

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.22 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 15
ORDER TITLE TRAFFIC ENFORCEMENT	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS	
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EFFECTIVE / ORIGINAL ISSUE DATE September 30, 1977	REISSUE/ EFFECTIVE DATE September 13 , 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 61.1.1 • 61.1.2 • 61.1.3 • 61.1.4 • 61.1.5 • 61.1.6 • 61.1.7 • 61.1.8 • 61.1.9 • 61.1.12 • 61.1.13 • 61.3.1 • 61.4.2			

POLICY

It is the policy of the Rockford Police Department to promote the safe and efficient flow of vehicular and pedestrian traffic through effective planning, organization and law enforcement. Sworn officers will take appropriate enforcement action, whenever practical, for observed or reported traffic violations. All officers' action should demonstrate a professional demeanor and be accomplished in an impartial manner.

PURPOSE

The purpose of this General Order is to establish uniform procedures for the appropriate and equitable enforcement of traffic laws and ordinances. A primary objective is to promote traffic safety and reduce traffic crashes, especially those that result in personal injury.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. PLANNING AND STRATEGIES FOR ENFORCEMENT ACTION**
- II. UNIFORM TRAFFIC ENFORCEMENT**
- III. TRAFFIC STOP PROCEDURES**
- IV. OFFICER CONDUCT WITH VIOLATORS**
- V. SPEED MEASURING DEVICES**
- VI. REFERRAL FOR DRIVER'S LICENSE RE-EXAMINATION**
- VII. PARKING VIOLATION ENFORCEMENT**
- VIII. ROADSIDE SAFETY CHECKS**
- IX. SPECIAL CIRCUMSTANCE TRAFFIC STOPS**
- X. INTERNAL CONTROL OF TRAFFIC AND PARKING CITATIONS**
- XI. EFFECTIVE DATE**
- XII. REVIEWS, REVISIONS AND CANCELLATIONS**

APPENDICES

- A. Re-Examination Request Form**

I. PLANNING AND STRATEGIES FOR ENFORCEMENT ACTION

A. Traffic enforcement planning is based on the following factors:

1. Traffic Volume.
 - a. There is a relationship between traffic volume and the demand for police traffic service.
 - b. The average daily traffic volume is a factor considered in enforcement planning.
 - c. State, county and city average daily traffic volume counts are available for major roadways. These statistics can be broken down to hourly volumes by day of week to aid in planning.
2. Analysis of traffic crashes.
 - a. The Records Center Division maintains records of all reported crashes within the City of Rockford.
 - b. Crash information is provided to the Traffic Engineering Division of Public Works. The Traffic Division Supervisor will establish and maintain communication with Traffic Engineering Division personnel to ensure efficient exchange of crash data. Data is transmitted electronically or through citywide RockStat meetings.
 - c. All complaints or suggestions brought to the Department's attention concerning traffic engineering deficiencies are to be directed to the Traffic Engineering Division of Public Works.
 - d. The Traffic Division Supervisor or personnel of the Traffic Engineering Division may analyze selective portions of crash data to determine causative factors and hazardous locations with special attention to the types of crashes and the time of occurrence. A comparison of enforcement activities in relation to crash data shall be conducted to determine areas where extra enforcement is needed.
 - e. Consideration will be given to assigning traffic and/or patrol officers to identified locations during those periods when the need for police observation and enforcement is the greatest.
 - f. Crime Analysis Section personnel and resources may be utilized to assist with both temporal and geographic crash data analysis as needed.
3. Analysis of traffic law violations.
 - a. The Records Division maintains records of all issued and/or voided citations for traffic law violations.
 - b. The Traffic Division Supervisor will periodically analyze issued citations for traffic law violations to determine locations requiring special attention based on type of violations and time of occurrence.

