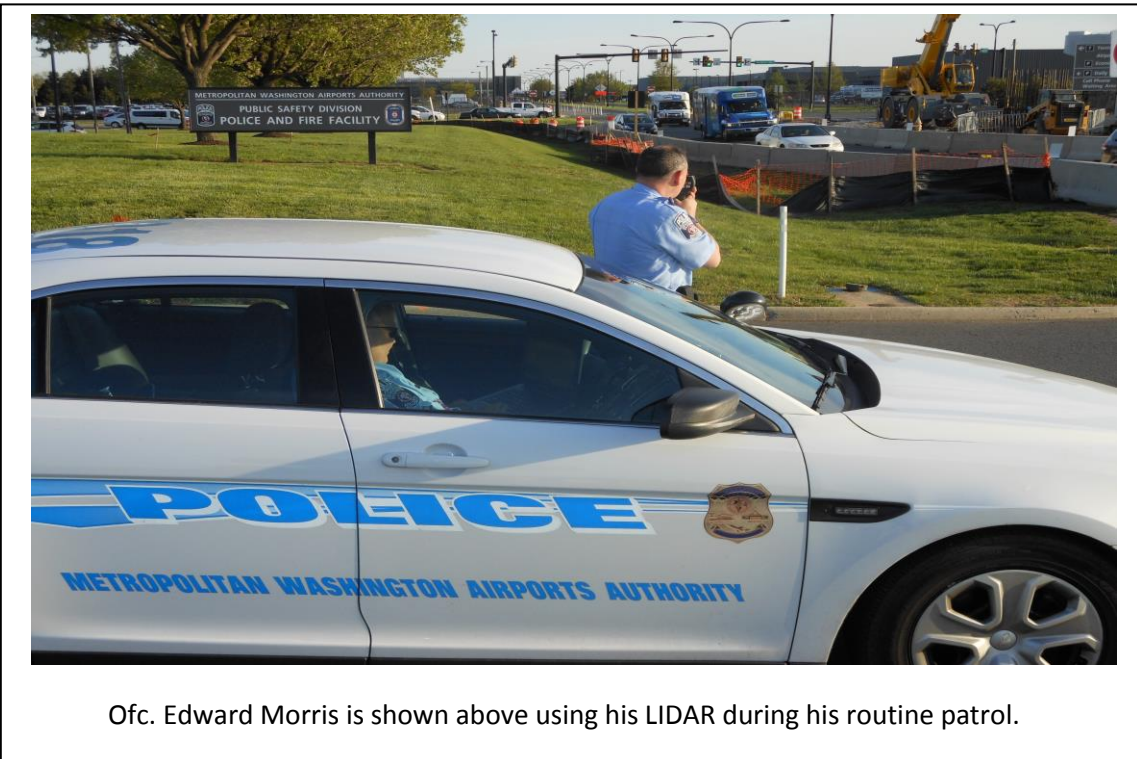
# Metropolitan Washington Airports Authority Police Department



## Planning

Each year, speed enforcement is conducted by the patrol officers during their routine patrols or during special enforcement details. The Metropolitan Washington Airports Authority Police Department conducts speed surveys on roadways throughout its jurisdiction to determine areas and timeframes that require the greatest attention to education and enforcement efforts. Through our speed surveys, we established that areas that showed a higher than usual percentage of drivers violating the posted speed limit and assigned officers to those areas to conduct enforcement and education. As part of this speed survey, it was determined that a large majority of the speeding violations were committed within a section of Autopilot Drive, north of Rudder Road, by airport employees during shift change. The timeframes of these shift changes and speeding violations were 0500 – 0700 hours, 1300 – 1500 hours and 2100 – 2330 hours.

During our main survey, it was discovered that at the beginning of 2016, 55% of vehicles traveling on that roadway were in excess of the posted speed limit. It was our goal and plan to lower the number of accidents where speeding was the primary reason for the crash and to



Ofc. Edward Morris is shown above using his LIDAR during his routine patrol.



# **Metropolitan Washington Airports Authority Police Department**



## **Planning (continued)**

lower the percentage of violators on our roadways by at least a percent below the previous year's percentage of 30%.

