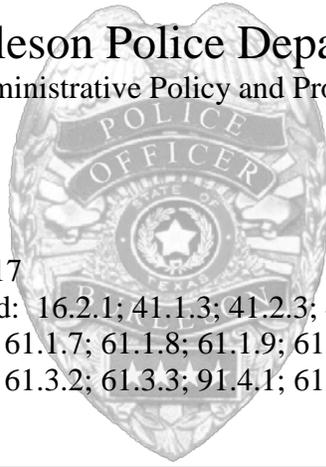


Burleson Police Department

Administrative Policy and Procedures



Number: 04-002

Document Title: Traffic

Effective Date: 10/15/2007

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 16.2.1; 41.1.3; 41.2.3; 41.3.1; 41.3.8; 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; 61.1.10; 61.1.11; 61.1.12; 61.1.13; 61.2.1; 61.2.2; 61.2.3; 61.2.4; 61.3.2; 61.3.3; 91.4.1; 61.4.2; 61.4.3; 82.3.3

ISSUING AUTHORITY: _____

I. The Burleson Police Department shall provide all traffic related services required by all applicable Federal, State, local laws and ordinances.

A. Traffic enforcement, crash investigation, traffic direction and control and ancillary services will be in the primary responsibility of the Traffic Section. If a traffic situation exists in which a driver's actions creates a dangerous situation for themselves or others, i.e. an intoxicated driver, all sworn personnel have a responsibility to act. Any action by sworn personnel should be taken at no risk of endangering others. The records section will support the Traffic Section by ensuring the dissemination of all required reports to the appropriate agencies.

II. Traffic Vehicles [\[41.3.1\]](#)

Police vehicles assigned to the Patrol and Traffic Sections will be marked conspicuously so citizens of the community can readily identify the vehicle as a law enforcement agency unit. Units in the traffic fleet will be marked in the following manner:

1. Emergency equipment:

a) Light bars mounted on the roof top or equipped with low profile lighting; i.e. grill, deck corner and sides. Lights shall be red and blue alternating with white and amber.

b) Siren

c) Video recording systems [\[41.3.8\]](#)

Each vehicle regularly used by officers to make traffic and pedestrian stops is to be equipped with video camera and transmitter-activated equipment. Motors will have, at least, an audio recording device. All marked cars shall have their audio and video equipment activated each time violator/suspect contact is made. Any equipment failures or repairs needed will be reported immediately to the shift supervisor and repairs made as soon as possible.

1. Due to the evidentiary advantages of a video recording device, the system will be automatically activated when the patrol vehicle emergency lights

are activated. The system can also be manually activated. At the conclusion of the video the officers will be prompted to classify the type of recording for archiving purposes [41.3.8a]

2. The Administrative Sergeant shall be responsible for the video recording system and all of its components. The Administrative Sergeant will work closely with the City I.T. Department to ensure the system is maintained in a well working order. If the wireless upload function is not available any Sergeant can remove the hard drive and transfer the video through the wired network. The video will remain on the server for at least 90 days and be available for supervisor review. [41.3.8c] Access to the videos require a unique user name and password that is administered by the Administrative Sergeant. [41.3.8b]
 - a. Videos of evidentiary value will be retained in the system for later use.
2. Idling Unoccupied/Unattended Agency Vehicles
 - a. Agency vehicles will be exempt from Section 78-43 of the City of Burleson Code of Ordinance in regards to leaving a vehicle idling and removing the key from the ignition.
 - b. Officers will not leave an unattended agency vehicle idling. The vehicle keys will be removed from the ignition with the vehicle secured.
 - c. Agency vehicles may be left idling in extenuating circumstances, such as when the vehicle is occupied (i.e. prisoner, ride a-long, citizen transport...) and the weather is such that it is a safety necessity. The vehicle will be secured when idling.
 - d. Circumstances may occur when agency vehicles will be left idling and unoccupied (traffic stops, vehicle crash scenes with emergency lights activated, etc.). Supervisors will take appropriate action when agency vehicles are left idling and the necessity is not present.
- 3 All units will have on the sides and/or rear, the following information:
 - a. "Burleson Police" on both sides
 - b. "Police" across the rear of the trunk
 - c. identifying unit numbers

NOTE: Unmarked vehicles will not be used for traffic enforcement.

- B. Each marked patrol and traffic vehicle shall be so equipped as to provide the patrol officer with all necessary accident investigation equipment and emergency medical supplies.
1. Police Tape
 2. Bears
 3. Fire extinguishers
 4. Flares
 5. Cones
 6. Spikes (if applicable)
 7. Marking Paint
 8. First Aid kit
- C. Mobile Data Access [\[41.3.7\]](#)
1. The police department utilizes computers in addition to the radio communications system. The computers are located in all marked police vehicles.
 - a) Vehicle operations
 - 1) For driver safety, the computers will not be utilized (key in / send messages) by the driver when the vehicle is being operated.
 - 2) The computer must be physically turned off (signed off then powered down) if the unit containing the computer must be jump started. If not, the computer could be damaged.
 2. Computer Security
 - a) No employee is authorized to load any software or data disks that have not been pre-approved by IT or its designee onto any City owned or leased computer. No unlicensed software or games is allowed on any City owned or leased computer. [\[41.3.7a\]](#) All employees shall comply with the City of Burleson's Employee Policy appendix D – Information Technology regarding software. [\[41.3.7b\]](#)
- D. To ensure each vehicle is ready for emergency operation, officers will inspect the vehicle they are assigned to at the beginning of their shift. Vehicle Inspection will be documented. The supervisor will review the inspection forms, ensuring that equipment and supplies are replenished for that vehicle. [\[41.3.2\]](#)

Officers shall operate vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Extreme emergency conditions will be the only exceptions to this practice. The operator is responsible for the daily inspections (listed above) and if at

some point during the tour, circumstances arise that damage may or may not have occurred; the operator is responsible for having the vehicle checked out to ensure proper and safe operating order. [41.3.2]

III. Traffic Motors

As a team the motor patrol provides prompt professional service to the citizens of Burleson. The mission is to make the roadways of the city safer by reducing traffic law violations and the number of traffic crashes; and to protect the lives and property of our citizens. This will be accomplished by maintaining a presence on the roadways in the neighborhoods and freeways, performing traffic law enforcement, investigating crashes and answering citizen calls for service.

