

	<p style="text-align: center;">RANDOLPH POLICE DEPARTMENT POLICY AND PROCEDURE TRAFFIC ENFORCEMENT AND MANAGEMENT TRF – 2</p>
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Policy

It is the policy of the Randolph Police Department to attain roadway safety goals through traffic law enforcement, investigation, direction, and control. Among these goals is the reduction of traffic collisions, fatalities, and injuries. Another goal is to facilitate the safe and expeditious movement of vehicular and pedestrian traffic, accomplished through the public's voluntary compliance with traffic regulations. It is the policy of this department to meet this goal through a combination of education, enforcement, engineering, and public support.

In an effort to limit the frequency of crashes, it is essential to understand the importance of crash investigation and reporting. Data gathered from crash reports are the prime source of information for crash prevention programs. It is therefore imperative that proper information be gathered for use in planning, evaluating, and implementing efforts to achieve highway safety goals.

Enforcement

The Randolph Police Department is absolutely opposed to preferential treatment pertaining to adjudication of traffic cases in any manner by any agency, official, or person. Of particular concern is disparate adjudication based on gender, race or ethnicity, which will not be tolerated.

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The ultimate objective of enforcement is to favorably alter the violator's future driving behavior, thus fostering a climate of safe driving throughout the community.

Selective Enforcement

To ensure maximum reduction of crashes, enforcement pressure should be applied in proportion to the need and to the locations, and at the hours of greatest crash expectancy. Traffic laws will be enforced at a level sufficient to ensure the safe and expeditious movement of traffic. Enforcement activities will be conducted in a consistent and uniform manner and will not give preference to either local residents or non-residents. It should be directed against the violations, which cause the largest number of crashes and against the group of drivers who are responsible for the majority of the violations and constitute the greatest hazard to the community.

Deployment 61.1.6 A

The deployment of selective enforcement and traffic enforcement will be based on an analysis of traffic crashes, speed data, officer experience, traffic enforcement activities, and citizen concerns. Different combinations of this analysis should be used as a comparison. The Traffic unit can recommend traffic-related services or as raised by citizen complaints. Shift commanders and Patrol Supervisors, in conjunction with Traffic Unit's recommendations, will assign officers to traffic enforcement of specific violations at problem locations at appropriate times.

All patrol officers are required to conduct traffic enforcement during their regular tours of duty. It should be conducted mainly in their assigned area or sector; however, violations should not be ignored elsewhere, unless organizational demands take the officer away from the violation. Any supervisor can direct an officer to a directed patrol assignment to target violations from citizen's complaints. Officers can conduct stationary traffic enforcement. Motorcycles, specifically, can use this tool to target speeding cars and other violations. Officers assigned to undercover or unmarked vehicles to conduct traffic enforcement are still bound by this policy. Roadside safety checks for school busses will only be performed by the Traffic unit. The Commercial Motor Vehicle Officer can perform roadside safety checks for any commercial vehicle, otherwise, roadside safety checks can be performed by officers who believe the vehicle is unsafe for vehicular use [61.1.6 – 1A]. Radar trailers will be placed by the Traffic unit, otherwise, cruiser and handheld radar can be utilized by all officers.

Assignments Traffic enforcement assignments will be based on principles of selective enforcement. Resources will be directed toward specific violations, in specific locations, based primarily on statistical traffic data (if available by the Traffic Unit) and citizen complaints. Officers may utilize, but not limited to, marked cruisers, unmarked cruisers, motorcycles, stationary assignments, and roving patrols etc. Stationary enforcement will be performed overtly for enforcement purposes and as a visible deterrent. Enforcement efforts shall be evaluated by shift commanders and Traffic Unit to ensure that enforcement action is reducing crashes.