This was accomplished by ensuring an emphasis was placed on speed enforcement during routine patrols and coordinating three speed enforcement details on target areas during target timeframes.

## **Training**

During 2016, 47 of our officers that work on the roadways received refresher training in the use of speed measuring (RADAR and LIDAR) enforcement equipment that is utilized within our agency. Police recruits receive speed measuring equipment (RADAR and LIDAR) training and certification prior to being released to their Field Training Officers. Eighteen recruits attended the academy for our department during 2016 and received this RADAR and LIDAR training.

During 2016, the department also conducted roll call refresher training for all officers on speed measuring equipment, speeding laws and reckless driving by speeding laws within the Commonwealth of Virginia. With the training and recertification processes in place at our agency, we have approximately 180 officers that are trained and certified in the operation of the RADAR and LIDAR Speed Measuring Equipment.

## **Public Information and Education**

During 2016, the Metropolitan Washington Airports Authority Police Department used many different methods to inform the public about the dangers of speeding. Our department utilized its officers to educate the public of the importance of traveling at safe speeds on the roadways and how traveling above the speed limit can significantly increase the chances of a serious accident. Many events were attended by the MWAA PD Community Outreach Program. These outreach officers helped to remind the public that speeding substantially reduces vehicle control and reaction time.



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

The Metropolitan Washington Airports Authority Police Department also utilized variable message boards to communicate its message and notify the public of ongoing traffic safety initiatives and campaigns. Multiple variable message boards were strategically placed around our jurisdiction displaying posted speed limits along with vehicle speed messages in an attempt to produce the maximum exposure to the public.

The department also utilized different airport events to educate the public and airport employees on safe driving habits and the dangers of speeding. Many of these events were specific to airport employees, which afforded us the great opportunity to speak with the group that we found to be the largest percentage of our speed violators. Some of these events were the Dulles Day Plane Pull Event which occurred on September 17<sup>th</sup> from 1030 to 1600 hours. Also, officers attended multiple health fairs including the Dulles International Airport Health Fair, and MWAA job fairs.

Our agency also utilized portable speed display signs that we were able to move between different locations to help educate the drivers of their current speeds and make them



Example of Speed awareness signs placed throughout our jurisdiction.



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

aware of the posted speed limit. These devices were also used to quickly download speeding data to identify high speed areas within our jurisdiction.

Our agency also utilizes social media platforms to spread the word and educate the public on speed enforcement and driving at safe speeds. One of the ways we accomplish this is through the Agency Twitter account to help us contact a larger base of the public we serve and help to inform them of the reasons for driving at safe speeds.

An example of the use of Social Media to educate and inform the public of speed enforcement and traveling at safe speeds.

## Enforcement

The Metropolitan Washington Airports Authority Police Department conducted its enforcement by conducting routine patrols and conducting special enforcement efforts. During 2016, the Airports Authority Police Department issued 6506 speed related summonses. Our officers also issued a significant number of warnings for speeding to drivers to increase public awareness and education. We are unable to provide an accurate number of warnings due to



# Metropolitan Washington Airports Authority Police Department



## Enforcement (continued)

our system not tracking warnings given. Our department accomplishes this through the use of routine patrols without the use of any grant funded overtime.

During 2016, over of 25,000 hours of regular duty time was directed at speed enforcement within our department. Although the department did use overtime to also enforce and educate the public on speed, none of the overtime was grant-funded. There were also many driver contacts that did not involve summons being issued, but still afforded the officer the opportunity to educate a member of the public.



Example of Variable Message Board used for speed education and awareness.

During 2016, five speed enforcement specific details were conducted that were not part of routine patrol. During these efforts, a team of officers worked a specific target area during a target timeframe to conduct RADAR or LIDAR speed enforcement. The officers were given the discretion to educate the public or issue summons for the violation. These occurred throughout the year during our morning and evening shifts, where we experience the highest volume of speed violations.





