



YARMOUTH POLICE DEPARTMENT POLICY AND PROCEDURE

TRAFFIC ENFORCEMENT AND MANAGEMENT 2014-46

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Policy

It is the policy of the Yarmouth 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 Yarmouth 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.

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.

<p>Selective Enforcement 61.1.1 61.1.6</p>	<p>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. [61.1.1] Officers, under the direction of a Yarmouth Police Supervisor, may participate in road side safety check points in conjunction and coordination with MA State Police or The Registry of Motor Vehicles. This may include but not limited to, sobriety check points, school bus stop enforcement, and vehicle safety inspection points. Areas of enforcement shall be predetermined and approved prior to the implementation of the check enforcement. Consideration shall be given when choosing an area of enforcement to include volume of traffic, stopping areas(parking lots), and officer/vehicle operator safety.[61.1.6]</p>
<p>Deployment 61.1.1a-c, e</p>	<p>The deployment of selective enforcement and traffic enforcement will be based on an analysis of traffic crashes, speed data, officer experience, and citizen concerns. The Lieutenant responsible for traffic shall review and compare traffic-related services and activities. [61.1.1a,b,c] Shift Commanders, in conjunction with Lieutenant recommendations, will assign officers to traffic enforcement of specific violations at problem locations at appropriate times. [61.1.1e]</p>
<p>Traffic Complaints and Feedback</p>	<p>Traffic complaints shall be documented by department personnel regardless of the means by which the complaint is made. The complainant's contact information (name, phone number and email address) shall be included in the documentation. The complaint shall then be forwarded to the traffic unit supervisor. The traffic unit supervisor shall contact the complainant and develop a plan to address the situation. The complaint, plan to address the complaint and the results of the department's actions shall be documented and communicated up the chain of command.</p>
<p>Assignments 61.1.1d,f</p>	<p>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 and citizen concerns. Officers may utilize, but not be 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.</p>

[61.1.1d] Enforcement efforts shall be evaluated by Shift Commanders and the Patrol Lieutenant to ensure that enforcement action is reducing crashes. [61.1.1 f]

Motor Vehicles
Stops
61.1.7a-c
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. Every precaution should be taken in stopping a motor vehicle as described below: [61.1.7a]
Notify the dispatcher of the following when the situation allows:
[81.2.4a]

1. Location of the stop
2. License plate and description of the vehicle
3. If possible, number of occupants and a description of its occupants
4. Reason for the stop (i.e. erratic operation, speed, etc.)

Note: All traffic stops will be called into dispatch unless they are part of a fixed area deployment with multiple officers present. In this instance, officers may enter the stops by utilizing the IMC module in the cruiser. Dispatch should continually monitor the location and duration of stops.

Select a suitable location for making the stop, preferably a well-lit area. When in a high traffic volume area, officers should use the cruiser P.A. when possible to direct the vehicle to a safer location

The officer, while approaching the vehicle, shall remain cognizant of 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 b]

Officers conducting a high-risk stop shall wait for a backup 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. [61.1.7c]

Traffic enforcement action will be taken without regard for such factors as attitude, intent, or frivolous excuse. Additionally enforcement activities shall be consistent with regards to race, gender, and ethnicity. 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 should:[61.1.8]

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

Officers must be aware 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. Upon completion of the required forms, Officers will ensure that the violator safely re-enters the flow of traffic.

Enforcement
Actions
1.2.6
1.2.7
61.1.2 a-c
61.1.4 b-d

All enforcement actions will be accomplished by using one of the following four methods [1.2.7]:

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]

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. However, the excessive use of warnings should be avoided; otherwise, it could create a feeling of lack of commitment by the police department to enforce motor vehicle safety within the community. [61.1.2 c]

Citation- Citations are the backbone of the police traffic enforcement effort. An officer's discretion should be based on a combination of experience, training, and common sense. The traffic citation should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic. Whenever legally and practically possible, officers shall issue civil citations or criminal application, where circumstances dictate the creation of deterrents to unsafe conduct by users of the roadway.[1.2.6] [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 town's designated tow company lots when circumstances warrant that the vehicle be towed.

Officers shall advise the violator of the specific violation or charge and the rights and requirements that are outlined on the back of the citation and any other information or procedure that must be provided to the motorist prior to release.[61.1.4 d] Officers shall provide him/her the following information as appropriate:

1. Notice that the motorist can either pay the fine by or contest the citation at a hearing; [61.1.4 c]
2. Optional or mandatory nature of court appearance; [61.1.4 b]
3. Mailing envelope provided with citation(when applicable)

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]

Juveniles-Enforcement activities shall be consistent and in a uniform manner, that does not give preference. 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. Enforcement activities shall be consistent and in a uniform manner, that does not give preference.[61.1.3 c]

Diplomatic and Consular Officers- Enforcement activities shall be consistent and in a uniform manner, that does not give preference. These officials should be accorded their respective privileges, rights, and immunities as directed by international law and federal statute.