**Motor
Vehicles
Stops
61.1.7 A-B
81.2.4 a**

Officers when deciding to stop a motor vehicle shall use great care and sound techniques. This would apply for general traffic stops, unknown risk stops, and high risk stops. Many officers have been seriously injured, even fatally, in making vehicle stops. Every precaution should be taken in stopping a motor vehicle as described below: [61.1.7 A-B]

Notify the dispatcher of the following [81.2.4 a]:

- Location of the stop
- License plate and description of the vehicle
- If possible, a description of its occupants

Select a suitable location for making the stop, preferably a well-lit area. When stopping the suspect vehicle guard against any evasive action by its operator.

While approaching the vehicle on traffic law violations, officers shall remain cognizant their surroundings to include traffic and roadway hazards. Emergency lights shall be activated to warn traffic and to assist any back-up officers responding to the scene of the location. [61.1.7 A-B]

Officers conducting an unknown and/or high-risk stops shall wait for a back-up Officer when practical. Officers shall utilize the tools available to them such as cruiser positioning, public announcement system, and additional officers to control subject movement. [61.1.7 A-B]

Enforcement activities shall not be based on biases, they should be violation driven without regards to race, gender, and ethnicity.

**Procedures
for Dealing
with Violators
61.1.8**

Officers shall conduct themselves in a courteous and professional manner, keeping in mind the use of proper language, and emotional stability. Officers shall:

- Be certain of their observations of the alleged violation,
 - Have the necessary forms and equipment to deal with the situation,
 - Greet the violator with the appropriate title in a courteous manner when requesting driver and vehicle identification, and
 - Explain to the violator the reason for him/her being stopped.
- [61.1.8]

Officers must keep in mind that some violators encountered will show signs of emotional distress. Officers should deal with these individuals in a calm, courteous manner to relieve them of any anxiety. Traffic enforcement action will be undertaken in a professional manner. Upon completion of the required forms, Officers will ensure that the violator safely re-enters the flow of traffic [61.1.8].

**Enforcement
Actions
61.1.2 A-C
61.1.4 A-C**

Electronic Citations (e-citations) will be the primary mode of issuing a citation with the paper citations as the back-up. Electronic Citations (e-citations) will be maintained within CJIS while paper citations will be maintained in the Records Office [61.2.C-II]. When a motor vehicle stop is conducted, a log item is created in the CAD system and will include the resulting enforcement actions. [61.1.2 C-III] [82.3.3 – (1)(4)] All enforcement actions will be accomplished by using one of the following four methods [41.4.5]:

Verbal Warning - is appropriate only when the violator commits a minor act that may be due to ignorance of a particular law. However, a written warning is recommended since it provides written documentation justifying the stop. [61.1.2 C-I]

Written Warning - is a proper alternative by officers in response to a minor traffic infraction. If used properly, warnings can effectively be used as a means of educating the public because they involve less emotional stress and are also considered to be an effective public relations tool. [61.1.2 C-I]

Citation - Citations are the backbone of the police traffic enforcement effort. An officer's discretion plays a big part in the decision to take punitive action against a violator. However, this discretion should be based on a combination of experience, training, and common sense.

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The traffic citation should be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic. [61.1.2 B]

Arrest - Officers may affect the physical arrest of any person in violation of those traffic laws allowing an arrest and shall affect an arrest of any law mandating such. Whenever an arrest results from the issuance of a motor vehicle citation, the "Arrest" box on the citation shall be checked. [61.1.2 A]

The arrestee's vehicle shall be inventoried and secured in one of the city's designated tow company lots when circumstances warrant that the vehicle be towed.

Before releasing the traffic violator, the officer shall provide him/her the following information as appropriate:

- Explain what the citation was issued for (specific charge); [61.1.4 - 1]
- Notice that the motorist can either pay the fine by following directions on the back of the citation or contest the citation at a hearing, also using the back of the citation or the notes section on the e-citation; [61.1.4 – 2 B]
- Optional or mandatory nature of court appearance (whether or not they want to contest the citation through a hearing or if being summonsed on a criminal charge, their mandatory appearance); [61.1.4 – 2 A]
- Mailing envelope provided for a paper citation

It is essential officers fully explain the motorist's rights and requirements upon arrest or issuance of a citation. The officer should advise the violator that these rights are outlined on the back of the paper citation and front of the e-citation and any other information or procedure that must be provided to the motorist prior to release. They have twenty (20) days to appeal or pay the citation and four (4) days to contest a criminal citation. [61.1.4 – 2 C]

All officers shall comply with G.L. c. 90C, which enumerates the uniform procedure for handling motor vehicle offenses.