# Metropolitan Washington Airports Authority Police Department



## Outcomes

Due to continual efforts of the Metropolitan Washington Airports Authority Police Department, we have experienced extremely low numbers of fatalities and injuries due to speed related crashes on our roadways. In 2016, we experienced zero fatality accidents. We have been able to maintain two or less fatalities each year for the last 5 years, which we attribute in part to our continued efforts to enforce and educate the public about traveling at safe speeds on the roadways.

We also have seen a decrease in injury crashes involving drivers traveling in excess of the speed limit as the primary cause for the crash. In 2016, we had 91 total injury crashes. Only 28 of the 91 crashes reported that the vehicle was traveling in excess of the speed limit



**Ofc. Edward Morris**  
315 Speed related  
Summons for 2016



**Cpl. Jeffery Richards**  
216 Speed related  
Summons for 2016



**Cpl. Brett Shewmaker**  
212 Speed related  
Summons for 2016



**Cpl. Kenneth Bucy**  
208 Speed related  
Summons for 2016



**Cpl. Anthony Brown**  
204 Speed related  
Summons for 2016



# Metropolitan Washington Airports Authority Police Department



## Outcomes (continued)

as the primary cause of the crash and involved injury crashes or fatalities, equaling 28.8% of reported injury and fatality crashes. This number is down from the 1.2% reported in 2015. Due to our speed enforcement and education efforts, we exceeded our goal of being at least 1% below the 2015 average for our agency.

During 2016, the department set a goal to decrease the average number of drivers traveling in excess of the posted speed limit by 3% within our jurisdiction from the previous year. We were able to meet our goal. The year began with a 55% average of drivers on our roadways traveling in excess of the posted speed limit. By the end of 2016, the survey revealed that we had decreased to a 51.2% average for drivers traveling in excess of the posted speed limit on our roadways. This was a 3.8% decrease of drivers speeding. Our speed enforcement efforts also provided additional benefits such as additional criminal activities being uncovered due to the traffic stops conducted as part of speed enforcement. Our agency and our officers received numerous compliments from the public, construction project workers and airport employees throughout the year recognizing our efforts to reduce speeding within our jurisdiction.



OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-111	TOTAL PAGES 9	EFFECTIVE DATE 06/20/2013	ANNUAL REVIEW DATE 02/01/2015
SUBJECT <b>TRAFFIC ENFORCEMENT/DIRECTION</b>			
CANCELLATION N/A			
V.L.E.P.S.C. STANDARD OPR 07.04 OPR 07.05			
VICE PRESIDENT FOR PUBLIC SAFETY <b>Elmer H. Tippet Jr.</b>			
CHIEF OF POLICE <b>Stephen L. Holl</b>			

**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 MWA 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.



# Metropolitan Washington Airports Authority Police Department



## Local Issue – Distracted Driving

### Problem Identification

The Metropolitan Washington Airports Authority Police Department has committed itself to the enforcement and increasing of public awareness of distracted driving laws. The Commonwealth of Virginia does have a primary offense texting while driving law, driving with earphones, as well as failure to pay full time and attention laws. Our department considers distracted driving a top priority of our enforcement efforts. Although it is difficult for our officers to secure a court conviction for texting due to the way the law was written, our officers continue to enforce and educate the public about the laws and the dangers involved in distracted driving.

Each year, the MWAA Police Department conducts a review to assess how many crashes involved distracted drivers as well as the locations of these incidents. During 2016, our agency had 91 injury crashes (zero fatal), and of those, 35 were identified as having distracted driving as a contributing factor. Because of these findings, our agency considers distracted driving a top priority of our traffic enforcement mission and works during routine patrol and special enforcement details to enforce and educate the public about distracted driving.

It was discovered during research that the majority of our distracted driving crashes occurred during morning and evening rush hours. Many drivers travelling in heavy congestion can become distracted by cell phones, car radios and books. This highly increases the likelihood of being involved in a crash. Typical regional rush hours are Monday thru Friday from 0600 to 1000 hours in the morning and 1500 to 1900 hours in the evening.

