

Salisbury University Police Department

CHAPTER 61 - TRAFFIC

- 61.1 Traffic Enforcement
 - 61.1.1 Selective Traffic Enforcement Activities
 - 61.1.2 Uniform Enforcement Procedures
 - 61.1.3 Procedures for Handling Traffic Law Violations Special Requirements

CHAPTER 61 - TRAFFIC

61.1 Traffic Enforcement

61.1.1 Selective Traffic Enforcement Activities

The University Police Department does not conduct selective traffic enforcement activities.

61.1.2 Uniform Enforcement Procedures

Traffic law enforcement involves all police activities or operations which relate to observing, detecting and preventing traffic law violations and taking appropriate action under the circumstances. Enforcement not only

- F. Equipment Violations Officers observing equipment violations should stop the vehicle and give a verbal or written warning or issue an Equipment Repair Order. If an ERO is issued, the officer must tell the violator that he/she has 10 days to have the defective equipment repaired. Once repairs have been made, the ERO must be signed and certified by an authorized Maryland Inspection station. Those defects marked with an asterisk (*) may be certified by a Maryland Inspection station or a police officer. The certified ERO must then be returned to the Maryland State Police Automotive Safety Enforcement Division within 30 days.

- G. Public Carriers/Commercial Vehicle Violations Officers trained in the detection of public carrier/commercial vehicle violations shall enforce such violations as he/she would any other violation. The officer may enforce these laws with warnings or citations. Any officer may enforce violations related to driving a commercial vehicle without a CDL, or DUI with a CDL endorsement. Officers are encouraged to contact MVA Enforcement Division for guidance on commercial vehicle law enforcement.

- H. Non-Hazardous Violations

2. Special Enforcement Traffic enforcement on particular streets in and around the campus, or enforcement of particular violations will be in accordance with the MOU between the City of Salisbury (Police) and SUPD.
 3. Directed Enforcement Traffic enforcement at a precise location for an explicit reason (i.e. stop sign enforcement at a specific intersection).
- B. Stationary Observation Officers may use covert or overt observations in traffic law enforcement. Officers should be visible to the general public while they are completing paperwork so that the public will be reminded and encouraged to obey traffic laws. The use of covert observation may be used to enforce specific violations in specifi

from the communications center, and during the traffic stop should exit the vehicle and act as an observer and cover for his fellow officer. At no time should the two officers approach the violator together, except during Field Training.

Officer Conduct

- A. Officers should follow these steps when interacting during vehicle stops:
 - 1. Greet the motorist courteously.
 - 2. Identify himself as a University Police Officer.
 - 3. Ask for the driver's license and registration, and insurance cards, if necessary.
 - 4. Disclose the violation to the violator.
 - 5. Request any justification for the violation (for potential court purposes).
 - 6. Take the appropriate enforcement action (warning, citation, etc).
 - 7. Leave the subject with a friendly closing (e.g. "Please Drive Safely").

High Risk/Felony Vehicle Stops

- A. Officers of the University Police Department will stop and apprehend dangerous criminals in a manner that will minimize the risk of harm to the general public and maximize the safety of the officers involved. Officers should use their training and experience in adapting these principles to meet each new tactical situation.
- B. Officers will not hesitate to call for backup when stopping potentially dangerous vehicles. Some situations which would require a high risk stop include:
 - C. Officers shall not attempt to stop the vehicle until the second police unit has arrived. The officer will maintain a safe distance from the suspect vehicle and follow it until the second unit arrives.
 - 1. In the event that the suspect vehicle stops before other officers arrive, the initiating officer should, while remaining a safe distance from the vehicle:
 - a. Draw his weapon and cover the occupants of the vehicle while assuming a position that will afford him good cover (e.g. crouched between the door frame and door of the officer's vehicle).
 - b. The officer should utilize his vehicle's public address system to give verbal commands to the occupants of the vehicle, instructing the occupants to raise their hands in the air, palms to the rear.
 - c. Officers should continually watch for suspicious movements by the occupants and instruct the driver to turn off the vehicle with the left hand and to drop the keys out the window. After this has been confirmed visually, instruct the driver to return his hand to the air, palm rearward.
 - d. The initiating officer has now established containment and control over the