- c. Consideration will be given to assigning traffic and/or patrol officers to identified locations during time periods when the need for police observation and enforcement is the greatest.
 - d. Crime Analysis Section personnel and resources may be utilized to assist with both temporal and geographic traffic law violation analysis as needed.
4. The Traffic Division Supervisor with the assistance of the Crime Analysis Section shall conduct ongoing analysis of enforcement activities as it relates to collision data. The analysis shall include:
 - a. Review and evaluation of location of collisions.
 - b. Review and evaluation of time of collisions.
 - c. Review and evaluation of violation factors related to collisions.
 5. Traffic engineering problems contributing to traffic law violations or crashes.
 - a. Improperly placed, inadequate or lack of traffic control devices.
 - b. Malfunctioning or improperly timed traffic signals.
 - c. Ineffective road signs and markings.
 - d. Poorly maintained portions of roadways.
 - e. Visual obstructions, natural and or artificial.

Note: It is the responsibility of all Rockford Police Department personnel to make notification to Public Works or Traffic Engineering, directly or by relay through the 911 Communication Center, of any identified traffic engineering problems noted in section **I. 4. a-e** above.

- B.** Strategies, techniques and procedures for traffic enforcement should be consistent with the nature of the violation and the potential for interfering with the free flow of traffic.
- C.** Tactics may include:
 1. Area Patrol - enforcement within a defined area.
 2. Line Patrol - enforcement between two points on a given street.
 3. Stationary traffic observation – either visible or covert.
 4. Roadside safety checks.
 5. Directed Patrol – specific enforcement activity (e.g. Overweight, Seatbelts).
 6. Traffic enforcement warning signs or speed trailer.
- D.** Vehicles should be used that are effective for specific enforcement problems. These vehicles must be equipped with emergency lights and siren and may be any of the following:
 1. Marked patrol vehicles – visible decals, striping, light bars, etc.
 2. Semi marked or unmarked vehicles – limited or no decals, striping, light bars, etc. (**Note:** Officers operating semi marked or unmarked vehicles

should be aware that some motorists may have difficulty recognizing the vehicle as a police vehicle.)

3. Motorcycle – See General Order **40.01 – Police Motorcycles** for motorcycle use guidelines.
- E.** The Traffic Division Supervisor will annually prepare a report to the Chief of Police evaluating the Department’s traffic enforcement efforts. This report will:
1. Examine program effectiveness.
 2. Compare traffic enforcement efforts and results against goals and objectives established from the previous year’s evaluation.
 3. This report will be due by the deadline established for submission of data for the Department’s annual report.

II. UNIFORM TRAFFIC ENFORCEMENT

- A.** All officers are expected to take appropriate enforcement action for violations of traffic laws witnessed or reported to them. The Department’s emphasis is on qualitative enforcement rather than quantitative enforcement of traffic laws.
- B.** A uniform traffic enforcement policy does not preclude the exercise of discretion based upon the seriousness of the violation and the action that is most likely to result in future compliance with the law. Officer’s use of discretion is based upon their training and experience.
- C.** When a violation is observed, it is within the officer’s discretion, to determine which of the following levels of enforcement will be used.
1. **Verbal Warning** – Primarily used for non-hazardous or minor equipment infractions when it is obvious the violation was unintentional and the violator will now comply with the law due to the verbal warning. Off road vehicle violations, violations of newly enacted traffic laws or regulations, pedestrian and bicycle violations may all warrant use of verbal warning.
 2. **Traffic Citation** – Issued in the case of hazardous traffic violations, flagrant violations, serious equipment violations and to violators who otherwise jeopardize the safe and efficient flow of traffic. A citation may also be used for minor infractions where the officer believes the violation was intentional or the officer believes a verbal warning will not ensure the violator’s compliance or when the driving behavior is excessive, extreme or erratic.
 3. **Physical Arrest** – Used for serious offenses, (e.g. DUI, Reckless Homicide, Revoked or Suspended drivers licenses, traffic offenses during the commission of other criminal law violations), Physical arrest may also be appropriate to best serve the safety of the commDivisiony.
Note: The decision to physically arrest a violator will be based on sound legal principles and not secondary issues such as the violator’s attitude.
 4. **Written Warning** – The Rockford Police Department **does not** utilize written warnings in traffic enforcement.
- D.** Traffic law enforcement guidelines for routine violations are noted below. It is not the intent of these guidelines to supplant an officer’s discretion, as it would be

impossible to regulate enforcement action on every individual violation encountered.