In an effort to ensure officer safety, MWAA PD policy directs that officers shall not use wireless communication devices while operating a vehicle in motion, unless they have hands free capability, and even then they are directed to keep the calls relevant and brief. Officers are also directed that they shall not use in-car computers while they are driving a vehicle that is in motion.

Our agency goal was to reduce injury and fatality crashes attributed to distracted driving by 10% over the previous year's crashes. We also set a goal of conducting at least 5 dedicated



# **Metropolitan Washington Airports Authority Police Department**



## **Problem Identification (continued)**

enforcement and education efforts that were independent of routine patrol activities during the year.

## **Policy**

The MWAA PD has a policy in place directing that police officers shall not use wireless communication devices while operating a vehicle in motion unless they have hands free capability, and even then they are directed to keep the calls brief. Although the Metropolitan Washington Airports Authority Police Department does not have a specific reference in General Orders, we consider distracted driving a top priority of our department.

Below is the portion of the Department General Orders referencing seatbelt use by the officers:

### **4-100.01 POLICY**

**Departmental vehicles shall be used with the utmost care and due regard for safety, in the furtherance of official business, and in compliance with the policies of the Department, regulations of the Metropolitan Washington Airports Authority, and the laws of the Commonwealth of Virginia. All employees shall drive Airports Authority vehicles in a safe and prudent manner at all times.**

### **4-100.04 WIRELESS COMMUNICATIONS DEVICES**

**Department personnel shall minimize or eliminate anything that will divert their attention from the road while their vehicle is moving. The speakerphone function or a hands free device should be used while talking on a phone when the vehicle is in motion. Department personnel shall not use the texting function of any wireless communications device while operating a vehicle in motion. All calls should be brief and should be postponed when driving in heavy traffic. Department personnel shall not use phones or pagers to bypass the radio when communicating work related information (i.e., requests for back up, meal breaks, or need for assistance). Laptop computers will not be operated by the driver while the vehicle is in motion.**



# Metropolitan Washington Airports Authority Police Department



## Policy (continued)

### 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.

These policies support efforts to reduce distracted driving within our jurisdiction by instructing officers not use electronic devices when their patrol vehicle is in motion, except in extreme and exigent circumstances. It also directs officers to ensure the safe travel and orderly vehicular traffic within our jurisdiction, which includes preventing distracted driving.

## Planning

Each year traffic safety is conducted by the police during their routine patrols or during special enforcement efforts. The special enforcement details are planned and coordinated through the Dulles Toll Road Office of the Police Department, and are usually coordinated in relation to local, state and national campaigns.



Example of distracted driving poster placed at exit door to remind airport employees to not drive distracted before getting into their vehicle and increase awareness.



# Metropolitan Washington Airports Authority Police Department



## Planning (continued)

The department conducted ten different enforcement efforts in support of our goal of enforcement and increasing of public awareness of impaired driving laws. Enforcement efforts include participating in distracted driving campaigns, assigning patrol units enforce on target timeframes and target days, and concentrating daily enforcement efforts on distracted drivers. Our agency developed a plan to use routine patrols to locate and stop distracted drivers as well as stationary positions to identify this issue. A main focus area was the Dulles Toll Road during morning and evening rush hours since statistics showed this timeframe to be when the majority of distracted driving crashes involved an injury or fatality during previous years.

The department evaluated trends in crashes to look for increases of injuries or fatalities associated with distracted driving and adjusted enforcement and education plans based on these findings. Police supervisors then reviewed crash data after enforcement efforts to gauge the effect the details.



Example of Distracted Driving posters placed around the airport community to increase awareness.