1. 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.
2. Traffic citations may be issued.

3. 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.
4. Consular officers are entitled to limited immunity and are not subject 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:

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

Military Personnel- Operators shall be considered licensed when on active duty in the armed forces of the United States and has in possession a license to operate a motor vehicle issued by the state where he is domiciled. If a member of the armed forces of the United States is returning from active duty outside of the United States, and has in his possession a license to operate a motor vehicles issued by said armed forces in a foreign country he/she shall be considered licensed such cases for a period of not more than forty five days after his return. If an active duty military member is arrested, a supervisor shall notify the liaison officer of the nearest armed forces investigative headquarters. [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.

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.

Shift Commanders 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:

1. The suspect's driving behavior.
2. The suspect's physical and mental characteristics during police contact.
3. 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]

1. Walk and Turn
2. One leg stand
3. HGN (requires expert testimony)

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

1. Reciting the alphabet
2. Finger to nose.
3. Counting
4. Preliminary Breath Test (PBT)

Officers 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.

A Preliminary Breath Test machine (PBT) may be used as one of the field sobriety tests 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 suspects consent. Officers shall note the use or refusal of the P.B.T. and will include the results in their arrest report narrative. 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.

The department will ensure that sworn Officers are trained in all aspects of driving under the influence of alcohol or drug enforcement procedures.

Operating Under the Influence or Alcohol or Drugs
1.2.7
61.1.5 a
61.1.11

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**
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 hospital and the officer has no means to effect an arrest. Officers should be aware, though, that arrest should be a priority for this offense.[1.2.7] [61.1.5 a] [61.1.11]

Persons arrested for operating a motor vehicle while under the influence of intoxicating liquor will be transported 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.

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
61.1.11

Breathalyzer operation shall be administered by a trained and certified operator. Examinations shall be according to departmental procedure and Massachusetts' 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 said person has 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 the 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 impairment before the subject is released from custody. Review policy: **Drug Recognition Expert**

Blood Alcohol Test
61.1.11

Blood alcohol tests shall conform to Mass. Gen. Law, Chap. 263, Sec. 5A, as well as departmental guidelines. Review policy: **Arrest OUI Blood Sample.**

Chemical Test Refusal
61.1.11

If 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]

Statutory Rights and Consent Form

Persons arrested for operating a motor vehicle while under the influence of intoxicating liquor shall be read their rights immediately upon being booked, unless there are extenuating circumstances. The right to a doctor, right to a telephone call and the request to submit to a chemical test shall be read from the Statutory Rights and Consent Form.

Miranda Rights should also be given prior to asking any investigatory questions.

Other Traffic
Enforcement
Violations
1.2.7
61.1.5 b-l

Officers shall, as uniformly as possible, enforce MGL and Town Codes in an effort to achieve operator compliance with motor vehicle laws and regulations. Enforcement will include but not be limited to:

Operating with Suspended or Revoked License- If the Officer is certain of the suspension/revocation (Registry of Motor vehicles verified) and observes operation on a public way, Officers 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.[1.2.7] 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 b]

Speed Violations Officers shall take appropriate enforcement action for speeding violations. Officers shall have discretion to use verbal warnings, written warnings, and citations as enforcement options. Education is the main goal of traffic enforcement in order to promote traffic safety and reduce traffic crashes. Issuance of speeding citations may to some extent depend on the severity and location of the violation (congested area, downtown, school zone, etc.). [61.1.5c]

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: Unsafe Behavior and allowing. Unsafe Conditions. In serious cases may utilize the immediate threat form and agency report addressed to The Registry of Motor Vehicles.[61.1.5 d]

Recreational and Snow Vehicles- Officers shall take appropriate enforcement action against operators of off-road recreational vehicles committing violations that are either observed by them or reported to them in accordance with G.L. c.90B, s.20 34. The Yarmouth Division of Natural Resources (D.N.R.) should be contacted for assistance when appropriate. Review policy: **Special purpose Vehicles** [61.1.5 e]

Equipment 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. [61.1.5 f] 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 f]

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. Officers should consult or enlist the assistance of a member of the State Police Truck Team and or Yarmouth Fire Department for weight restrictions and/or hazmat compliance. [61.5.1 g]

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.. [61.1.5 h]

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 must be issued on a separate citation. [61.1.5 i]

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 j]

Pedestrian/Bicycles- All bicycle law violations under MGL Ch. 85 shall be recorded on a Massachusetts Uniform Traffic Citation. Officers should also enforce crosswalk violations under Chapter 89/11.