1. **DUI, Suspended/Revoked licenses, Reckless Driving** – It is the policy of the Department that enforcement of all laws pertaining to DUI, suspended/revoked driving privileges and reckless driving be strictly enforced.
 - a. An officer not taking enforcement action on the above will notify a supervisor and leave an incident report detailing why no enforcement action was taken.
2. **Hazardous Violations** – It is the policy of the Department that enforcement of all laws pertaining to hazardous violations (e.g. disobeying railroad crossing signal, disobeying traffic control device) be strictly enforced.
 - a. Officers are encouraged to take enforcement action on all hazardous violations as they often can result in injury to person or property damage.
3. **Speed enforcement** – When deciding between issuing a verbal warning or a citation, the following factors should be considered.
 - a. Volume of pedestrian, bicycle or other vehicular traffic.
 - b. Weather and road conditions.
 - c. Knowledge of increased level of traffic crashes or citizen complaints of violations in the area.
 - d. Miles per hour over the posted limit the violator vehicle was travelling.
4. **Non-hazardous violations, Equipment violations and/or registration enforcement** – When deciding between issuing a verbal warning or a citation, the following factors should be considered.
 - a. Circumstances are clear that driver would have not been aware of the equipment and/or registration violation.
 - b. Multiple equipment and/or registration violations versus a singular violation.
 - c. Obvious indications that equipment and/or registration were deliberately removed, altered or neglected.
5. **Traffic crash violations** – Officers should refer to General Order **40.24 – Traffic Crash Investigations** for full details, but generally:
 - a. The issuance of any citations will be based on probable cause belief that a violation has occurred.
 - b. The issuance of a citation will be at the determination of the officer and not that of the drivers or determined by the amount of monetary or visible damage to vehicles.
6. **All terrain and off-highway vehicle enforcement** – Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles.

- a. Any off-road recreational vehicle driven upon a public roadway is subject to traffic laws as specified in the Illinois Vehicle Code or equivalent city ordinance.
 - b. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported.
7. **Violations by public or commercial carriers** – Public or commercial carriers who violate traffic laws will be treated in the same manner as the general public.
- a. When the violation is going to result in formal enforcement action (i.e. citation, arrest, etc.), it is important to consider the safety of the cargo or passengers.
 - b. If physical arrest of the operator of a public or commercial carrier vehicle occurs, securing of the vehicle should be handled the same as securing any other vehicle. When there is concern over the disposition of passengers or perishable and/or valuable cargo, a supervisor will be contacted for a decision on appropriate action to be taken.
8. **Pedestrian and bicycle violations** – The enforcement of traffic laws pertaining to pedestrians and bicyclists requires broad discretion from officers and will be governed by policies and procedures outlined in this Order including:
- a. Analysis of accident reports involving pedestrians and/or bicycles.
 - b. Prior to any substantial increase in the enforcement of pedestrian and bicycle traffic, sufficient publicity and awareness programs will be implemented.
9. **Newly enacted laws and ordinances** – Newly enacted laws and ordinances may be enforced the day they become effective; however, consideration should be given to the following:
- a. Officers are encouraged to show leniency on violations of newly enacted laws and ordinances unless the violation is determined to be the cause of a traffic crash or is of a serious nature.
10. **Multiple violations** – In most situation officers are encouraged to issue the least amount of citations to a violator; however, each violation should be considered separately when deciding what enforcement action to take.
- a. The first citation issued should always be the probable cause citation. This citation will be the reason for the stop (e.g. speeding, improper lane usage).
 - 1. In the event of a physical arrest the probable cause citation must always be issued
 - b. A second citation may be issued for a violation when the violation is serious enough that a citation would be issued if it were a stand-alone violation.

- c. As an example: A driver being cited for failure to stop as required would not be issued a second citation for "Failure to Yield". On the other hand, if a motorist fails to stop where required and continued observation reveals a speeding violation; both violations should be considered for enforcement action by issuance of citations for both violations.