- A. Motors are assigned to the traffic section under direct supervision of the Traffic Sergeant. The Operators must be certified as motor operators. Motors will be driven under all conditions except when ice is on roadways or conditions considered unsafe by the operator. [41.1.3a]
- B. Motor Officer's Profile [41.1.3b]
 - 1. Officers participating in the motor program shall have the following attributes:
 - a) Self-motivating and productive work ethic.
 - b) Good social / public relations skills.
 - c) Ability to work as a team.
 - d) Ability to work without close supervision
 - e) Ability to complete an assignment (traffic crash / traffic detail) in a timely fashion.
 - f) Ability to operate and maintain the motor in a responsible manner.
 - g) Good physical condition
 - h) Interest in making the program a success.
 - i) Desire to participate in motor education programs.
 - 2. Motor Officers have to be approved by the Operations Bureau Captain to participate in the motor program. Motor Officers must complete specialized training and maintain specialized qualifications to operate department motorcycles.
- C. Motor Officers Training [41.1.3b]
 - 1. All members of the motor program must successfully complete Basic Police Motorcycle Operations training.
 - 2. In service training is scheduled to update motor patrol members on current techniques and procedure.
 - 3. Failure to qualify in either motor techniques or firearms readiness is cause for the member's dismissal from the program.
- D. General duties of Motor Patrol

1. Motor officers main duty is traffic law enforcement, crash investigation and to uphold all criminal laws.
 2. Provide a high visibility on patrol, concentrating their time in traffic enforcement and crash investigations.
 3. Alternate motor activities may include public relations activities which may include but not limited to parades, rodeos, school appearances and escorts.
 4. Motor officers may be deployed on duty to address specific needs of an area at the direction of the Operations Bureau Captain or their designee.
- E. Equipment [\[41.1.3d\]](#)
1. Motorcycles specifically designed and marked for Police Motorcycle operations will be provided by the department and assigned to each member. Additional equipment may be assigned to the motor unit, at the discretion of the Operations Bureau Captain. This equipment may include but is not limited to, helmet, speed measuring equipment and laptop computer. Each motor officer will be provided with a digital audio or audio/video recording device.
 2. Members are responsible for having all pertinent reports, forms and other paperwork needed for performing their routine duties when they begin their shift.
 3. Members are responsible for daily inspections of their motors to ensure proper and safe operating order.
- F. Audio recording systems [\[41.3.8\]](#)
1. Officers who are assigned to a motor will utilize a digital audio or audio/video recording device during their tour of duty.
 2. Due to the evidentiary advantages of a recording device, the system will be manually activated upon all contact. Officer will download the recordings to a server on a daily basis, for archiving and evidentiary purposes. [\[41.3.8a\]](#) The recordings will remain on the server for at least 90 days and be available for supervisor review. [\[41.3.8c\]](#) The Administrative Sergeant will oversee the administration of the audio and video system utilized.
 3. Patrol and Traffic Sergeants will review at least one mobile computer transmission and one in car video of each officer assigned to their supervision at least monthly. This information will be documented and reported to the Operations Bureau Captain quarterly.
 4. Videos of evidentiary value will be retained in the system for later use.
 5. Each officer will download their video at the end of their shift.
- G. Motorcycle Care and Maintenance [\[41.1.3c\]](#)

1. It will be the member responsibility to maintain proper maintenance of the motor assigned to them. Care should be taken to follow the owner's manual for recommended care. If maintenance is needed the team member is required to take corrective action to keep the motorcycle mission ready and safe.
2. The motor officers will take the unit home with them to be stored in an inside enclosure and secured. The Motor officers should live no further than 30 miles from the city limits at any point and are considered "on duty" as soon as they enter the city limits.

H. Motorcycle Program Evaluation [16.2.1c]

The Traffic Sergeant periodically reviews the motor patrol's activity as well as the individual officer's participation in the program's varied activities. The program will be evaluated annually to determine the program's effectiveness and if it should be continued.

IV. Traffic enforcement

A. Designated Traffic Assignment

The designated traffic unit/officer will be responsible for accident prevention through stringent application of all applicable traffic laws on specified roadways (as determined by traffic study), on specified days and at specified times of the day [41.1.3a, 61.1.1e]

1. The traffic officer's primary responsibility will be traffic enforcement. However, in the case of emergency he may be pulled from that duty by the Traffic Sergeant until the stated emergency is over.
2. The traffic vehicle's primary use shall be restricted to traffic enforcement unless a severe shortage of vehicles, or an emergency occurs, necessitating its use in other areas. The Traffic Sergeant shall be responsible for making the decision on how best to utilize the vehicle. [41.1.3a]
3. The traffic officer will be trained in the use of all departmental speed measuring devices, vehicle emergency equipment, radio procedures, vehicle operations (to include high speed operation of police vehicles) and the audio-visual equipment assigned to that unit. [41.1.3b]
4. The City Shop will be responsible for the general care and maintenance of the unit. All specialized equipment maintenance needs will be contracted out to the appropriate source(s). [41.1.3c]

5. Any qualified member of the Traffic Section may operate the traffic unit, for traffic enforcement purposes, if so assigned by the Traffic Sergeant. [41.1.3b]

B. Selective Enforcement [61.1.1]

The primary objective of selective traffic enforcement is to reduce the number of traffic crashes by identifying traffic hazards that can be corrected through updated traffic engineering and enforcing laws so as to deter common violations.

1. Establishment of selective enforcement programs in those areas showing the greatest number of vehicular crashes and concentrating enforcement activities on those violations identified as primary causes of these crashes.
2. Computer print-out of citations issued by all members of the department, on a monthly basis.
3. Assignment of Traffic officers, by shift supervisors, to areas of the city for enforcement activities and a review by the supervisor of the success of these assignments. [61.1.1e]
4. In order to ascertain the effectiveness of selective traffic enforcement, the program should be evaluated annually. [16.2.1c, 61.1.1f]
5. Annual stats are collected and retained by the Traffic Sergeant which will contain:
 - a. Number of citations issued during current and past year.
 - b. Two (2) categories; moving violations (hazardous and non moving violations (non-hazardous). A hazardous violation is a moving or equipment violation where an accident is possible due to the violation. All other violations are non-hazardous.
 - c. Number of traffic crashes in current and past year.
 - d. Broken down into injury and non-injury.
 - e. The report shall conclude with an over-view of the yearly activities.
 - f. Major traffic engineering problems will be noted and recommendations will be forwarded to the proper traffic engineering authority for action.