Special Driver Categories 61.1.3 A-E

Non-Residents - Enforcement activities shall be consistent and in a uniform manner, that does not give preference to local residents or non-residents. [61.1.3 A]

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Juveniles - There are no special procedures dealing with juvenile offenders of the traffic laws and in the issuance of citations. When an arrest of a juvenile is warranted, officers are to be guided by the policy outlined in juveniles. [61.1.3 B]

Legislators - State and U.S Legislators are immune from arrest while attending, going to, or returning from a session of their respective houses. However, citations may be issued as appropriate. [61.1.3 C]

Diplomatic and Consular Officers - These officials should be accorded their respective privileges, rights, and immunities as directed by international law and federal statute.

- Diplomatic officers, their families, official staff, and servants are protected by unlimited immunity from arrest (except for the commission of a felonious crime where public safety is endangered), detention, or prosecution with respect to any civil or criminal offense.
- Traffic citations may be issued.
- Any citations shall be reported to the U.S. Department of State. The State Department maintains driver histories and may subject these subjects to license suspensions or revocations.
- Consular officers are entitled to limited immunity and are not liable to arrest or detention pending trial, except, as above, for the commission of a grave crime. Family members of consular officers do not enjoy the same privileges and immunities with respect to the civil and criminal jurisdictions, as do consular officers. [61.1.3 D] Review policy Consular Notification

Note: When such person with full immunity from arrest is, in the officer's opinion, too impaired to drive safely, the officer may:

- With the individual's permission, take him/her to the police station or other location until he recovers sufficiently to drive;
- Summon, or allow the individual to summon a friend or relative to drive; or
- Call a cab.

Military Personnel - When an active duty military member is arrested, a supervisor shall notify the liaison officer of the nearest armed forces investigative headquarters. Citations may be issued as appropriate. [61.1.3 E]

**Detecting
Impaired
Vehicles
Operators
and Field
Sobriety
Testing
Guidelines
61.1.10
61.1.11**

On occasion, this department will conduct traffic enforcement programs that are aimed at reducing alcohol and/or collision related vehicle offenses. These programs shall consist of, but are not limited to [61.1.10]:

Directed Enforcement - Placement of personnel at the specific times and locations where analysis has shown a significant number of violations/collisions involving impaired drivers have occurred (Click it or Ticket/ Drive Sober or Get Pulled over – administered by EOPPS)

Directed Surveillance - patrol of roadways on which there have been unusual incidences of operator impaired related violations/collisions.

Selective Enforcement - targeting violations and behavior that is consistent with impaired operation (Click it or Ticket/ Drive Sober or Get Pulled over – administered by EOPPS)

Shift commanders or Patrol Supervisor will have the authority to assign officers involved in any of these enforcement activities. Officers may be cleared from these assignments in those instances whereby regular patrols are unable to clear from an incident to respond to another serious call or when more assistance is needed at an incident and there are no other officers available.

The National Highway Traffic Safety Administration identifies three phases in the detection of impaired drivers:

- The suspect's driving behavior.
- The suspect's physical and mental characteristics during police contact.
- The suspect's performance on field sobriety tests.

The National Highway Traffic Safety Administration has validated the following three field sobriety tests [61.1.11]:

- Walk and turn
- One leg stand
- Horizontal Gaze Nystagmus (HGN) (requires expert testimony)

Other field sobriety tests not validated by NHTSA may be use:

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- Reciting the alphabet
- Finger to nose.
- Counting

Officer should recognize, identify and note specific characteristics, attitudes, and actions commonly manifested by impaired drivers (e.g. speech impaired, strong odor of alcohol, glassy eyes, lack of ability to be attentive, etc.).