III. TRAFFIC STOP PROCEDURES

- A.** No two traffic stops are exactly alike and due to their nature, involve many potential hazards. Officer safety should remain a priority at all time.
- B.** Location of stops should be chosen carefully. If the violator stops in a position that is unsafe or will impede traffic flow, the officer may and should use the public address system or other means to advise the driver to move to a safer location.
- C.** The location of the stop will be given to the 911 Communication Center using the following standardized format.
 1. In your first transmission will provide:
 - a. Who you are calling - (Control 3, 4, 5, etc.)
 - b. Your Division number - (2A12, 2T09, etc.)
 - c. What you are doing- (10-38)
 - d. Where you are going to do it - (3300 N. Main St.)
 2. When you are acknowledge by the telecommunicator, you will provide the following:
 - a. Location again – (3300 N. Main)
 - b. Color – (Grey)
 - c. Year – (1976 or approximate year if not certain)
 - d. Make and Model – (Chrysler Cordoba)
 - e. Body style – (2 door)
 - f. License – (123456)
- D.** The officer should consider any or all of the following while completing the stop:
 1. Activate emergency lighting and siren or horn as needed.
 2. Position the patrol vehicle behind the violator's and offset two to three feet to the left.
 3. Observe the occupants of the stopped vehicle before exiting the patrol squad.
 4. Use high beam headlights, take-down lights and/or the spotlight at night to illuminate the interior of the vehicle and to protect the officer.
 5. Approach the stopped vehicle from the driver's side, unless a tactical advantage is gained by approaching from the passenger side of the vehicle.
 6. Consider weapon readiness on every stop.

7. Request the violator and any passengers to remain in the vehicle.
 8. While approaching, be observant of movements from within the vehicle and for anything that does not appear normal.
 9. While speaking with the driver take a position close to the vehicle and to the rear of the driver.
 10. While writing a citation be observant of the violator and passengers to ensure officer safety.
 11. When returning to the vehicle at anytime remain alert for any suspicious movements or actions within the vehicle.
 12. Allow the stopped vehicle to re-enter traffic before leaving and deactivating emergency lights.
 13. **Always** advise the 911 Communications Center of the disposition of the stop.
 14. When required, complete traffic stop date information as required in General Order **40.02 – Biased Free Policing**.
- E.** If, based upon information received from the 911 Communications Center, other information, or based upon the officer's training, experience and judgement, the officer determines that for officer or citizen safety, a **high risk stop** is warranted, the following should be considered for conducting the stop.
1. Advise via radio communications that a high-risk stop is being initiated and request back-up.
 2. Delay the stop until back-up is in place.
 3. Conduct the stop at a safe, well-lit location away from other vehicles, pedestrians, residences and businesses, when practical.
 4. Conduct the stop with a sufficient number of back-up officers present and in position. Officers need to remain aware of line of fire and kill zones.
 5. Use spotlights, headlights and/or takedown lights to properly illuminate the vehicle while being aware not to silhouette other officers.
 6. Utilize cover and concealment to enhance your position.
 7. Primary officer should use clear and firm verbal commands.
 - a. Order driver to turn off the vehicle and drop keys out of the window or place them on top of the vehicle.
 - b. Order driver and any passengers to make hands visible.
 - c. Have driver exit vehicle by reaching outside and opening the door.
 - d. Once out of the vehicle have driver place hands in air or on back of head.
 - e. Have driver turn around in a 360-degree turn.
 - f. Advise driver to face away from officers and walk backward toward police vehicles keeping hand up.
 - g. Have driver kneel or lie prone where he/she can be approached and secured.

- h. Once driver is secured, remove passengers, one at a time, by repeating steps above.
- i. Search vehicle, process arrestee(s), collect evidence and impound vehicle as applicable.