# Metropolitan Washington Airports Authority Police Department



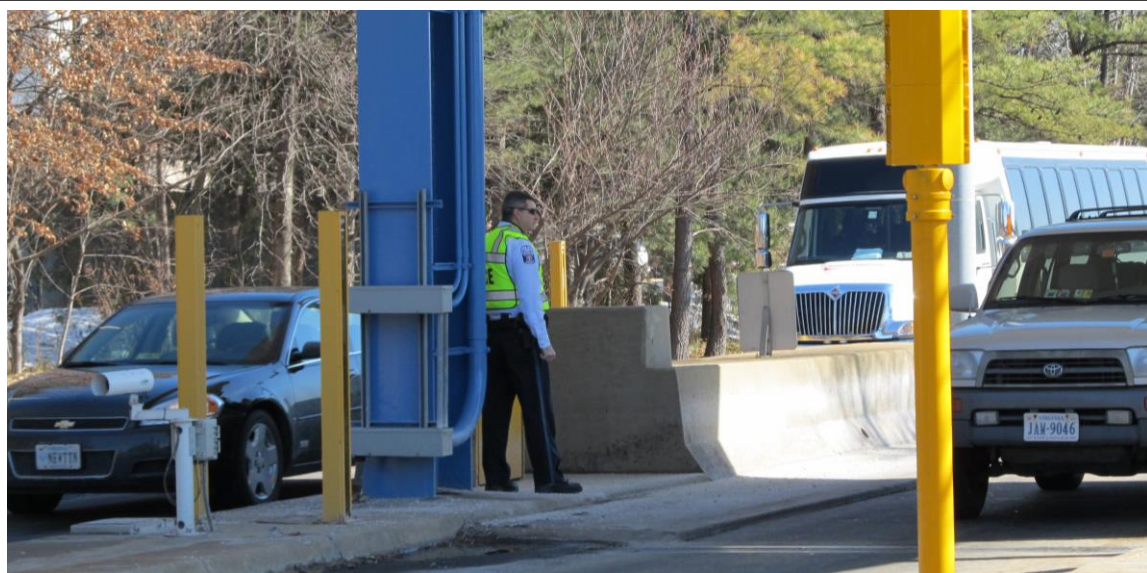
## Training

During 2016, eighteen recruits received academy training on distracted driving during courses such as Crash Investigation, Motor Vehicle Traffic Laws and Emergency Vehicle Operations. Our agency conducted roll call training for all officers during 2016 on distracted laws within the Commonwealth of Virginia, to include texting, wearing earphones, and failure to pay full time and attention.

Our agency also conducted roll call training pertaining to legal updates involving distracted driving laws. This training explained different ways to identify distracted drivers and reviewed pamphlets that our agency obtained to dispense out and educate the public.

## Public Information and Education

During 2016, the Metropolitan Washington Airports Authority Police Department used many different ways to inform and educate the public about the dangers of distracted driving. Our department participated in distracted driving campaigns and attended multiple events where they were able to educate the community on the dangers of distracted driving. Some of these events were the Special Olympics Dulles Day Plane Pull Event which occurred on



Officers check for distracted drivers passing through one the Dulles Toll Road toll booths during a morning rush hour.





# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

September 17th from 1030 to 1600 hours. There was strong participation by MWAA PD to educate airport employees during multiple Authority events, including the Dulles International Airport Health Fair as well as numerous MWAA job fairs.

The Airports Authority Police Department utilized variable message boards to remind the public of ongoing traffic safety initiatives and campaigns. Multiple variable message boards were placed around the jurisdiction displaying “Do Not Text and Drive, It’s the Law” and “Distracted Driving Enforcement Underway” messages to increase public awareness. These message boards focused on target areas identified through crash data to ensure maximum exposure to the members of the public most likely to be driving while distracted. Variable message boards were positioned in strategic locations and moved to different sites to produce the maximum exposure to the public. We also were able to arrange to have the “Distracted Driving” campaign messages displayed on other variable message boards on Airports Authority roadways that were loaned to the police department in order to increase the public’s exposure to this important message. We are able to have these messages displayed due to our internal partnerships with Dulles Airport Operations and with the Airport Manager’s Office.



Sgt. Karen Cole, a member of our Community Outreach Program, informs and educates the public about distracted driving at the Special Olympics Dulles Day Plane Pull community event.



# Metropolitan Washington Airports Authority Police Department



## Public Information and Education (continued)

Our agency also utilizes social media platforms to spread the word and educate the public on distracted driving and the dangers of distracted driving. One of the ways we accomplish this is through the Agency Twitter account to help us contact a larger base of the public we serve and help to inform them of the reasons distracted driving is unsafe.