Note- Field sobriety tests will be conducted in a safe location. Field sobriety tests are for OUI-Alcohol. These skills are also used for **roadside assessments** for an OUI-Drug case and are not pass/fail but skills to determine coordination, balance, and attention.

A Portable Breath Test machine (PBT) may be used as one of the field sobriety tests used in making a determination of probable cause for operating under the influence of intoxicating beverages. The PBT is to be the last field sobriety test offered and can be administered only with the suspect's consent. Officers shall note the use or refusal of the P.B.T. and will include the results in their arrest report narrative. The PBT is only for use in the field and shall not be used at the booking desk. The officer must be trained in the use of the PBT devices, in accordance with the guidelines promulgated by the Office of Alcohol Testing (O.A.T.) and/or the MPTC.

While not required, it is still advisable to use the Miranda Warning prior to asking questions of an incriminating nature. Do not allow the operator to move or drive the vehicle if ultimately an opinion is made that he/she is impaired.

The department will ensure that sworn officers are trained in all aspects of driving under the influence of alcohol or drug enforcement procedures and will cooperate fully with other agencies and community groups to reduce and control this problem [61.1.10].

Operating Under the Influence or Alcohol or Drugs 41.4.5 61.1.5 J 61.1.11 A-B

Traffic crashes, particularly those involving a fatality or personal injury, are directly attributable to persons driving under the influence of alcohol and/or drugs. If the officer determines that the operator is under the influence of alcohol or drugs, appropriate enforcement action shall be taken. Review policy Drug Recognition Expert [61.1.5 J] [61.1.11- 1 A-B]

Appropriate enforcement action consists of immediate arrest or, if in the officer's opinion, the circumstances do not allow for an arrest, issuance of a citation; for example, if an operator is admitted to a

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hospital and the Officer has no means to affect an arrest. Officers should be aware, though, that arrest should be a priority for this offense. [41.4.5][61.1.5 J]

Persons arrested for operating a motor vehicle while under the influence of intoxicating liquor will be transported to the police station, informed of his/her rights to have a breath test, and the penalty imposed if he/she refused to take same. At no time will the results of the breathalyzer test be used as a basis for placing a person under arrest.

It is clearly understood that the person is placed under arrest prior to being given the opportunity to take a breathalyzer test. The shift commander will contact the Bail Commissioner for release conditions as soon as possible after the subject is booked. Review policy Prisoner Booking and Processing.

Breathalyzer Operations 61.1.11A

Breathalyzer operation shall be administered by a trained and certified operator. Examinations shall be according to departmental procedure and Massachusetts's law on persons arrested for operating a motor vehicle under the influence of intoxicating liquor. A blood alcohol reading of .05% or below mandates that the arrestee shall be released from custody forthwith. If the reading is above .05% but less than .08% there shall be no presumption and if the reading is .08% or above there shall be a presumption that the person is under the influence of intoxicating liquor.

When dealing with a person under the age of 21 years of age, the Breathalyzer operation remains the same regarding the percentages of alcohol. If a person under the age of 21 has a reading of at least .02%, his driver's license shall be taken by the arresting officer and said person shall be processed according to law.

When dealing with a person who has a CDL (Commercial Driving License) operating a CDL vehicle, and has said person a reading of .04%, this shall be sufficient to establish a violation of operating under the influence of alcohol. The arresting officer shall take said person's license, and said person shall be processed according to law.

Completed tests and refusals shall be handled in accordance with applicable statutes and OAT guidelines.

If the subject takes a breathalyzer test and the results do not confirm impairment, the officer should consider if drugs were the cause of

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impairment before the subject is released from custody. Review policy Drug Recognition Expert

Blood Alcohol Test
61.1.11A Blood alcohol tests shall conform to Mass. Gen. Law, Chap. 263, Sec. 5A.

Chemical Test Refusal
61.1.11 A subject refuses a Chemical Breath Test, the Breath Test Operator will complete the refusal through the BATS (Breath Alcohol Testing Systems) machine and the operator's license will be immediately suspended.