IV. OFFICER CONDUCT WITH VIOLATOR

- A.** There are two objectives to achieve when making a traffic stop.
 - 1. The first is to safely take appropriate enforcement action.
 - 2. Secondly is to favorably alter the violator's driving behavior.
- B.** Officers will attempt to leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.
- C.** Officers should do the following when communicating with the violator.
 - 1. Present a professional image in dress, grooming, language and bearing.
 - 2. Greet the violator in a courteous manner.
 - 3. Obtain the violator's driver's license, vehicle registration and proof of insurance. Obtain other identification if violator has no driver's license
 - 4. Clearly explain the violation.
 - 5. Allow the driver to reasonably discuss the violation.
 - 6. Be alert for signs of impairment or emotional stress in the driver.
 - 7. Decide on appropriate enforcement action based on the violation, not solely on the violator's attitude.
 - 8. Complete required forms if issuing a citation.
 - 9. Make certain the violator knows when and where to appear if a court appearance is required. Explain alternatives to court appearance if appropriate.
 - 10. Advise violator of mandatory court dates if applicable.
 - 11. Advise violator of how to enter a plea and pay fines by mail or in person.
 - 12. Advise driver of various bonding options. See General Order **1.05 – Legally Mandated Authority and Responsibilities** for further.
 - 13. If necessary, assist the violator re-entering the traffic flow.

V. SPEED MEASURING DEVICES

- A.** Administrative rationale for use of speed detection radar or Light Detection and Ranging (LIDAR) equipment will be as follows.
 - 1. Locations where there is a high accident rate in which speed is a determined factor.
 - 2. Areas where speed limit violations are prevalent.
 - 3. Responding to commDivisionony complaints regarding speed violations.
 - 4. Conducting traffic volume and speed percentile studies.

- B.** Officers will be trained in the use of speed detection radar/LIDAR equipment during the Field Training Program and at other times provided by the Department. Only officers with such training will be authorized to use speed detection radar/LIDAR in speed detection assignments.
- C.** The Field Training Program Coordinator is responsible that proper training is provided to recruits assigned to the Field Training Program.
- D.** Speed Detection Radar/LIDAR equipment used by the Department for speed detection will meet the standards approved by the National Highway Traffic Safety Administration (N.H.T.S.A.) prior to its use.
- E.** The Traffic Division Supervisor will be responsible for the general care and maintenance of any speed detection radar/ LIDAR equipment assigned to the Division and will ensure that adequate maintenance, calibration and operational records are maintained.
- F.** The Support Services Division Supervisor will be responsible for the general care and maintenance of any speed detection radar/LIDAR equipment assigned to the Field Services Bureau and will ensure that adequate maintenance, calibration and operational records are maintained.
- G.** Officers will be responsible for the proper care and operation of speed detection radar/LIDAR equipment assigned them for speed detection activities. Any maintenance or operational defects noted in equipment must be written up on a defective equipment notice and forwarded to either the Traffic Division Supervisor or the Support Services Division Supervisor.
- H.** The precise method of using speed detection equipment and enforcing traffic laws applying to speed will vary according to the type of radar equipment used.
- I.** Prior to use, speed detection equipment should be calibrated according to recommendations by external use of a tuning fork and/or internal operational checks to assure proper operation. These checks should be made:
 - 1. When the equipment is first turned on.
 - 2. When arriving at a desired location.
 - 3. After clocking a speeding vehicle and issuing a citation.
 - 4. Periodically, when operating at a location for an extended time.
- J.** Officers are reminded that speed detection equipment requires proper installation and connection to a power supply.
- K.** When choosing a location for use of speed detection equipment officers should consider the effective range of the equipment, visual observation of traffic and the safe and effective movement of the police vehicle(s).
- L.** As with any traffic stop, when a citation is issued, officers should consider the following for future court presentation.
 - 1. The equipment was tested for accuracy prior to and after use by approved methods.
 - 2. The equipment was operated properly based on training and experience.
 - 3. Identity of both vehicle and driver can be established.

4. Time and location where the vehicle was clocked can be established.
5. The speed noted on the detection equipment is noted.

VI. REFERRAL FOR DRIVER'S LICENSE RE-EXAMINATION

- A.** Officers will complete the Re-examination Request Form (a form supplied by the Illinois Secretary of State) when the officer observes or investigates a crash or incident and determines one of the following:
 1. The crash or incident was the result of a possible/potential driver blackout, seizure or attack of unconsciousness (not if the driver fell asleep).
 2. The crash or incident was the result of another medical condition (as determined through observing medicines in the possession of the driver or through the driver admitting the condition), including a mental, auditory or vision condition.
 3. The driver has demonstrated that he/she apparently lacks the ability to safely operate a motor vehicle or to understand traffic laws.
 4. The driver has displayed a lack of attention or performed a dangerous driving act.
- B.** Specific instructions for completing the Re-examination Request Form are on the form.