An example of one of our agency's social media posts to increase awareness and educate the public on the dangers of distracted driving.

## Enforcement

The Metropolitan Washington Airports Authority Police Department conducted its enforcement by conducting routine patrols and conducting special enforcement efforts. This included positioning officers at exit ramps and toll booths to check for violations as well as conducting saturation patrols to locate distracted driver violations. During 2016, the Airports Authority Police Department issued 457 distracted driving related summonses. Our department accomplished this over 25,000 hours of special details, routine patrols and saturation efforts, all without the use of any grant-funded overtime. Our department also participated in the national distracted driving campaigns and during this enforcement effort officers issued 316



# Metropolitan Washington Airports Authority Police Department



## Enforcement (continued)



summonses for various distracted driving violations. Police officers also had 1673 educational contacts during the ten special details that were organized by the agency.

During enforcement efforts, officers enforced violations that included texting while driving, use of earphones while driving, failure to pay full time and attention, as well as some other violations that were associated with distracted driving. Of the 457 summonses issued for distracted driving, 316 were issued within identified target locations during target timeframes. We also are aware of at least another 1673 contacts that were educational in nature for distracted driving, with approximately 1452 of those being within our target area during the target timeframe.

## Outcomes

Due to continual efforts of the Metropolitan Washington Airports Authority Police Department, we have experienced regular decreases in the number of crashes involving fatality



# Metropolitan Washington Airports Authority Police Department



## Outcomes (continued)

or injury due to distracted driving. In 2016, we experienced no fatality crashes which involved the driver being distracted. We have been able to maintain two or less fatalities each year for the last five years, which we attribute in part to our continued efforts to enforce and educate the public about distracted driving. The effectiveness of our education and enforcement efforts was determined through follow-up evaluation of crash data that confirmed a decrease in crashes involving distracted drivers.

We had a decrease of injury crashes involving vehicles with distracted drivers. In 2016, there were 91 injury crashes (zero fatal) with 35 involving a distracted driver, which is 38.4% of reported injury crashes. In 2015, we had 93 injury crashes with 46 involving a distracted driver, which is 49.5% of reported injury crashes. Due to our distracted driving enforcement efforts, we experienced a 11.1% drop in injury crashes that were attributed to a distracted driver.

 <p><b>Cpl. Patrick Suder</b> 42 distracted driving related summons issued during 2016</p>	 <p><b>Cpl. Amelio Artis</b> 38 distracted driving related summons issued during 2016</p>	 <p><b>Cpl. Kenneth Bucy</b> 37 distracted driving related summons issued during 2016</p>
 <p><b>Cpl. Lynn Sheeley</b> 28 distracted driving related summons issued during 2016</p>	 <p><b>Cpl. Paul Solo</b> 20 distracted driving related summons issued during 2016</p>	



# Metropolitan Washington Airports Authority Police Department



## Outcomes (continued)

During 2016, our department also set a goal to decrease injury crashes involving distracted drivers by 10% within our jurisdiction. We were able to meet this goal, by decreasing the percentage of injury crashes involving distracted drivers by 11.1%, which we can relate to our continued efforts to enforce distracted driving laws and educate the public. We also surpassed our goal of conducting five special enforcement details during the year with ten special enforcement details. These efforts also produced additional benefits such as alcohol and drug related charges, arrests of suspended and revoked drivers and arrests of wanted persons. Due to our efforts, multiple compliments were received from members of the public recognizing our officer's efforts in dealing with impaired drivers.





OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-111	TOTAL PAGES 9	EFFECTIVE DATE 06/20/2013	ANNUAL REVIEW DATE 02/01/2015
SUBJECT <b>TRAFFIC ENFORCEMENT/DIRECTION</b>			
CANCELLATION N/A			
V.L.E.P.S.C. STANDARD OPR 07.04 OPR 07.05			
VICE PRESIDENT FOR PUBLIC SAFETY <b>Elmer H. Tippet Jr.</b>			
CHIEF OF POLICE <b>Stephen L. Holl</b>			

**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 MWA 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.



**Metropolitan Washington Airports Authority  
OFFICE OF PUBLIC SAFETY  
POLICE DEPARTMENT**



**GENERAL ORDER**

GENERAL ORDER NUMBER 4-100	TOTAL PAGES 3	EFFECTIVE DATE May 13, 2011
SUBJECT GENERAL VEHICLE USE		
CANCELLATION G.O. 4-100 (dated 02/26/2010)		
V.L.E.P.S.C. STANDARD OPR.01.01, OPR.01.02, OPR.01.03, OPR.01.04, OPR.01.06		
VICE PRESIDENT FOR PUBLIC SAFETY Elmer H. Tippett Jr.		
CHIEF OF POLICE Stephen L. Holl		

**4-100.00 PURPOSE**

This Order outlines the use and assignment of department vehicles.

**4-100.01 POLICY**

Departmental vehicles shall be used with the utmost care and due regard for safety, in the furtherance of official business, and in compliance with the policies of the Department, regulations of the Metropolitan Washington Airports Authority, and the laws of the Commonwealth of Virginia. All employees shall drive Airports Authority vehicles in a safe and prudent manner at all times.

**4-100.02 GENERAL VEHICLE USE**

Members of the department shall observe the following guidelines when assigned a departmental vehicle, unless specifically exempted by the Chief of Police.

- A. Patrol vehicles shall be searched for contraband and/or weapons prior to each tour of duty by the *vehicle operator* assigned to the unit. Special attention shall be placed on the suspect/prisoner area/rear seat. The vehicle operator shall *also* inspect the vehicle for damage and general *operational readiness*. *This inspection will be documented in the individual "MWAA Police Vehicle Log". Each log will be specific to a vehicle and will remain with the vehicle. After the aforementioned inspection both the vehicle operator and a supervisor will sign the log.*

*Officers shall notify their shift supervisor of any defective equipment discovered during the inspection of their assigned vehicle. Vehicles with defective safety or emergency equipment shall be placed out of service with a note on the vehicle board indicating the problem. The keys shall be removed from the vehicle board until such repairs are completed. Supervisors shall not allow any department vehicle with defective safety equipment to be driven.*

*The individual station Administrative Lieutenants, the SOU Commander, and any other component commander that has vehicles assigned will inspect, or cause to be inspected monthly, the Vehicle Log in each vehicle to ensure it is being properly completed. The Vehicle Log will be initialed and dated by the person inspecting it.*

*Each Department component that has vehicles assigned will also maintain a Master Vehicle Log (N Drive – Master Forms Folder) for vehicles to be signed out. This log will be kept in close proximity to the keys and will be filled out each time a vehicle is assigned. This log will*

*be inspected daily by supervisors to ensure it is being completed correctly. Upon inspection, the supervisor will initial and record the time inspected in the margin of the Master Vehicle Log next to the last entry.*

- B. Only members of the Department or authorized Authority personnel shall operate a departmental vehicle.
- C. No person shall be transported in a departmental vehicle unless *it is* required in *the* performance of official duties or when authorized by a supervisor. *Except when a subject has been legally detained, frisked, and handcuffed in accordance with Terry v. Ohio (392 U.S. 1 (1968)), violators and/or suspects shall never be allowed to sit in police vehicles while a summons is being issued or when being detained.*
- D. Whenever a police officer transports a person of the opposite sex (*other than an employee of the Airports Authority*), or a juvenile regardless of the gender, for any reason, the Public Safety Communications Center (PSCC) must be notified of the starting and ending mileage along with the starting location and destination.
- F. Whenever department vehicles leave the boundaries of either National or Dulles jurisdiction, the PSCC shall be advised of the destination via police radio. Upon return to National or Dulles, the dispatcher shall be advised via police radio.
- G. Unless emergency conditions warrant, all departmental vehicles will be parked in accordance with posted restrictions.
- H. Vehicles shall never be left unsecured with the keys in the vehicle.
- I. Only employees and vehicles assigned to the Safety Service Patrol (SSP) are allowed to:
  - 1. Start a disabled vehicle by use of battery "jumper cables."
  - 2. Push disabled vehicles from roadways.