In accordance with "Melanie's Law" the police officer administering the test will arrange for the vehicle being driven by the operator to be impounded for a period of 12 hours after the operator's refusal, with all the cost for the towing, storage, and maintenance of the vehicle to be borne by the operator.

It is the obligation of the arresting officer or the officer administering the BAT, if different, to ensure that the car operated by an OUI suspect who refuses the BAT is not released to the operator, owner, or any other person, until the statutory time has passed. [61.1.11 - 2]

Other Traffic Enforcement Violations
61.1.5 Officers shall as uniformly enforce MGL and Town Codes in an effort to achieve operator compliance with motor vehicle laws and regulation. Enforcement will include but not limited to:

Operating Suspended or Revoke License - If the officer is certain of the suspension/revocation (Registry of Motor vehicles verified) and observes operation on a public way, officers do have the discretion to issue a criminal complaint or arrest. In situations where the license was suspended or revoked due to alcohol related offenses or motor vehicle homicide, the preferred response will be to arrest. The vehicle shall be handled in accordance with the departmental policy on Motor Vehicle Inventory. If the officer is unsure of the actual status (Registry of Motor Vehicles not available), a written citation for operation without license should be issued to the violator, with consideration of future complaint amendment. In no circumstances shall an officer allow an unlicensed operator to continue operation of a motor vehicle. Certification of suspension or revocation shall be filed in the case report [61.1.5 I]

Speed Violations - Speed is one of the main causes of crashes. Officers shall take appropriate enforcement action for speeding violations. Officers shall use the verbal warning, written warning, and citations to have motorists voluntarily comply with traffic laws and regulations to ensure maximum reduction of crashes. Speeding citations should be a clearly convictable speed in court, and may to some extent depend on location of violation (congested area, downtown, school zone, etc.). [61.1.5 C]

Hazardous Moving Violations - A hazardous moving violation means the violation of any law, ordinance, or regulation affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. There are two general types: [61.1.5 K]

Unsafe Behavior - An action or omission in traffic that is hazardous. Even when vehicles, streets or highways, and people involved are in legal condition.

Unsafe Conditions - causing or permitting an illegal and possibly hazardous condition of a driver or pedestrian in traffic, streets or highways used by traffic, or vehicle used in traffic.

Recreational and Snow Vehicles - Officers shall take appropriate enforcement action against operators of off-road recreational vehicles (e.g., snowmobiles, dirt bikes, ATV's) committing violations that are either observed by them or reported to them. All rules pertaining to Recreational and Snow Vehicles can be found in G.L. c. 90B, § 20-34 inclusive. Review policy Special purpose Vehicles

Equipment/Safety Violations - Equipment required on motor vehicles is covered under Mass. Gen. Law, Chap. 90, and Sec. 7. When a vehicle is found to be in violation, officers should consider issuance of a citation for any essential equipment defects. Whenever a fixture is missing and it is obvious that the owner is aware of the defective equipment, a citation should generally be issued even though this may be the only violation on the vehicle. Example of this would be horn removal, parking brake disconnected, light fixture removed, etc. If however, the equipment violation is not obvious, the officer should stop and inform the violator of the defect and give a verbal warning or a written warning. [61.1.5 B]

Public Carrier/Commercial Vehicles - Officers should enforce commercial motor vehicles in the same manner as passenger vehicles. Special attention should be given to equipment violations.

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Officers should consult or enlist the assistance of a member of the Randolph Police Truck Team and/or Randolph Fire Department for weight restrictions and/or hazmat compliance. The State Police Truck Team can be utilized if the RPD Truck Team is not available. Only a certified truck team member can issue an out of service notice. [61.5.1 E]

Other Non-hazardous Violations - violations of law, ordinances, by-laws, or regulations affecting the use or protection of streets or highways, but not enacted primarily to regulate safe movement of vehicles and pedestrians, consider warnings unless repetitive or flagrant. [61.1.5 L]

Multiple Moving Violations - Generally one citation will be issued in the case of multiple violations stemming from the same operation. The exception is when a warning and citation are issued as a result of the same traffic stop. The warning should be issued on a separate citation. [61.1.5 D]