VII. PARKING VIOLATION ENFORCEMENT

- A.** Officers are authorized to enforce all parking regulations established by City Ordinance.
- B.** Parking violations will be enforced with reasonableness and impartiality in all areas of the City.
- C.** Special attention should be given to the following areas.
 1. Disabled parking violations.
 2. Business areas and fire lanes during peak hours.
 3. Vehicles illegally parked in such a way as to cause traffic problems, particularly on major streets during peak traffic flow periods.
 4. Fire hydrant parking violations.

VIII. ROADSIDE SAFETY CHECKS

- A.** Any procedure used by the Rockford Police Department in roadside safety checks should be measured against the following considerations and priorities.
 1. Enhancement of officers and motorist safety.
 2. Avoidance of undue inconvenience to the public.
 3. Deterrent effect created by the roadside safety check.
- B.** Generally, specific violations to be checked for will include:
 1. Illinois Vehicle Code Chapter 3 – Registration;
 2. Illinois Vehicle Code Chapter 6 – Driver Licensing Law;

3. Illinois Vehicle Code Chapter 11, Article – Driving Under the Influence;
 4. Illinois Vehicle Code Chapter 12 – Equipment of Vehicles;
 5. Child Passenger Protection Act.
- C.** Prior to any roadside safety check being conducted the following must be ensured.
1. The time and place of the roadside safety check must be specified in writing.
 2. All appropriate personnel will be notified for needed operational and investigative support. This includes the 911 Communications Center.
 3. All assigned personnel will attend a briefing prior to deploying to the check site to discuss legal issues, policy and procedure, duty assignments, site set up, etc.
 4. Roadside safety checks will only be conducted when manpower is available to reasonably ensure efficient operation providing for officer and motorist safety.
 5. A supervisor will be present at the scene to guide operations.
 6. Uniformed officers and marked vehicles must be in sufficient quantity and visibility to show the presence of legal authority.
 7. The Secretary of State and the Illinois State Police are contacted to ensure no maintenance is scheduled on computer files that would impede driver's license and wanted checks during the date and time of the roadside safety check.
 8. The selection sequence of vehicles to be stopped (i.e., every vehicle, every fifth, tenth, etc.) will be prescribed and uniformly applied.
 9. Officer discretion will not be used in adjusting the plan with the exception of the detail supervisor who will document the reason(s) for any adjustment.
 10. Details of the roadside safety check will be publicized to enhance deterrence. The specific location of the detail may be given at the discretion of the detail supervisor.
 11. The roadside safety check will not be scheduled during heavy traffic volume times.
- D.** The location to be used as a roadside safety check site will fulfill certain minimum requirements as follows.
1. The safety and visibility to oncoming motorists.
 2. Ample room if provided for police and subject vehicles.
 3. A secondary screening area is provided for.
 4. There is no interference to nearby business and residential driveways, alleys and intersecting streets or highways.
 5. The parking area is well drained and all-weather.

6. There is adequate room for advance warning signs and sufficient lighting to ensure motorist and officer safety.
 7. Arrangements for all methods of bonding.
 8. Opportunity for avoiding or escaping the check site is considered.
- E.** No vehicles will be stopped until assigned personnel and equipment are in proper location and fully operational.
- F.** Appropriate procedures will be used to direct traffic into the check site parking area.
- G.** The checking procedure will be thorough, causing minimum delay to motorists.
- H.** Roadside safety check procedures will be as follows.
1. A driver's license that appears to be valid on its face will be considered prima facie proof that the motorist is in compliance with the Illinois Driver Licensing Law.
 2. A check of Secretary of State Driver's License computer files should be made only when the officer has a reason to believe a violation has been or is being committed.
 3. While conversing with the motorist, officers should check for signs of intoxication, look for contraband in plain view, etc.
 4. If the officer has probable cause to believe that a motorist is in violation of the law, the motorist will be directed to a secondary screening area and appropriate enforcement action taken.
 5. Traffic must not be allowed to accumulate as traffic congestion defeats the purpose of a roadside safety check.
- I.** At the conclusion of the detail, the supervisor in charge will complete a written report detailing the results of the roadside safety check, and submit it via chain of command to the Chief of Police.