Traffic Crash
Violations
61.1.5 k
61.2.1 f

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

Violations that the officer has not personally witnessed must be established through investigation.

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.[61.2.1f]

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.

Speed
Measuring
Devices
Radar and
Lidar
61.1.9 a-e

Operations of radar/ lidar units shall be adhered to as provided by certified training and guided by manufactures operators manual for that particular unit. [61.1.9 b] Specific information on these units may be found in the operator's manual, which accompanies each unit. [61.1.9 a]

Officers using the radar/lidar 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 manufacturers' guidelines and training. [61.1.9 c]

Each Radar unit shall be calibrated as needed, and at least once a year. Each officer shall ensure that the internal calibration of the radar unit is in operation at the time of use. The officer in charge of the radar units and the supervisor in charge of fleet maintenance shall keep a certification of radar units. A copy of certification will be left in the vehicle glove box. If calibration of Lidar units is necessary, the Shift Commander will coordinate it or his designee. [61.1.9 d]

Officers shall receive the full training outlined by the department's Training Supervisor, or his designee, prior to using the equipment. 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 e]

The training standards shall be equivalent to the model standards promulgated by the National Highway Traffic Safety Administration.

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.

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. Officers who have reason to believe that an operator would pose an immediate threat to the public if they continued to operate a motor vehicle, shall submit by fax or mail any

investigative reports relevant to the threat and “Immediate Threat Form” to the Registry of Motor Vehicles. 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]

Hazardous
Roadway or
Environmental
Conditions
61.4.2

Upon discovery of a hazardous roadway or environmental condition that requires immediate correction officers shall notify the station and request that the appropriate agency be contacted. The Yarmouth Highway Department must be contacted immediately if an officer becomes aware of missing or damaged stop sign.

Any traffic signs or traffic lights that are missing/ malfunctioning shall immediately be reported to the appropriate agency for repair or replacement. 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. Officer shall remain on scene until the threat is addressed or is properly relieved.[61.4.2] Review policy: **Hazardous Material Incident**

Traffic Control
61.3.2 a-g

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 accident scenes. Procedures may include but not limited to temporary road closures, lane closures and manual directing and controlling flow of traffic by responding officers’[61.3.2 a]

Officers shall employ obvious, decisive and uniformed procedures (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their direction. [61.3.2 b]

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 Chief of Police or his /her designee 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 c]

The Shift Commander shall determine when notification is made to local newspapers, radio stations, public works, and fire department of the adverse road condition(s) will have a desired effect. The Shift Commander has the discretion of closing a street, if, in his/her opinion, the surface conditions and terrain creates an unusually hazardous condition. Shift Commanders shall also request assistance from the Department of Public Works. [61.3.2 d]

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

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

Officers shall be trained, regarding their use, before using manual traffic controls. [61.3.2 e]

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 f]

Officers are to wear high-visibility outerwear when assigned to perform manual traffic direction and control functions (road details). It is understood that an exigency or emergency may prevent Officers from having reflective outerwear available to them. [61.3.2 g.]

Police
Escorts
61.3.3 a, b

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. [61.3.3 a] 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:

1. Funerals
2. Motorcades
3. Public officials and dignitaries;
4. Parades
5. Oversized vehicles

Officers shall not escort emergency vehicles, particularly ambulances, except under specific circumstances approved by the Shift Commander. Except in unusual medical emergencies, Officers shall not escort civilian vehicles unless approved by the Shift Commander. 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 b]

Request for Service
61.4.1 a-d

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. The Yarmouth Fire Department may be contacted by the Officer to assist a citizen with motor vehicle lockouts when a child is in the vehicle. [61.4.1a]

The public may encounter mechanical or other difficulties requiring assistance from the police. When outside assistance is needed, the Officer shall notify the dispatcher of: [61.4.1 b d]

1. Type of Service Needed (Tow truck, Emergency Medical Assistance Ambulance, Vehicle Repair Service)
2. Location
3. Reason for request

The department shall offer reasonable assistance to a 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 Shift Commander. Prior to such transport, the Officer shall advise dispatch of his/her location, destination, and reason for the transport. [61.4.1c]

Parking Enforcement
61.1.13

Parking regulations shall be enforced with reasonableness and impartiality in all areas of the town. Officers should direct their attention to violations, which are hazardous to the public welfare to include: [61.1.13]. Review policy: **Towing of Motor Vehicles.**

1. Parking on crosswalks
2. Handicap parking
3. Fire lane parking
4. Within ten (10) feet of a hydrant

Reports
82.3.5

Accurate, timely, and complete reports are fundamental to the department's efficient and effective operation, as this forms 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. Completed, approved reports shall be submitted to the records department to be file and secured in central files or motor vehicle accident report file cabinet.[82.3.5]

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 education materials [61.4.4]