C. Traffic Enforcement Data [61.1.1]

1. The Traffic Division Sergeant is responsible for compiling and reviewing the following traffic collision and enforcement activities data. [61.1.1a/b / 61.3.1a]
 - a. Traffic crash and enforcement activities data comparison (to include time of day and days of week). [61.1.1c]
 - b. Implementation of selective enforcement techniques and procedures resulting from traffic complaints and roadway hazards reported. [61.1.1d / 82.3.3c]

- D. Violation Enforcement [\[61.1.2; 61.1.5 b/c/d/e/f/g/h/l\]](#)
Traffic infractions will be enforced according to the Texas Traffic Laws and the traffic enforcement Ordinances of the City of Burleson. Traffic Laws will be enforced in the following manner by all uniformed patrol officers.
1. Physical arrest: [\[61.1.2a\]](#)
 - a. Class C misdemeanor offenders may be arrested as stated in the Texas Traffic laws and if offender fails to sign promise to appear.
 - b. Class B, Class A and Felony traffic offenses; offenders will be arrested and taken to the proper County Jail after processing at our agency.
 - c. Exceptions to arrest may exist, i.e. suspect is in need of medical attention.
 2. Citation: [\[61.1.2b\]](#)
 - a. Class C Misdemeanor offenders may be issued a citation instead of physical arrest for all traffic laws as stated in the Texas Traffic Laws and ordinances of the City of Burleson.
 - b. No citation will be issued on Class A or Class B misdemeanors or felony offenses.
 - c. Multiple violations may be indicated on one citation. [\[61.1.5i\]](#)
 - d. Citations will have printed below the location of the offender's signature, the "Notice to Appear" [\[61.1.4c\]](#)
 3. Warning Citations: [\[61.1.2c\]](#)
 - a. Class C Misdemeanor offenders may be issued a verbal or written warning instead of a citation.
 4. Ticket Quotas:
There exists no "quota" system within this agency. Quality of violation reporting, rather than numbers (quantity) shall be of prime consideration.
 5. Tolerance:
Obvious inadvertent violations should result in less stringent enforcement activity than those committed with willful disregard for life, property or safety of other lives and/or property.
- E. Selected Situations
The issuance of a traffic citation for a given violation will normally be left to the discretion of the officer. The officer shall decide, at the time of the interview with the violator, if a written citation is needed or a verbal/written warning is called for. Exceptions may exist, as in directed patrol or at the direction of a supervisor on selected situations. In cases other

than routine traffic stops of local adult residents the following action can be taken:

1. Non-resident Violators [\[61.1.3a\]](#)

All non-residents of the City of Burleson may be issued citations for all observed traffic violations. A verbal or written warning can be given in place of the written citation. In the case of out-of-state violators the arresting officer should use discretion in the issuance of a written citation. If a verbal or written warning will satisfy the problem, one should be given. In the case of a violation where enforcement action must be taken the subject should be taken to the police department where bail or fine shall be collected.
2. Juvenile Violators [\[61.1.3b\]](#)

In the case of juvenile violators, (those the age of 10 to 16 years), a routine traffic citation may be issued. The violator should be told that he/she must appear before a judge of the Burleson Municipal Court with one parent or legal guardian.
3. Legislators [\[61.1.3c\]](#)

As provided for in the traffic code of the State of Texas, Senators and Representatives are exempt from arrest during the session of the legislature and in route to and returning from the same. An exception would be treason, felony or breach of the peace.
4. Foreign Diplomats / Consular Officials [\[61.1.3d\]](#)

Foreign Diplomats / Consular officials are not exempt from the laws of the land. These officials can and should be treated as any other citizen when stopped for traffic offenses. Only those officials who carry diplomatic immunity are exempt from arrest or citation. When encountering such person, contact your supervisor. If one is not available issue a written warning. In this way the violator would get one copy and one copy could be sent to the United States State Department for their information.
5. Military Personnel [\[61.1.3e\]](#)

Military personnel on active duty or military leave status should be processed like non-resident citizens. If the military subject is stationed locally the subject should be processed like a local resident.
6. When officer effects traffic stops on violators, he/she shall communicate clearly to the violators the charge against them, and their rights and requirements. (Maintaining a firm, courteous and professional attitude at all times).
 - a. At the time of the traffic stop, the violator(s) shall be informed of:
 1. Nature of the violation and what to do in response to the action taken and how it may affect them.

2. When and where to appear if the enforcement action requires a mandatory appearance [61.1.4a]
 3. A time period specified by the issuing officer and written on the face of the citation.
- b. Additional information available to the violator(s):
1. Choice of whether a violator will be allowed to enter a plea or pay a fine without having to appear.
 2. Ask the violator if he has any questions.
 3. The citation will have, printed on it, information with regard to pleas and how to get information on paying fines.

F. Traffic Patrol

Based on the principle that the most effective deterrent to traffic law violations is visible patrol in a marked vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic enforcement shall be conducted in an open, overt manner. Area, line and directed patrol may be used as appropriate. [61.1.6a]

1. Officers shall operate police vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Extreme emergency conditions will be the only exceptions to this practice.
2. In those areas where fixed-post observation is necessary to maximize the effort, officers shall park in a conspicuous location and in such a manner that traffic flow is not impeded. [61.1.6b]
3. Every effort should be made by the officer when positioning their vehicle not to give the impression or appearance of a “speed trap”.
4. Due to the inherent dangers of using unmarked, or unconventional, vehicles to effect stops this department does not employ this technique for any traffic enforcement operations [61.1.6c]

G. Stopping and approaching Violators

Stopping and approaching traffic law violators and their vehicles is one of the most dangerous duties a law enforcement officer performs. To ensure officer safety, the following principles and steps to a traffic violator contact should be followed:

1. Observation / detection of a violation of the traffic laws: [61.1.7a]
 - a. Officer, upon detecting a violation of the traffic law, should attempt to stop the violator in the safest location possible.
 - b. The stop is affected by the officer utilizing appropriate emergency equipment (Example: red/white/blue emergency lights, grill lights, sirens and spotlight).
 - c. At the time the officer observes the violation and has decided to make a stop, the officer must notify dispatch that a traffic stop is imminent by police radio or MCT. If by police radio,

the officer gives the officer's call sign, appropriate call "traffic", violator's license plate number and state, if available, then providing an exact location where the stop is made. Giving the street, intersections or road names, block numbers whether north, south, east, west or any combination thereof and physical landmarks. Once a stop is made confirm previous information with dispatch. All contact with dispatch needs to be completed on initial information prior to the violator and marked vehicles coming to a complete stop. If by MCT, the initiating officer will enter the required information on to the call sheet themselves.