Newly Enacted Laws and or Regulations - should be treated on a case-by-case basis depending on the severity and nature of the offense. [61.1.5 L]

Pedestrian/Bicycles - regulations in accordance with the provisions of G.L. c. 90, §18A. Officers should enforce these pedestrian control regulations. Officers should enforce bicycle laws and issue chapter 90 citations for the violations. [61.1.5 G H]

Seat Belt Violations – low compliance rates of motorists wearing seat belts is a public safety concern and a financial burden on victims involved in motor vehicle crashes. The Department has enacted a “zero tolerance approach” to persons violating either Ch. 90 § 13A “Seat Belt Use Required” (secondary stop violation) or Ch. 90 § 7AA “Child Passenger Restraints” (primary stop violation). This approach is a year round activity. Civil penalties are the preferred disposition over the issuance of warnings [61.1.5 A C].

Traffic Crash Violations

61.1.5

61.2.1

61.2.4

83.1.1

Officers shall take an enforcement action whenever their traffic crash investigation or reporting activities produce probable cause to believe that a violation of law or ordinance has occurred.

Enforcement action arising from traffic crash investigation or reporting (e.g., physical arrest, citation, written warning, etc.) will be consistent

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with the nature of the alleged violation and with this department's directives concerning traffic law enforcement. [61.1.5 F]

Violations that the officer has not personally witnessed must be established through investigation, which may include but not be limited to:

- Statements or admissions made by the alleged violator.
- Statements of witnesses.
- Crash scene measurements.
- Physical evidence.

Crashes occurring on private property that is not normally open to the public, such as a private residence, involving injury or excessive property damage will require a complete report of the incident. [61.2.1 B]

Crashes occurring on private property where the public has a right of access and meeting the reporting requirements of Chap. 90, Sec. 26 will be processed as if they had occurred on a public street and the necessary forms completed. [61.2.1 B]

Should a death or serious injury occur, or the expertise of the Accident Reconstruction Team be needed, the Accident Reconstruction Team shall be called out to investigate the serious nature of the crash. They will be available for call out 24 hours a day/7 days a week. The AR supervisor should be called first. If RPD Accident reconstruction team is not available contact the State Police or other local agency for assistance. [83.1.1][61.2.4]

Speed Measuring Devices Radar 61.1.9 A-E

Officers shall adhere to the following guidelines, which govern the use of speed measuring devices in traffic law enforcement: [61.1.9 – 1 3]

Officers shall use mobile traffic Radar units. Specific information on these units may be found in the operator's manual, which the Traffic Unit files. [61.1.9 – 4 A] The operational procedures for these units concerning (if applicable) stationary mode, moving mode, range control, interference, audio and squelch, tracking, and locking display readings shall be adhered to as provided in the operator's manual for this unit. [61.1.9 – 4 B]

Officers using the Radar units of this department are responsible for the proper care and upkeep of the unit(s) they use. Such care and upkeep shall be done in accordance with the directions given them during their original training in the use of the equipment. [61.1.9 – 4C]

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Each Radar unit shall be calibrated as needed, and at least once a year. Each Officer shall check the calibration of the Radar unit each time it is used during his tour of duty. The officer in charge of the radar units or the Traffic Unit supervisor will keep a certification of radar units. If calibration of Radar units is necessary, the Traffic unit will coordinate it or his designee. [61.1.9 – 4D]

Officers shall receive the full training outlined by the department's training supervisor, or his designee, prior to using the equipment. The training standards shall be equivalent to the model standards promulgated by the National Highway Traffic Safety Administration (NHTSA). Said training shall include the requirement that all persons must demonstrate their competence with each device under varying conditions in supervised field performance tests. [61.1.9 – 4E]

Driver Incompetence or Immediate Threat 61.1.12

Traffic enforcement, crash investigations, and investigation activities frequently lead to the discovery of drivers who display a suspected incompetence in driving a motor vehicle. This incompetence might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Things to consider – driving behavior, civil and criminal infractions, medical conditions, operator behavior, etc. This will not be a tool used to discriminate against any driver.