#### **4-100.03 SAFETY BELTS**

The use of safety belts will *generally be* governed by Virginia Motor Vehicle Code §46.2-1094. *However, the language of the Code will be interpreted narrowly. Seat belts shall be worn unless exigent circumstances prevent their use.*

#### **4-100.04 WIRELESS COMMUNICATIONS DEVICES**

Department personnel shall minimize or eliminate anything that will divert their attention from the road while their vehicle is moving. The speakerphone function or a hands free device *should* be used while talking on a phone when the vehicle is in motion. Department personnel shall not use the texting function of any wireless communications device while operating a vehicle in motion. All calls *should* be brief and should be postponed when driving in heavy traffic. Department personnel shall not use phones or pagers to bypass the radio when communicating work related information (i.e., requests for back up, meal breaks, or need for assistance). Laptop computers will not be operated by the driver while the vehicle is in motion.

#### **4-100.05 PATROL ASSIGNMENT**

- A. Patrol vehicles will be assigned, by the shift supervisor, to individual police officers at the beginning of each shift and shall be returned after each tour of duty is completed. Police officers are responsible for reporting maintenance and upkeep needs (i.e., fuel, car wash, oil check) while



the vehicle is under their control. A vehicle will not be parked at the end of a tour of duty with less than three-fourths (3/4) tank of fuel.

- B. Police vehicles used in routine or regular patrol *may be marked or unmarked*. *Marked vehicles* shall *have* reflective lettering or decals on each side of the vehicle. The placement of such markings will be done in conformance with the design of the vehicle being marked. All marked units will be equipped with red and blue, or blue lights, a siren, and mobile radio transceiver. Also, rear window controls and interior door handles shall be disabled or electronically controlled to minimize opportunities for a prisoner to escape. *Unmarked vehicles will be similarly equipped except for roof lightbars*.

#### **4-100.06      DAMAGE REPORTING**

Prior to operation, all department vehicles shall be inspected for damage. When damage is discovered, the following steps shall be taken:

- A. All damage discovered or caused by an employee shall be immediately reported to the on-duty supervisor. The supervisor shall complete a Vehicle Incident Report (*N drive – Master Forms Folder*) listing the damage and circumstances, and forward *it* to the *Station Commander* via the chain of command. A copy of this report shall be forwarded to *Internal Affairs*.
- B. When unreported damage is discovered:
  - 1. The duty supervisor notified shall check the *Master Vehicle Log and/or individual Police Vehicle Log* to determine to whom the damaged vehicle was previously assigned and, when possible, who caused the damage or who failed to report it. The duty supervisor shall submit a memo of the findings through his/her chain of command to the *Station Commander*.
  - 2. The *duty* supervisor shall complete, *or cause to be completed*, the proper reports which may include an accident and/or *Vehicle Incident Report*.
  - 3. The employee who last operated the vehicle, prior to discovery of damage, may be held responsible for the damage to the vehicle.

#### **4-100.07      VEHICLE ACCIDENTS**

Whenever a police vehicle is involved in a crash or is damaged, the operator shall notify *a supervisor* who shall cause the incident to be investigated. A police supervisor shall *investigate and prepare all appropriate reports or assign an officer, preferably an accident investigator*, to conduct the investigation and to prepare all traffic accident *or incident* reports as applicable.

All police vehicle accidents shall be reported regardless of the amount of damage. *If the accident does not meet the criteria set forth in Virginia Code 46.2-373, no FR-300 is necessary but a Vehicle Incident Report is required. This shall be completed by, or at the direction of, a supervisor. Additionally*, employees shall immediately report any injuries *of* themselves to a supervisor. *The supervisor* will complete the *appropriate forms as defined in G.O. 1-105.08*.

If the vehicle incident occurs outside of Airports Authority jurisdiction the local law enforcement agency shall be called to the scene and requested to make an official report of the incident. *If practical, a police supervisor will respond*.

A copy of all accident or damage reports involving police personnel will be forwarded to *Internal Affairs* for review.