2. Approach and contact of violator [\[61.1.8\]](#)
 - a. Proper positioning of the marked vehicle is offset to the left and to the rear of the violator's vehicle, to allow the officer to make a safe approach out of the normal flow of traffic.
 - b. During the approach, eye contact should constantly be kept on the occupants of the violator's vehicle. At the same time the officer should check for vehicle security (i.e. pick-up beds, rear camp vans, car trunks). The officer should adjust their approach depending on the number of occupants in the violator vehicle. He should be particularly cautious about crossing the path of any door whether he can see an occupant or not. Officer discretion may be used in determining when to remove driver passenger(s) from the vehicle for contact purposes. The officer may wish to remove the driver/ passenger(s) under certain circumstances. [\[61.1.7b\]](#)
 - c. After a safe approach to the violator's vehicle has been accomplished, the violator contact is made in the following manner:
 1. Identify yourself by agency to the violator.
 2. Identify the violator by requesting operator's license. If not in possession ask for some type of document containing identification, if still none, officer should write down violator's description and attempt to confirm violator's identification by computer records and inked thumb print.
 3. Inform violator of violation committed and emphasize the seriousness of the violation. Also determine if the violation was due to some type of an emergency.
 4. Upon completion of the contact the officer should return to their police unit, keeping their eyes on the violator in safely re-entering the traffic flow.

H. High Risk Stops [61.1.7c]

Felony stops, or other potentially high risk stops should be made with a minimum of two (2) units, or officers when available.

1. The procedure for placement of the lead unit should be standard. The procedure for safely removing and securing the suspects will vary slightly from case to case.
 - a. After the suspect vehicle is stopped and officers have taken proper cover and concealment the suspects will be directed to shut off their vehicle, remove the keys and drop them outside the vehicle.
 - b. All suspect(s) will then be directed, one at a time, to exit the vehicle by the door most advantageous to the officer and stand with the hands raised and fingers spread facing away from the officers.
 - c. Each suspect taken from the vehicle will be directed to “back” to a specific location, drop to their knees, keeping their hands raised and fingers spread, and assume a prone position with their face turned to one side, arms out stretched perpendicular from their body. After the officers are sure the vehicle is empty of suspects, and the suspects are all in the prone position and covered, one of the officers will move forward cautiously and check the vehicle for any hidden suspects. If the vehicle is clear one officer will search and cuff the suspects while the other covers the suspects.

Safety cannot be stressed enough during the violator contacts but the risk of injury or death to an officer can be minimized by officer awareness at all times during the contact.

I. Speed Measuring Devices [61.1.9]

Officers assigned to Traffic / Patrol will be trained in the operation, testing and proper care of all speed measuring devices utilized in the course of their normal duties. [61.1.9c] Speed measuring devices will be either of the stationary or moving mode category, and of a type and manufacturer approved by the Traffic Section Sgt.

1. Speed measuring equipment specifications will vary slightly depending on the desired specific use of each speed measuring device. Also, as equipment ages some specifications may vary slightly. [61.1.9a]
2. The department will utilize radar / laser in routine patrol / traffic duties; in locations when speed is a factor; in response to citizen complaints concerning speeding motorists. [61.1.9b]

3. All officers utilizing laser devices must successfully complete the basic operator training program prior to utilizing departmental speed measuring devices. [61.1.9e]
4. The Captain of the Operations Bureau or their designee will establish procedures to:
 - a. Ensure radar / laser devices receive proper care and upkeep. [61.1.9c]
 - b. Ensure programmed maintenance, testing and calibration of speed measuring devices. [61.1.9d]
 - c. Ensure that adequate maintenance, calibration and operational record systems (suitable for introduction as evidence in court) are developed and maintained.

V. DWI Enforcement [61.1.11; 61.1.5a; 61.1.10]

- A. For the purpose of locating and apprehending the Driving While Intoxicated violator, special patrol details will be utilized. The following course of action shall be initiated and enforced to its maximum in an effort to decrease the number of driving while intoxicated (DWI) violators on the highways and public streets of the city.
 1. Assignment of special units with the priority of DWI patrol during prime times on Friday, Saturday, Sunday nights and holidays.
 2. Perform license checks at various times and locations to detect the possible intoxicated driver.
 3. Continue officer's education on spotting of the potential intoxicated driver and accuracy in the field sobriety testing.
- B. DWI investigative Procedure
To increase deterrence of DWI violations, and thereby reduce the number of crashes, deaths, and injuries caused by substance impaired drivers, the Burleson Police Department will use a standardized DWI Investigation Procedure. This procedure set forth as follows to establish uniformity, insure compliance with all applicable laws, State Department of Public Safety regulations and to provide avenues whereby applicable evidence may be gathered and submitted to support the prosecution of DWI suspects.
 1. Field Sobriety Test
Upon an officer detecting that a suspect's driving is probably impaired by substance use, either on a traffic stop or scene of a crash, the officer will conduct field sobriety testing following the procedures set forth in the "DWI Detection and Standardized Field Sobriety Testing" manual.
 2. Arrest

- a. Once a DWI suspect has been detected and arrested, the arresting officer will transport the suspect to the Burleson Police department. In the event that our intoxilyzer is inoperative, the suspect will be taken to another approved testing area.
 1. While enroute to the Police Department the officer shall notify the dispatcher who will in turn locate and advise the available intoxilyer operator of the arrest.
- b. Upon arrival and before entering the intoxilyzer room, the arresting officer should:
 1. Remove the handcuffs from the suspect.
 2. Remove all personal property from the suspect;
 3. An officer will activate the recording process at which time he shall so notify the arresting officer.
 4. The arresting officer will request the suspect to stand on the designated mark facing the camera and identify themselves.

C. Intoxilyzer Test

1. All breath tests will be conducted according to the procedures approved by the Scientific Director, Alcohol Testing Program, and Texas Department of Public Safety.
 - a. It will be the shift supervisor's discretion to authorize the release of any DWI suspect where the breath results are below the legal limit.
 - b. The suspect may be held if DWI is suspected or other charges are pending.
2. All cases where the test results are 0.08% or above, should be referred to Tarrant / Johnson County for prosecution.
3. In all cases where the test results are 0.30% or above the suspect will be taken to a medical facility for a medical evaluation. In cases where the medical staff deems it necessary to hospitalize the suspect, the suspect will be released into their custody for treatment at their own expense.
4. Once a suspect is released to the hospital for treatment the officer will file the DWI case with CIS who will obtain a warrant for the suspect at a later date.

D. Blood Test Procedures

- 1, Burleson Police Department has adopted a mandatory blood warrant policy of all DWI breath test refusals. The following procedure will now be in place:
 - a. Officer arrests subject for violation of Chapter 49 offense involving the operation of a motor vehicle.