The Registry of Motor Vehicles will suspend and revoke the license of unsafe drivers for unsafe or dangerous driving behavior that constitutes an immediate threat to the driving public. The "Immediate Threat Form" is used when an officer believes that an operator has committed a violation of the motor vehicle laws of a nature that would give them reason to believe that his/her continued operation will be so seriously improper as to constitute him/her an immediate threat to the public safety.

Officers shall fully assess each situation when deciding to file an Immediate Threat Form so as not to indiscriminately penalize the motoring public. This procedure is simply an additional tool designed to correct poor driving behavior before leading to more potentially serious incidents. The officers investigative report and "Immediate Threat Form" must be approved and signed by the chief or his/her designee prior to notifying the Registry. [61.1.12 -1-2]

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Hazardous Roadway or Environmental Conditions

61.4.2

Upon discovery of a hazardous roadway or environmental condition, officers shall notify the station and request that the appropriate agency be contacted.

When a hazard is identified and, in the officer's opinion, such hazard requires immediate correction (such as a fallen tree or electrical wires across any part of the traveled portion of the roadway), officers shall inform dispatch of the situation. The officer will identify assistance or special equipment needed, if possible, or describe the situation if not able to do so. The officer will protect bystanders, the scene, direct traffic, and/or take any action necessary to correct the situation. Roadway safety features such as lack of proper roadway lighting systems, roadsides hazards, potholes, and even abandoned vehicles are examples of hazards. Appropriate notifications to agencies (DPW, State DPW, tow companies, Electric companies etc.) should be made promptly. [61.4.2]

Traffic Control

61.3.2 A-F

The department shall perform traffic direction and control functions to ensure the safe and efficient movement of vehicles and pedestrians when necessary, which will include crash scenes. The back-up officer should move traffic along while the investigating officer conducts his/her investigation. Additional help with traffic direction and control should be requested through the Patrol Supervisor. [61.3.2 - 2A]

Officers shall employ obvious, decisive and uniformed procedures (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their direction. Officers should make eye contact with the vehicle they wish to direct, point, and way them through with a large hand and arm waving motion. This can be used during traffic crashes, traffic congestion, or non-crash conditions. [61.3.2 - 2B]

Officers shall continue to work closely with the fire department and other emergency services organizations in order to maintain access and egress at fire scenes and other critical incidents by emergency vehicles. Officers shall use detour signs and barrels when available if the Patrol Supervisor or Fire Commander has authorized a street closure. Additional personnel may be called in to work as needed at the discretion of the officer-in-charge. [61.3.2 - 2C]

The shift commander shall determine whether notifying the local newspapers, radio stations, public works, and fire department of the adverse road condition(s) will have a desired effect. The Deputy Chief shall be notified who in turn shall, shall notify the chief of the circumstance. The Patrol Supervisor has the discretion of closing a

street, if, in his/her opinion, the surface conditions and terrain and weather creates an unusually hazardous condition. Patrol Supervisor shall also request assistance from the Department of Public Works.

[61.3.2 - 2D]

On rare occasions, officers must manually operate traffic control signal lights. Traffic lights may be operated manually to:

- To facilitate movement at the scene of a traffic crash or other emergency
- To provide a thoroughfare for a motorcade, funeral procession, etc.,
- To alleviate congestion resulting from use of automatic controls, particularly during planned special events or traffic collisions.