- D. Once the second unit has arrived, the first unit will determine the location for the vehicle stop. The ideal location should have good light, few avenues for escape, and should present as little danger as possible for the public.
- E. Upon reaching the selected location, the first unit shall initiate the stop, taking care to provide the Communications Center with all necessary information for a traffic stop (e.g. location, registration number and state, vehicle description and description of occupants).
 - 1. The first vehicle should stop about forty feet behind the suspect vehicle in a manner that will provide the cover for the officer and light on the suspect vehicle.
 - 2. The second vehicle should stop about twenty feet behind the first vehicle, angled slightly toward the suspect vehicle. In the event that conditions do not allow this positioning, the second officer should position his vehicle to the right of the initiating officer's vehicle.
 - 3. Subsequent vehicles should block traffic traveling both directions on the road where the stop is occurring. These officers should take care to minimize any backlighting of the initiating and secondary vehicles and avoid placing themselves in a cross-fire situation.
- F. Once the suspect vehicle has been stopped, the initiating officer should draw his weapon, cover the occupants of the vehicle and assume a position that will afford him good cover (e.g. crouched between the door frame and door of the officer's vehicle). The officer should utilize his vehicle's public address system to give verbal commands to the occupants of the vehicle. Officers should continually watch for suspicious movements by the occupants.
 - 1. One officer should issue all commands to the occupants of the vehicle.
 - 2. Use strong, clear, short commands striving for complete control.

icle0 0 1 441.70 0 1 114.08.57 5TJ5(t)-4(o)-2(t)-4(h)-4(e)BDC B(O)11(8)-8(e)4(s)18(60 0 1e)4()-4(n)-4(d)-4(se)7(con)-6c travesue

be searched by other officers.

12. Steps 4 through 11 should be repeated for each passenger.
13. When no further occupants are visible, again call to any occupant in the vehicle that may be hiding. "Passenger, sit up and put your hands in the air"

3. Officers will introduce themselves to the violator with rank, name, and department, i.e. = _____ \ _____ of the University Police Department @
4. Request that the violator produce his/her license, registration and proof of insurance, if necessary for the stop. The officer should accept only these items unless there is a need for another type of identification.
5. Discuss the violation with the violator being sure not to berate, belittle, argue with, or verbally abuse him/her. The officer should inform the violator what enforcement actions he/she is going to take.
6. Be alert for signs of physical impairment, drug and/or alcohol abuse, and emotional distress. If the officer observes any of the above, he/she should take appropriate action.
7. Have the necessary forms and equipment in the patrol vehicle for immediate use.
8. The necessary forms will be filled out completely and legibly. The officer will explain to the violator what he/she need to do in response to the action taken, whether it be paying a fine, appearing in court, or a written warning. The officer will also explain to _____ ing record.
9. Assist the violator in re-entering the flow of traffic safely after the stop is completed.

61.1.9 Speed Measuring Devices

The University Police Department does not use speed measuring devices.

61.1.10 Alcohol Enforcement Programs

The University Police Department does not use alcohol enforcement countermeasurDepp-6(e)4(/.711 123.02 325.97 Tm[)]T.

E. Standardized Field Sobriety Tests Operators suspected of being impaired may be ordered to exit the vehicle to perform standardized field sobriety tests. Operators should be asked if he/she has any physical problems that would prevent the taking of any tests. The operator may be given such recognized tests as:

1. Horizontal Gaze Nystagmus (HGN)
2. Walk and Turn
3. One Leg Stand
4. Other tests which are recognized as establishing probable cause for DUI.

Officers should attempt to administer at least three (3) sobriety tests, if feasible, as the officers have been trained. If the operator cannot or refuses to perform any of these tests, the officer shall note this in his/her report.