- b. Officer reads DIC-24 to suspect and provides the suspect with a written copy.
- c. Suspects either consents to providing breath specimen, or refuses.
- d. If subject consents to breath specimen, have intoxilyzer operator collect specimen per Intoxilyzer 5000 guidelines.
- e. If subject refuses to provide specimen, then proceed with Blood Warrant procedures
- f. Complete search warrant affidavit and search warrant.
- g. Call magistrate to sign warrant
- h. Transport subject to approved medical facility for collection of blood sample by qualified nurse/ technician.
- i. Take blood kit from property room with subject to hospital.
- j. Have nurse / technician sign paperwork inside blood kit.
- k. Have nurse / technician sign affidavit of person who withdrew blood.
- l. Officer witnesses collection of specimen.
- m. Collect package from swab used to sanitize injection site.
- n. Make sure blood sample is mixed with preservative / anti-coagulant in vial.
- o. Seal vial per blood kit guidelines, and store in refrigerator per Burleson PD property / evidence guidelines. Place swab package in evidence.
- p. Complete DWI arrest paperwork, search warrant return, and evidence transmittal.

E. DWI Youth Suspects / Intoxilyzer Test

1. All breath tests will be conducted according to the procedures approved by the Scientific Director, Alcohol Testing Program, and Texas Department of Public Safety.
 - a. Normally, youth who have not reached their fifteenth (15th) birthday will not be video taped nor asked to give a breath or blood specimen.
 - b. Youth who have attained the age of fifteen (15) will not be video taped, but on the approval of a command rank officer may be given an intoxilyzer test.
 - c. Only in extreme or aggravated circumstances shall command rank officers approve the testing of youth who have not attained the age of fifteen (15).

F. DWI Testing Format

1. The Intoxilyzer Operator will read the police officer DWI statutory warning out loud (DIC-24) to the suspect, the suspect will follow along with their own copy. (The DIC-24 will be read only to those arrested while driving on a public roadway.)

2. The officer will complete the DWI Statutory Warning Form stating aloud the correct date, time and address of the Police Department.
3. The officer will sign the warning form in the appropriate space(s) and provide a copy to the suspect.
4. In the event the suspect refuses the test he should be asked to sign the warning form.
 1. In the event of a breath test refusal, the arresting officer will also be responsible for completing the DIC #23 (Breath Test Refusal Form).
5. The intoxilyzer operator will now ask the suspect to perform a series of sobriety tests.
 - a. the walk and turn test
 - b. the one leg stand
 - c. HGN
6. The Officer will then read the suspect the Miranda Warning. The suspect then will be asked if they understood the warning.
7. The DWI interview:
 - a. The officer should begin the interview by making a distinct separation between the personal identifier questions and the interview questions.
 - b. Should the suspect decline to answer the questions, the officer should so note on the case report.
 - c. Should the suspect wish to terminate the interview, the officer will do so, making a notation on the case report.
8. The intoxilyzer test will now be given.
9. Upon completion of the breath test, the intoxilyzer operator will complete the proper documents.

G. Drug Evaluation and Classification Program

The Drug Evaluation and Classification Program involves evaluation of a DWI suspect and voluntary submission of a blood/urine sample to cases where the suspect's breath test result was less than 0.08 and the officer believes compelling evidence exists indicating the suspect is intoxicated as a result of drugs or other substances. The Program is administered by certified Drug Recognition Experts (DRE's).

1. If no on-duty DRE is available, one may be called in cases of potentially fatal accidents, a breath test less than 0.08 or above or when blood sample is taken and alcohol is the only suspected cause of the impairment.
2. In general, no drug evaluation will be conducted on suspects with Intoxilyzer test results of 0.08 or above or when a blood sample is taken and alcohol is the only suspected cause of the impairment.
3. In the case of juvenile, the same criteria as adults apply. A patrol supervisor must approve a drug evaluation of a juvenile, and either

- written consent of the juvenile's parent or a court order must be obtained to get a blood/urine sample.
4. DRE Evaluations will not be conducted at the scene of the incident.
 5. Officers conducting SFST tests will make the decision to arrest or release based on their observations.
 6. If the decision to arrest is made, follow standard DWI procedures and request a breath specimen.
 7. A DRE is not needed if the suspect refuses the breath test, or provides a sample of 0.08 B.A.C. or above. The suspect will be charged with DWI.
 8. If the suspect provides a breath specimen under 0.08 and the results are not consistent with the level of impairment, call a DRE (Note: If suspect is barely below 0.08, take into consideration the time delay in obtaining the breath specimen and if the level of impairment is consistent with the Intoxilyzer reading)
 9. Contact Sergeant or shift supervisor to request a DRE.
 10. If a DRE is on-duty, that DRE will respond to conduct the evaluation. If no DRE is on-duty, the telecommunications operator or shift supervisor will contact one.
 11. If a DRE is not available, the arresting officer should request blood and follow departmental procedures for taking a blood specimen.
 12. If a suspect provides a breath specimen, but refuses blood or urine, DO NOT file the notice of suspension (DIC-25).
 13. Collection of Blood/Urine samples:
 - a. Must be voluntary or subject to search warrant. In the case of juveniles, parent consent or court order is required. Burleson PD Consent to Search required for voluntary urine submissions.
 - b. Procedure for collection of urine specimen:
 1. DRE escorts subject to restroom. Same sex, DRE, or other officer is required.
 2. DRE places specimen in drug evidence bag and seals it. List the charge that was the reason for the DRE evaluation. Enter "DRE" in the comments section and state the suspect category or categories of drug and/or specific drug suspected as a result of the evaluation.
 3. DRE places the sealed specimen in the refrigerator in the property/evidence room and secures the refrigerator. The specimen will then be sent to the lab for drug analysis in accordance with property/evidence procedures.
 - c. Procedure for collection of blood specimen:
 1. Follow the completion of the DRE evaluation, the blood sample will be collected and stored in accordance with Burleson PD Document 04-002(D) Blood Test Procedures).

VI. Request for Examination by License Authority [61.1.12]

Officers detecting a person who appears to be incompetent, physically or mentally disabled, or suffers from disease or other conditions that prevent them from exercising reasonable and ordinary care over a motor vehicle, will complete appropriate forms to request a re-examination by the Texas Department of Public Safety.

- A. A request for re-examination will be made on a form provided by the Texas Department of Public Safety.
- B. In order to preclude officer having to appear at MVD hearings, it is essential that the form be completed carefully and in its entirety.
- C. The information to be entered is self-explanatory; however certain portions must be specifically addressed:
 1. The physical defects must be described in specific detail.
 2. The summary portion must be written in such detail that reasonable grounds for the reexamination are conclusively established.
- D. The form must be signed (not printed) by the initiating officer.