Officers shall be trained by a responsible officer, regarding their use, before using manual traffic controls. [61.3.2 - 2E]

Officers will have use of temporary traffic control devices, including movable barriers, portable signs, and other apparatus intended for temporary deployment, to assist the safe and efficient movement and control of vehicular and pedestrian traffic. Following termination of the need for the temporary traffic control device, the on duty supervisor will see to its removal. The signs and barriers may be obtained from the Department of Public Works. [61.3.2 - 2F]

Any Officers or non-sworn personnel are required to wear high-visibility outerwear (that meets or exceeds ANSI/ISEA 207 requirements) when assigned to perform manual traffic direction and control functions (road details and/or directing traffic anytime). It is understood that an exigency or emergency may prevent officers from having reflective outerwear available to them. [61.3.1 – 1-3]

Police Escorts 61.3.3

The department recognizes that there are legitimate and reasonable requests for police escort services to ensure safe, orderly, and efficient movement of special traffic or to expedite delivery of special items. The Shift Commander or his/her designee shall review and approve all requests for escorts or relay. Emergency lights and sirens (if necessary) should be used in any escort. Officers shall not initiate escorts without first obtaining permission from the Shift Commander. Requests for escorts that may be obliged may include, but are not limited to, the following:

- Funerals
- Motorcades
- Public officials and dignitaries;
- Oversized vehicles requesting assistance;

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- Hazardous and unusual cargo [61.3.3 - 1]

Officers shall not escort emergency vehicles, particularly ambulances, except under specific circumstances approved by the shift commander. [61.3.3 - 1]

Except in unusual medical emergencies, Officers shall not escort civilian vehicles. The driver of a civilian vehicle requesting an escort should be directed to proceed to the emergency medical facility at normal speed in compliance with all traffic regulations. [61.3.3 - 2]

Request for Service 61.4.1 A-E

At the request of a citizen, officers shall provide direction and information consistent with other duties and responsibilities. It is the policy of the department not to advise any citizen where to conduct business. When asked, officers should advise citizens of several businesses in the area and let the citizen decide. Officers shall be equipped to assist a citizen with motor vehicle lockouts when a child or animal is in the vehicle and also when a cruiser is clear from patrol to assist. [61.4.1 – (2)A]

The public may encounter mechanical or other difficulties requiring assistance from the police, minor fixes such as adding gasoline or changing a tire without disruption of patrol duties and contacting a tow company is applicable under this policy. Officers should also be mindful that motorist may need and should be given first aid when needed and also officers may have to deploy department issued fire extinguishers to fight small fires until appropriate help arrives. When outside assistance is needed, the officer shall notify the dispatcher of: [61.4.1 – (2)B E]

- Type of Service Needed (Tow truck, Emergency Medical Assistance Ambulance, Vehicle Repair Service)
- Location and Reason for request

The department shall offer reasonable assistance to stranded motorist. If the officer believes it is necessary to transport a stranded person in his/her police vehicle, he shall first obtain permission from the patrol supervisor. Prior to such transport, the officer shall advise dispatch of his/her location, destination, and reason for the transport. [61.4.1 – (2)C]

Officers should avoid using agency vehicles to physically push or remove a vehicle from the roadway, unless an absolute emergency [61.4.1 – (2)D]

Randolph Police Department

Parking Enforcement 61.1.13

Parking regulations shall be enforced with reasonableness and impartiality in all areas of the town. [61.1.13 – 1] Officers should direct their attention to violations, which are hazardous to the public welfare to include the below violations. Officers will issue a Randolph Police Department orange parking ticket for the parking violations that occur in the town, especially if they impede motor vehicle and pedestrian traffic [61.1.13 - 2]. **Review policy:** Motor Vehicle Tows and Inventory.

- Parking on crosswalks
- Handicap parking
- Fire lane parking
- Sidewalk parking
- Winter Parking
- Wrong direction parking
- Within ten (10) feet of a hydrant
- Double parking
- Within an intersection
- Fire Station Entrance
- Restricted area
- Other – violations which are not listed
- Any other violation on the parking ticket

Reports

Accurate, timely, and complete reports are fundamental to the department's efficient and effective operation, as this form the basis for prosecution and ultimate adjudication of traffic offenses. Officers shall therefore, complete all traffic citations and reports (when necessary), as well as arrest reports to the best of their ability, and submit them through the proper channels as quickly as possible.

Education 61.4.4

The department should prepare and disseminate traffic safety educational materials to the public. Such materials support enforcement efforts and enhance public understanding of traffic safety programs. This will be accomplished by website, appearances at public events, department sponsored programs and media support. [61.4.4]