A preliminary breath testing device (see equipment above) sample may be requested from the operator. However, the officer should not base his/her decision to arrest the operator solely on

61.1.13 Parking Enforcement

- A. All existing Salisbury University parking regulations will be enforced by University Police Department personnel (officers, student patrols, etc) with reasonableness and impartiality in all parking areas of the university unless otherwise requested by the Chief of Police or his/her designee. Enforcement will generally be initiated on:
 - 1. Complaints received;
 - 2. Existing traffic hazards;
 - 3. Areas of continued violations;
 - 4. Officer initiated actions.
- B. Personnel will enforce violations on university owned and operated property, fire lanes, and disabled persons parking spaces in accordance with Maryland Educational Article 13-601.
- C. Violators may be issued a University Parking Citation or Warning.
- D. Violators may initially be given a warning and on subsequent violations, a parking citation is warranted. However, the officer/student patrol has the discretion depending on the nature of the violation.
- E. If a vehicle is observed parking in an appropriately marked (handicap) area not displaying a disabled plate, placard or medical permit, the vehicle shall be issued a parking citation.

61.2 Traffic Collision Investigation

The University Police Department performs a variety of traffic functions, to include traffic collision investigation, in an effort to reduce the number of motor vehicle collisions, determine any causative factors involved in the crash and utilize these factors to develop enforcement strategies that will reduce the incidences of collisions. University Police officers shall respond to and investigate traffic collisions in accordance with policies outlined in this directive.

61.2.1 Reporting and Investigation

and

61.2.2 Collision Scene Responses

- 1. It shall be the policy of this agency to investigate and fully report the following types of traffic collisions:
 - A. Death and Injury collisions;
 - B. Property Damage collisions;
 - C. Hit and Run collisions when a witness is available or when a description, in whole or in part, of the striking vehicle is available or when evidence exists which may result in identifying the striking vehicle;
 - D. Collisions caused by impairment due to alcohol or drugs;
 - E. Collisions involving hazardous materials;
 - F. Collisions occurring on private property (ie. SU Foundation or other university-affiliated property);
 - G. Collisions involving government-owned vehicles or property;
 - H. Property damage collisions when a vehicle becomes to the point as to prevent its normal and safe operation, except collisions occurring on private property.

- ii. In the event of reduced visibility and/or darkness, officers shall wear their issued reflective safety vest if the officer is required to be in the travel portion of the roadway where the collision occurred for investigative purposes. Flares may be used to create an illuminated warning pattern to alert other motorists and to detour traffic safely around the collision scene.

See 61.1.5 Uniform Enforcement Policies

61.2.3 Collision Scene Responsibilities

Collision scene responsibilities for responding officers include:

- A. The first officer on the scene will assume command of the scene and will direct other responding officers to locations to assist with traffic control or other assignments as necessary. The first officer on the scene will relinquish command, if and when, advised by a higher ranking officer who arrives on the scene. In the event the Maryland State Police Crash Team is requested and arrives to investigate due to the severity of the collision, command will shift to the highest ranking officer on that team. Although the MSP Crash Team may assist in determining the cause of the crash and analyzing other factors, the UPD officer on the scene does not relinquish his/her role in the investigation. UPD Officers will be responsible for the completion of the report, interviewing witnesses, gathering evidence, etc.
- B. The first responding officer on the scene will identify the number and nature of injured persons and administer emergency medical care (basic life support measures) pending the arrival of fire/rescue personnel.
- C. Identifying potential or actual fire hazards or other dangerous conditions so that

3. If hazardous materials are involved, officers should refer to their Emergency Response Guidebook to identify the material, in order to take the appropriate actions prior to the arrival of the Fire Department.

- a. Officers must make Communications aware of the fact that hazardous materials are involved, and what type, in order to ensure the appropriate level of Fire/Rescue and Hazardous Incident Response Team response.
- b. To ensure officer and bystander safety, follow the below listed United States Department of Transportation recommendations for "first responders":

* APPROACH CAUTIOUSLY -- resist the urge to rush in to the actual scene because police officers are not adequately equipped with self-contained breathing apparatus or protective clothing.

* IDENTIFY THE HAZARDS -- placards, container labels, shipping papers and/or knowledgeable persons on the scene are valuable sources of information. Officers must evaluate all of them and then consult the recommended Emergency Response Guidebook page so that no one, including the officer gets placed at risk.

* SECURE THE SCENE -- without entering the immediate hazard area, the officer should do whatever is reasonable and appropriate to isolate the area and assure the safety of the officer, other persons, and the environment.