VII. Parking Enforcement [61.1.13]

Enforcement of applicable city ordinances and state laws governing vehicle parking is the responsibility of every member of the Patrol and Traffic Sections

VIII. Traffic Crash Investigations

A. **Response to Crash investigations Criteria**

Police officers will respond to all crashes reported to this agency. Those that meet the criteria established by the department and that occur on any of the locations specified in the Texas Transportation Code will be thoroughly investigated. This department requires investigation of crashes that involve:

1. death or injury [61.2.2a.]
2. hit and run [61.2.2b]
3. impairment of an operator due to alcohol or drugs [61.2.2c]
4. damage to public vehicles or property [61.2.2d]
5. hazardous materials [61.2.2e]
6. disturbance between principals [61.2.2f]
7. major traffic congestion as a result of the crash; [61.2.2g] or
8. damage to vehicles to the extent that towing is required. [61.2.2h]
9. damage to property of the City of Burleson or any other government entity; [61.2.1b] or
10. police pursuit

B. **Non-Investigative Crashes**

An officer who is sent to or otherwise arrives at the scene of a crash that does not meet crash investigation criteria will establish control over the scene, distribute courtesy forms and state blue forms, if applicable, to each driver, supervise exchange of liability insurance information, issue

citations for Safety Responsibility Act violations, and removing vehicles, debris, and persons from roadway. If any of the investigative criteria are met, the officer will protect the crash scene and initiate a crash investigation or have an accident investigator notified to respond to the scene.

- C. **Private Property.** Vehicle crashes on private residential property, a garage or parking lot for which a charge is made for storing or parking a motor vehicle are exempt from police investigation by the Transportation Code. They are also exempt from the duty of involved parties to report them to the state under the Transportation Code. Officers may be sent if any of the criteria for on-scene response are present. If both parties are still at the scene and at least one wants to prosecute, an offense report will be completed for any applicable Penal Code offense. The investigating officer should investigate and clear this case if all parties are still at the scene. If one of the parties has left the scene the investigating officer should attempt to follow-up and clear the case. If the investigating officer is not able to clear the case, the report should be forwarded to CIS for further investigation. If no party is interested in prosecution, officers will provide courtesy forms for the parties to exchange information for insurance purposes. [\[61.2.1f\]](#)
- D. “Delayed Injuries” No delayed injury crash reports will be investigated. A “delayed injury” crash is one where the complainant did not seek immediate medical help or intentionally or without good cause delayed reporting the injury.
- E. Crash Scene Responsibilities
1. One officer shall be “in charge” at the scene of a crash to ensure that all pertinent tasks are executed and handled in an orderly fashion. When a crash is reported and dispatched, in most cases, the person in charge of the scene shall be: [\[61.2.3a\]](#)
 - a. The officer who is assigned the initial call.
 - b. The supervisor or OIC when he responds.
 1. He shall designate tasks and duties keeping in mind the primary responsibility of the initially assigned officer.
 2. Dealing with personal injuries. [\[61.2.3b\]](#)
 - a. Officers will immediately notify medical assistance if injured persons are on the scene.
 - b. In the event that injuries are present at the scene, officers shall check injured persons to identify those most seriously injured, and fatalities.

2. Officers will not attempt to administer medical aid or treatment beyond their capabilities. Officers will not permit incompetent volunteers to treat injured persons.
3. Officers shall summon appropriate medical assistance to the scene, and assist in getting persons seriously injured removed to medical facilities as soon as possible if there is any question as to whether a person is dead, that person shall be removed to a medical facility.
4. At crash scenes where there is personal injury or the imminent threat of injury, actions to deal with the injury / threat will take precedence over investigative or reporting activities.
5. Officers will be alert to actual and potential dangers at crash scenes, including but not limited to, fire hazards (e.g., spilled gasoline and other flammable substances) and other hazardous materials. If these dangers are present the Fire Department will be notified immediately. Officers will initiate appropriate remedial / preventative actions, in conformance with applicable departmental directives, when such actual or potential dangers are noted.
[61.2.3c]
6. Carrying out investigative, reporting and enforcement services:
 - a. Officers will conduct such on-scene traffic crash investigative and reporting activities as are necessary and appropriate, given the nature and circumstances of the crash. Collection of relevant crash information will be in conformance with all applicable departmental rules.
 - b. Officers will take enforcement action when and as appropriate, based on the evidence obtained from their investigative and reporting activities. Any such enforcement action will be in conformance with all applicable departmental directives. [61.1.5k; 61.2.3d]
7. Protecting the scene and clearing the roadway; [61.2.3e]
 - a. Officers shall use the patrol vehicles' emergency lights, flares and other appropriate warning devices, as necessary, to protect the scene and to alert approaching traffic. Scene protection and warnings are especially important if victims of the crash, their vehicles or hazardous debris are in the roadway. However, since flashing lights, flare, etc, can create traffic problems, their necessary use shall be curtailed as soon as the crash victims, vehicles and all debris has been removed from the roadway.
8. Crash Investigation Follow-Up [61.2.4]

The department will perform follow-up traffic crash investigation services in support of on-going or anticipated criminal prosecution, as necessary and appropriate.

 - a. Officers will question drivers and witnesses concerning the traffic crash. Tape recording devices, if available, may be used

during interview. Officers will discourage drivers and witnesses from discussing the crash among each other.

- b. The officers assigned to conduct a follow-up investigation may have to interview drivers and witnesses in their homes or place of business. The officers should always try and make an appointment with persons involved, as to minimize any inconvenience to the citizen. All such interviews shall be fully documented.
 - c. Together with the primary report and information gathered through interviews, photographs, sketches and measurements, the follow-up investigator will attempt to reconstruct the crash.
 - d. The follow-up investigator will determine at the end of their investigation if anyone or all those involved in the crash are criminally liable. If criminal liability is found, the proper case reports will be furnished to the proper prosecuting authority, via routine review and case filing by the Criminal Investigations Section.
9. Crash Victim's Property [\[61.2.3f\]](#)
A written inventory of a crash victim's property shall be made by an officer at the scene, if the victim is unable to care for their property. An officer at the scene of a crash shall protect the property of crash victims from theft or pilferage by making a written inventory of property and:
- a. Removing the property from the scene and placing it in the department property room for safekeeping, or
 - b. Releasing property to another who is designated by the victim / owner of property completing the property release form.