IX. SPECIAL CIRCUMSTANCE TRAFFIC STOPS

- A.** When a non-resident of the state commits a traffic violation and is going to be cited for it, the following will apply.
1. If the violator is from a member state of the non-resident violator compact, they can sign the citation in lieu of posting a cash bond or bond certificate. A list of states that participate in the compact is contained in the Illinois Vehicle Code.
 2. If the violator is not from a member state of the compact, the officer will take the appropriate form of bond from the violator, with the exception of a non-Illinois driver's license. Cash bond, valid bond certificate, Individual Bond (I-bond) or Notice to Appear will be accepted providing the officer follows the appropriate Department guidelines for their use.
- B.** Juvenile traffic offenders will be handled in the following manner.
1. When a juvenile is issued a traffic citation for what would be considered to be a minor violation, the juvenile will be handled the same as any adult.

2. If the juvenile has no other form of bond, the officer will issue an I-Bond.
 3. In cases considered to be a major violation, such as no valid driver's license, DUI, etc., the juvenile will be taken into custody and brought to the Public Safety Building and the parent/guardian notified. If the juvenile has no other form of bond, the officer will issue an I-bond.
 4. The juvenile will then be released to the parent/guardian and a written incident report made.
- C.** Members of Congress and members of the Illinois General Assembly may not be detained for the issuance of a traffic citation while travelling to and from a session of Congress or the General Assembly.
1. After release of the driver, the officer may obtain a summons for the driver for the observed violation and arrange for service of such summons at a time when the driver is not in session.
 2. Prior to obtaining any summons for a driver described above a written incident report must be made out and the pursuit of a summons approved by the Deputy Chief of the Bureau the officer is assigned to.
- Note:** Judges, attorneys, clerks, sheriffs and other court officers are privileged from arrest while attending court and while going to and from court.
- D.** Situations involving persons claiming diplomatic immunity and persons determined to be a foreign national are covered in General Order **1.12 – Diplomatic Immunity and Detainment of Foreign Nationals.**
- E.** Traffic incidents involving military personnel will be handled as follows.
1. Military personnel assigned to military installations in the area will be treated as residents.
 2. Military personnel not assigned to installations in the area should be treated as non-residents and handled in accordance with procedures of this Order for non-residents.
 3. The home state operator's license of military personnel does not expire until 90 days after separation from active duty.

X. INTERNAL CONTROL OF TRAFFIC AND PARKING CITATIONS

- A.** Traffic and parking citations are maintained in the Evidence and Property Division storage area and the locked second floor roll call equipment room.
- B.** Field Services supervisors will ensure there is an adequate supply of citations maintained in the second floor roll call equipment room.
- C.** Generally, a supervisor will issue one book of twenty-five citations when requested by an officer. Traffic officers and officers assigned to special traffic details may be issued more than one book of traffic citations.
- D.** A logbook of issued citations will be maintained and stored with the citations in the second floor roll call equipment room.

- E. When obtaining a book of citations the name of the officer, date of issuance, and the beginning number and ending number of the citation book will be entered in the logbook.
- F. Upon issuing a traffic or parking citation officers will turn the citations in, minus violator or jail copies, at the Shift Commander's office to be routed to the Records Center.
- G. Officers who void a citation due to having written it in error, mistaken information, soiling or writing a duplicate citation, will turn the citation, **clearly marked Void**, in at the Shift Commander's office for routing to the Records Center.
- H. The Records Center Supervisor will ensure that periodic audits of the traffic ticket database are conducted to ensure citations are accounted for.
- I. When no entry is located in the database for an issued or voided citation the officer issued that series of citations will be notified and asked to turn the citation in to the Records Center or provide an Officer's Report to their supervisor. A copy of the notification will also be sent to the officer's immediate supervisor for follow-up.

XI. EFFECTIVE DATE

- A. The Department's policy on Traffic Enforcement became effective on November 7, 2006.

XII. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **September** by the **Supervisor of the Traffic Division** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **40.22 – Traffic Enforcement** issued September 30, 1977.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police

APPENDIX A