* OBTAIN ASSISTANCE -- by notifying communications to have other officers and the Hazardous Incident Response Team respond.

* DECIDE ON SITE ENTRY -- any efforts an officer makes to rescue persons, protect property or environment, must be weighed against the possibility that the officer could be harmed as well.

* ABOVE ALL -- do not walk into or touch spilled/leaked materials. Avoid the

2. Making preliminary tests for intoxication;
3. Locate, identify, and separate possible witnesses;
4. Measure and photograph to locate marks on the road and debris;
5. Measure and mark final positions -- "final resting place" of the vehicle(s) involved;
6. Measure and mark the location of bodies of persons killed or incapacitated;
7. Photograph damage to vehicle(s) and roadside objects and final positions of vehicle(s);
8. Examine the condition and functioning of traffic control devices and other road equipment;
9. Make a preliminary examination of the condition of vehicle equipment, i.e., lamps, tires, steering gear;
10. Examine occupant restraints for function (Seatbelts/airbags);
11. If upon the officer's arrival the collision is determined to be a minor property damage collision, the officer should have the involved parties move their vehicles to a safe

A. Manual traffic control in most cases will be spontaneous and unpredictable. The following is a list of circumstances in which manual traffic control may be used to assist in the safe and organized flow of traffic:

1. Traffic collisions;
2. Malfunctioning traffic control devices;
3. Highway/road closings due to adverse weather conditions (snow, ice, heavy rain);
4. Hazardous highway/road conditions (construction, chemical spills, etc.)
5. Industrial accidents, fires, explosions;
6. Unusual occurrences (crime scenes, critical incidents, demonstrations).

Whenever an automatic traffic control device is available to control traffic it should be used. Officers should manually control traffic lights when special events/incidents require them to alter the cycles in order to maintain a safe and efficient flow of traffic. Officers should try to follow the normal traffic light progression when directing traffic at a malfunctioning traffic light.

See Procedures outlined below.

B. If manual control is the only method available, officers will position themselves safely and utilize traffic control signals approved by the department and taught during entrance level training. Prior to beginning manual traffic control, officers will notify the Communications Center of the problem and the need for manual traffic control.

When manually directing traffic, officers will use the following standard hand signals/procedures:

1. To indicate that the officer is present for the purpose of directing traffic, he/she shall, if possible and when necessary:

6. To stop oncoming traffic:
 - a. Officer will make eye contact with the driver, point at the driver and then extend his arm slightly above parallel with the ground with the hand raised.
 - b. The pointing hand is raised at the wrist so that the palm is toward the person to be stopped and the palm is held in this position until the person is observed to stop. To stop traffic in both directions on a two-way street, the procedure is repeated for the traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

7. To start traffic:
 - a. The officer should first stand with his shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until that person is aware or it can reasonably be assumed that the
 - b. With the palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle until the hand is adjacent to the chin. If necessary, repeat this gesture until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

8. Left Turn Movements
 - a. Left turning drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start while avoiding left turn gestures directed at turning drivers, which will lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt position, then the extended left arm and index finger and officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.
 - b. In order to clear the lane occupied by a driver who intends to make a left turn, but cannot because of oncoming traffic, he can be directed into the intersection and stopped adjacent to the officer's position until the left turn can be safely completed. The driver should be directed into the intersection by pointing toward him with the extended arm and index finger, which is then swung to point at the

the driver is positioned within the intersection, the officer may either halt oncoming traffic and direct the completion of the turn or permit the driver to effect the turn during a natural break in the oncoming traffic.

9. Use of flashlight with illuminated cone:

- a. To stop the driver with the baton, the officer should face oncoming traffic, hold the baton in the right hand, bend the right elbow, hold the baton vertical, then swing the baton from left to right through the arc of approximately 45 degrees.
- b. The GO and Left Turn direction are the same gestures as those previously described above except that the flashlight acts as an extension of the hand and index fingers. Signals and directions given with the aid of the flashlight should be exaggerated and often need to be repeated if poor visibility exists. The light should be turned off when not being actively utilized to give direction.
- c. A flashlight alone can be used to halt traffic, but less effectively and safely than with the cone attachment. To stop traffic slowly swing the beam of light across the path of oncoming traffic.