F. Officer Involved Vehicle Crashes

- 1. An officer who is involved in a crash or notices any damage to a city vehicle will report this to their supervisor immediately.
- 2. An officer involved crash shall be investigated by a designated Accident investigator, with close supervisory participation. The supervisor will be responsible for ensuring the crash report is complete and factual prior to forwarding for the Accident Review Board's consideration.
- 3. The Accident Review Board's responsibility shall be solely to examine the available information and render to the Chief of Police, in a majority opinion, whether or not the crash was preventable or non-preventable.
 - a. Non-preventable:

- The crash was the result of events totally beyond the control of the employee or the department.
- b. Preventable:
It is reasonable to expect that the crash could have been prevented by either;
 1. The actions of the employee involved;
 2. Better vehicle maintenance;
 3. Better safety policies or procedures, or
 4. Other organizational or employee actions that could have prevented the crash.
 - c. Whether or not the board determines that a crash was preventable does not necessarily imply that the crash was the result of negligence.
4. Accident Review Board Composition:
 - a. The Accident Review Board will be called for by the Chief of Police. The Deputy Chief will compile the crash information and select the members of the board.
 - b. The board will be comprised of three (3) department employees. One will be the same rank as the subject employee and at least one will be of supervisory rank. No one on the board will be of lesser rank.
 - c. The board chairman will be selected by the three members. It will be the chairman's responsibility to conduct meetings, participate in the findings and sign reports on behalf of the members.
 5. Board Meetings and Procedures
 - a. The chairman may, at their discretion, ask any employee to appear before the board regarding a crash under consideration. If needed the chairman may request, of the Bureau Captain, an employee be forced to appear before the board. Such a request should be in writing explaining the need for that employees' testimony.
 6. The chairman of the board will prepare a written report summarizing the findings of the accident review board. The chairman and other board members will sign the report, and forward it to the Chief of Police thru the Deputy Chief. In the event that one member of the board dissents from the majority, he or she may prepare and submit a minority report on the findings or recommendation of any crash or formal complaint reviewed by the board.
 7. A copy of the completed crash case including the findings of the Accident Review Board will be kept in an accident file kept in the office of the Chief of Police. All reports will be kept in this file regardless of how they are classified. If the reports are classified as preventable due to the employee's action, a notation will be

made in the “preventable vehicle accident” portion of the employee’s personnel file.

8. Crash reports will be retained for a two calendar year period and then will be destroyed.

IX. Traffic Direction and Control

A. Traffic Complaints:

All complaints received from field officers or from private citizens shall be documented and forwarded to the proper authorities (i.e. City Engineering Department, Street dept, etc).

1. Field officers and private citizens calling complaints regarding areas of concern to other city services documented and emailed to the department concerned for appropriate follow up.
2. Requests for service that constitute an emergency will be processed immediately with a phone call to the person on call. Examples of these types of emergencies would be:
 - a. Street cave in;
 - b. Stop sign or signal knocked down;
 - c. major water leaks onto roadway causing hazardous driving conditions;
 - d. Any other incident that might create a danger to life or property.
3. Complaints concerning speeding, reckless driving and other traffic safety concerns will be documented on the ‘Request for Traffic Detail’ sheet and forwarded to the traffic section. .
4. If the emergency occurs at night, weekends or holidays, the stand-by street employee shall be contacted and advised of the emergency situation. The time and date of notification will be time stamped by email.

B. Direction and Control

1. Guidelines shall be established for responding to various types and circumstances of traffic crashes, and for carrying out activities at crash scenes, consistent with relevant circumstances. Traffic direction and control shall also be provided when necessary to ensure safe and efficient movement of vehicles and / or pedestrians. [\[61.3.2a\]](#) [\[61.3.2b\]](#)
 - a. **To stop traffic** the officers should first extend their arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer’s gesture. Second, the pointing hand is raised at the wrist so that its 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 from both directions on a two-way street the procedure is then repeated for traffic coming from the other

direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

- b. **To start traffic** the officer should first stand with shoulder and side toward the traffic to be started, extend their arm and index finger toward and look directly at the person to be started until that person is aware or it can be reasonably assumed that they are aware of the officer's gesture. Second, with palm up, the pointing arm is swung from the elbow, only, through a vertical semicircle until the hand is adjacent to the chin. If necessary this gesture is repeated 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.
- c. **Right turning** drivers usually effect their turns without necessity of being directed by the officer. When directing a right turn becomes necessary, the officer's right side, their extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn. If the driver is approaching from the officer's left side either the same procedure may be followed using the left arm extended or the extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver's intended turn.
- d. 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 their turn. The officer's right side and arm would 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 gesture, 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.

2. Signaling Aids:

- a. **The whistle** is used to get the attention of drivers and pedestrians. It is used as follows:
 1. One long blast with a STOP signal;

2. Two short blasts with the GO signal;
 3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.
- b. **The whistle should be used judiciously.** It should not be used to indicate frustration, but the volume should be just that sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go, or to gain attention, and when its purpose has been achieved, the officer should cease sounding the whistle. If the whistle is utilized continuously it ceases to hold meaning for drivers and pedestrians.
 - c. **The voice** is seldom used in directing traffic. Arm gestures and the whistle are usually sufficient. There are numerous reasons why verbal commands are not used. Verbal orders are not easy to give or understand and often lead to misinterpretations which are dangerous. An order which is shouted can antagonize the motorist. No officer shall exhibit anger by shouting or otherwise indicate antagonism toward those who do not understand or who do not wish to obey the officer's directions.
 - d. **A flashlight** can be used to halt traffic. To stop traffic, slowly swing the beam of the light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given in the usual manner, the vehicles headlight providing illumination.
3. Patrol officers upon notification of a critical incident (as defined in BPD Policy 07-002 Emergency Operations Plan), within the jurisdiction of the Burleson Police Department will provide traffic control assistance as needed by the nature of the incident or as directed by command personnel. Patrol officers will control traffic direction at critical incident scenes in the following manner:
[\[61.3.2c\]](#)
 - a. Disallowing vehicles, other than those on "official business" to drive or park within the same area of the incident.
 - b. Routing traffic away from the incident scene, so as to minimize congestion.
 - c. Keep in contact with fire command officials on the scene, to provide assistance when necessary.

4. Due to the constantly changing weather picture and frequently encountered road construction, it becomes necessary at times to provide on sight traffic direction and control. [61.3.2d]
 - a. The department will continue to maintain its close working relationship with those other agencies that share responsibility for coping with adverse road and weather conditions effecting traffic safety, and will continue to cooperate with them in developing and carrying out mutual assistance policies, procedures and programs to serve the public as effectively as possible when such adverse conditions exist.
 - b. Upon discovering an adverse road or weather condition, departmental personnel shall cause appropriate agencies and persons to be notified for the purpose of correcting the condition.
 - c. Departmental personnel will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather condition, as appropriate, until the situation diminishes in severity or is corrected by the appropriate agency.
 - d. Upon encountering road hazards such as, pavement, unprotected service/utility cuts, etc., the officers shall:
 1. Immediately take appropriate action, by use of traffic cones and / or flares, to alert motorists of the existing hazard and,
 2. Request that appropriate city, highway, utility service personnel be notified to respond to correct the problem.
 3. Depending on the severity of the situation, the officer should remain at the scene until properly relieved by service personnel or the watch commander.
5. Manual operations of traffic control signals within the Burleson Police Department jurisdiction will be initiated by the patrol section upon direction of the Operations Bureau Captain or shift supervisor [61.3.2e]
 - a. Upon authorization by the Operations Bureau Captain or shift supervisor, manual operation of traffic control signals is accomplished by using the traffic lock box key located on the unit key rings or by obtaining a key from the dispatcher.
 - b. Circumstances warranting manual operation of traffic control signals:

1. Malfunctioning of signals
 2. Traffic crashes
 3. Hazardous weather conditions
 4. Alleviating congestion
 5. Parades
 6. Funerals
 7. Road construction
 8. Fire emergencies
 9. And all other emergencies as determined by the Operations Bureau Captain or shift supervisor.
- c. Responsibility for the training of personnel on manual operations of traffic control signals falls with the Operations Bureau Captain.
6. In order to assist the safe and efficient movement and control of vehicular and pedestrian traffic, temporary control devices may be used. [\[61.3.2f\]](#)
- a. Temporary traffic control devices include: 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.
 - b. Temporary traffic control devices may be deployed in support of traffic direction and control activities only with specific prior approval of supervisory or command personnel.
 - c. As soon as practical, following termination of the need for the temporary traffic control device, the supervisor or commander authorizing deployment of the device will see to its removal / deactivation.
 - d. Portable or part-time stop signs should not be used as temporary traffic control devices, except in an emergency.
7. When working traffic control, personnel will wear the high visibility outerwear provided by this agency. [\[61.3.2g\]](#) A protective helmet will be provided for those officers who request one. Its use is strongly encouraged, but not mandatory.
- X. Escorts [\[61.3.3\]](#)
Escorts will be conducted by the Burluson Police Department on a **limited basis and never under emergency circumstances.**
- A. Burluson Police Department **will not** escort ambulances or fire trucks to the hospital or to the scene of any emergency.
 - B. Burluson Police Department **will not** escort private vehicles transporting sick or injured persons to the hospital when requested, but will suggest that an ambulance be summoned to transport the sick or injured person. If

an ambulance is refused, the driver of the private vehicle shall be advised to drive safely and to obey all traffic laws. [61.3.3b]

C. **Escort services will be provided for in the following circumstances:**
[61.3.2a]

1. Public officials and dignitaries.
2. Funerals (special circumstances as approved by the Chief of Police or their designate)
3. Over-sized vehicles
4. Hazardous or unusual cargo

Prior to escorting, subject requesting escort will be referred to the Operations Bureau Captain for scheduling of patrol personnel to accomplish the escort.

XI. Roadblocks [41.2.3]

Roadblocks shall be used strictly for the purpose of operator license / insurance checks. [41.2.3a]

A. Responsibility: [41.2.3d]

1. The Operations Bureau Captain has the ultimate responsibility for the use of road blocks
2. The Operations Bureau Captain will insure participants possess the skills needed for this assignment. [41.2.3c]

B. Implementation: [41.2.3b]

1. Upon authorization by the Captain or their designee, roadblocks shall be set up at designated location, preferably at intersections utilizing existing traffic control devices (i.e. stop sign).
2. Officers assigned shall utilize the safety equipment stored in the trunk of their vehicles.
 - a. Each officer assigned shall wear a reflective vest. A helmet will be provided for officers who request one. They are encouraged to wear them.
 - b. Fluorescent orange traffic cones shall be used to direct traffic into a narrow lane and provide a safe area for officers to stand.
 - c. Flares should be used in conjunction with cones for roadblocks performed during night time hours.
3. A folding sign stating "Driver's License Check Ahead" will be placed in front of the cones to give warning to drivers.
 - a. The folding sign will be stored in the maintenance storage area of the police department.
 - b. It will be the responsibility of the on duty watch commander or their designee to retrieve the sign and transport it to the location of the roadblock.

- C. Inclement Weather:
Roadblocks **will not** be utilized during inclement weather.
- D. Roadblocks **will not** be utilized for any circumstances other than those listed above.
- E. The Supervisor in charge of the incident will submit a written report of the incident and submit it to the Operations Bureau Captain for their review.
[\[41.2.3e\]](#)

XII. Ancillary Services [\[61.4.1\]](#)

- A. Patrol / Traffic Officers during the normal course of their duties shall provide assistance to stranded motorists within the city limits of Burlison as a public service, and shall:
 - 1. Provide direction and travel information to motorists upon request.
[\[61.4.1a\]](#)
 - 2. Assist disabled motorists in obtaining tow service or other roadside vehicle repair service. [\[61.4.1b\]](#)
 - 3. If the situation warrants it, provide transportation to service facilities when there is no other means of transportation available.
[\[61.4.1a/c\]](#)
 - 4. Provide aid and comfort to all motorists as a routine part of the patrol function. [\[61.4.1c\]](#)
 - 5. Provide basic first aid services if necessary and contact other medical services if needed. [\[61.4.1d\]](#)
 - 6. Put out vehicle fires if safe for officer to do so (fire extinguishers are in very patrol / traffic vehicle). [\[61.4.1d\]](#)
- B. This agency is dedicated to providing assistance to citizens who are caught in a situation where normal avenues of assistance are not available. Employees of this agency can unlock vehicles that they feel they have the ability to unlock. No officer shall be liable for unintentional damage done while attempting to assist the citizen.

Due to the new, more sophisticated electric locking systems we are only able to unlock a limited percentage of the vehicles at the present time. With the exposure to liability for events resulting from breakage in mind, employees of the department are authorized to unlock privately owned vehicles under the following conditions:

- 1. Children or disoriented people locked inside.

2. Vehicle disabled – driver trapped inside and fire department is not on scene or unavailable, creating a substantial risk of injury or death to occupants.
3. Vehicle disabled in the traffic lane – driver unavailable and vehicle needs to be moved due to hazardous traffic conditions.
4. A citizen is in a location or situation where they are unable to obtain any other normal forms of assistance.

C. Road Hazards [\[61.4.2 / 82.3.3c\]](#)

1. All road hazards, defective highway features and defective traffic control devices will be reported to dispatch, who will notify the proper personnel to make necessary repairs (24 hours a day). In case of road hazards, defective highway features and defective traffic control devices, contact will be made to:
 - a. City personnel to make necessary repairs and removal of road obstructions for areas maintained by the city.
 - b. The state highway department to make all necessary repairs to the equipment owned or maintained by the state and all traffic control devices and obstructions along state maintained highways.
 - c. Vehicles abandoned upon a public roadway, that constitute a traffic hazard shall be removed from the roadway by impound. All reasonable attempts will be made to contact the registered owner of the vehicle prior to impounding.
[\[61.4.3a /b\]](#)