Officers will provide traffic control, direction, and scene protection in the vicinity of the adversity. They will perform traffic direction and control as outlined:

- a. In the case of downed power lines, officers will not approach or touch these lines. Traffic direction and control will be conducted from such a distance as to allow for maximum safety.
- b. Squad Supervisors will be notified of such hazards and contact the appropriate department/service company to respond.

E. Circumstances Warranting Manual Traffic Control

Refer to 61.3.2 (A)

F. Temporary traffic control devices include moveable barriers, portable traffic signs, and other apparatus intended for temporary use to assist the safe and efficient movement of traffic. These temporary devices are only to be used while an officer is at a scene or obstruction. If assistance is required of other agencies, the Communications Center will ensure contact is made with the appropriate agency for their response to the scene.

G. All officers will wear their issued high visibility traffic vests while performing this function. During periods of rain, officers shall wear their issued raincoats with the green reflective side turned out for maximum visibility.

H. Traffic Control and Direction at Special Events - A variety of public and private events may require special accommodations be made for parking and traffic flow. These events may include, but not be limited to, parades, sporting events, dignitary visits, and graduation events.

1. The nature and extent of the traffic direction and control required will vary depending on the event. The _____ and _____ preparing for the event shall take the following into consideration the following when planning traffic control:

- a. Ingress and egress of vehicles and pedestrians, including emergency vehicles and VIPs.
- b. Parking provisions and prohibitions.
- c. Spectator control.
- d. Public transportation.
- e. Provisions for the media.
- f. Alternate routes of traffic.
- g. Temporary traffic control.

61.4 Ancillary Services

61.4.1 Assistance to Highway Users

During the course of patrol duties, an officer may encounter motorists requiring assistance. The following general guidelines will help protect public highway users who are stranded or disabled in hazardous locations or environments. Police personnel will provide as much assistance as possible to all motorists on the roadways throughout the campus area.

- A. When requested, officers will provide directions to the public in a prompt and courteous manner. Officers may request the Communications Center to assist when performing this service.
- B. Officers will notify the Communications Center of the location and situation.
- C. If the vehicle is blocking the flow of traffic, the officer may request additional units to assist with traffic control as necessary.
- D. Officers will assist disabled motorists within their abilities. This may include, but not be limited to:
 - 1. Providing transportation to a service station;
 - 2. Requesting a towing service and/or services from auto club affiliated service stations (AAA);
 - 3. Calling friends, relatives, or a taxi to arrange rides;
- E.
- F. No officer will leave a person stranded on the roadway. The agency has the responsibility to provide a communications link to obtain needed services for those stranded by:
 - 1. Remaining with and providing protection to the person until assistance arrives; or
 - 2. Transporting the person to a location that provides a telephone, which may include police department.
- G. Whenever a person of the opposite gender of the officer is transported in the patrol unit, the officer will call in the destination, as well as the beginning and ending mileage.
- H. In the event that a fire is detected, officers will contact Communications and request the

61.4.2 Hazardous Highway Conditions

- A. Officers noting or citizen reports of roadway or roadside hazards or traffic standards broken or missing shall notify the communications center of the hazard/deficiency. Communications personnel will in turn notify the appropriate agency (ie. State Highway Administration, City of Salisbury Public Works, SU Maintenance and Physical Facilities, etc) for correction or repair and log who was contacted to correct the situation.

- B. Roadway and roadside hazards include, but are not limited to:

- C. Maintaining Records of all Vehicles Removed, Stored or Towed - Whenever a vehicle is towed at the discretion of the officer, the officer will fill out Vehicle Tow/Inventory form 007 and advise

1. Officers are responsible for notifying owners as soon as vehicles are available for release upon completion of processing or investigation.
2. Chain of custody of the towed vehicle will be maintained at all times until arrival at the storage location and secured by the tow company.
3. Keys will be retrieved by the officer who will place keys into the Communications Center key box.
4. The release of any seized vehicle will only be authorized by the investigating officer.

61.4.4 Traffic Safety Educational Materials

A supply of traffic safety educational materials and forms are maintained in the