



Peoria Police Department Policy and Procedure Manual

Policy 6.01

Traffic Operations



I. POLICY

It shall be the policy of the Peoria Police Department to take a proactive position in managing a Motor Vehicle traffic enforcement function for the enforcement of federal, state and city laws or regulations through the use of educational and enforcement contact in order to increase traffic safety and reduce traffic collisions.

II. PROCEDURE

A. Selective Traffic Enforcement and Specialized Traffic Investigation

1. The Peoria Police Department has a specialized traffic function that provides selective traffic enforcement and a Fatal Accident Team which is responsible for investigating serious injury traffic collisions and other related traffic crimes. These functions are supervised by the Traffic Services Section (TSS) Sergeant. (11.1.1)
 - a. The function of the traffic enforcement effort is to reduce the traffic collision rate within the City of Peoria by using specially trained officers to enforce specific traffic violations in pre-determined areas as a means of impacting the number of collisions occurring at that locale. The traffic enforcement function is not in place to generate revenue.
 - b. The traffic enforcement function shall establish reasonable goals and objectives that will be enacted to obtain an overall reduction of the traffic collision rate.
 - c. The traffic enforcement function is responsible for the investigation of serious injury traffic collisions, and felony and misdemeanor crimes arising out of the operation of a motor vehicle.
2. Personnel assigned to activities relating to traffic engineering shall be trained in traffic survey methods and techniques, traffic control measures, traffic planning, and data analysis prior to assuming this responsibility.
3. Although the traffic enforcement function has a specific purpose, it is the responsibility of all uniformed officers to enforce traffic laws.
4. Traffic Collision Data: The Records Management Section will provide traffic collision data to the TSS Sergeant so that this information may be analyzed to determine the locations of high collision areas and the factors involved. (61.1.1.a)
 - a. This information will be used in determining the proper enforcement action to be taken as to the location, time, and violation factors. (61.1.1.a)
 - b. The proper use of available equipment to obtain necessary data and to provide the appropriate enforcement action shall be used as directed by the TSS Sergeant.
 - c. Collision reduction enforcement and directed or visible patrol by traffic officers shall be based on traffic collision data. (61.1.1.d) (61.1.6.a)
 - d. The TSS Sergeant will review all departmental complaints concerning traffic engineering and forward these complaints to the City Engineer or the City Traffic Control Committee. (61.3.1.a)
 - e. The TSS Sergeant will record all citizen complaints concerning traffic concerns to include the traffic hotline and will assign vehicular moving complaints to the traffic officers for follow-up. (61.3.1.a) Complaints meeting the criteria established by the TSS Sergeant shall be incorporated into the monthly Traffic Enforcement Request Reports (TER's.)
5. Traffic Analysis: The responsibility for traffic analysis shall be assigned to the TSS Sergeant.

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- a. The TSS Sergeant will use the information provided to determine the most appropriate enforcement action to be used to favorably modify the collision-causing behavior. This may include the visual surveillance of high collision areas, speed enforcement or extensive low tolerance enforcement. (61.1.1.c)
- b. The TSS Sergeant will complete a quarterly analysis of the selective enforcement activities, to include: (61.1.1.e)
 - (1) High traffic collision areas, times of occurrence and the causation.
 - (2) Number of hours spent on selective enforcement in high traffic collision areas.
 - (3) Areas to be worked with low tolerance enforcement.
 - (4) All patrol supervisors will be given a copy of the quarterly report.
 - (5) Traffic Enforcement Activity Reports (82.3.3.d.)
 - (6) Reports regarding roadway hazards. (82.3.3.c.)
- B. Annual Review of Selective Enforcement: An annual review of the department's selective traffic law enforcement activities will be conducted by the TSS Sergeant and will be presented through the chain of command to the Chief of Police. This evaluation, which shall include tabulation of enforcement activity, should determine the effectiveness of the selective enforcement effort as well as identify any procedural changes that may be required. (61.1.1.e)
- C. Selective Enforcement Assignment: The TSS Sergeant shall provide for selective enforcement by specially trained officers in order to reduce the number of alcohol/drug impaired drivers involved in traffic collisions. The following techniques will be used to provide the needed selective enforcement: (61.1.10)
 1. Assignment of personnel at the time when, and to the locations where, analysis has shown a significant number of impaired driver violations and/or traffic collisions. (61.1.1.d)
 2. Selective surveillance or stationary observation of roadways on which there have been an unusual number of incidents involving impaired driver collisions in order to develop a profile of the impaired person who drives. (61.1.6.b)
 3. Selective roadway checkpoints for deterrence purposes.
 4. Selective enforcement of the impaired driver laws through the concentration of existing and associated laws and the expeditious processing of violators.
- D. Traffic Records
 1. Reports: The Records Management Section shall have the responsibility for maintaining the department's traffic records. Since timely and accurate information is tantamount to effective traffic enforcement, the Records Management Section shall forward copies of the following reports to the TSS Sergeant for dissemination:
 - a. Traffic collision data (reports, investigations, locations). (82.3.3.a)
 - b. Traffic enforcement data (citations, arrests, dispositions, and locations) (61.3.1.b) (82.3.3.b)
 - (1) This information shall be forwarded, when appropriate, to other city or state officials for the purpose of creating reports or for dissemination to the public.
 - (2) Additional information concerning requests for specific analysis may be forwarded to the appropriate state, county, or city office.

2. The Records Management Section shall have the responsibility of processing, maintaining, and distributing records pertaining to traffic data.
 - a. These records shall be maintained for a period of time as specified by law or department policy.
 - b. The release of information from these records shall be governed by State and federal law, as well as department policy.

E. Traffic Law Enforcement

1. Use of the Traffic Code: The State Traffic Code, Arizona Revised Statutes (ARS) Title 28, will be used for all civil or criminal violations of traffic laws. The Peoria City Code may be used as basis for a violation if the violation is not represented in the State Traffic Code. Although this Order contains the department's enforcement policy, officers will be permitted to use reasonable discretion in citing violators. (1.2.7)
 - a. For the purpose of traffic enforcement, the identification of resident and non-resident status shall be that which is outlined in ARS Title 28 of the state traffic code.
2. Type of Enforcement Action
 - a. Warning: A warning (verbal or written) may be issued to a violator whenever there is a minor traffic violation, minor equipment violation, or a minor violation in which the driver may not have been aware of the infraction. (1.2.6) (61.1.2.c)
 - b. Citations: A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and/or pedestrian traffic, including hazardous moving violations; operating unsafe and improperly equipped vehicles; or who knowingly violates the state traffic code. (1.2.6) (61.1.2.b)
 - c. Driver Re-Examination: A driver re-examination request will be completed and forwarded to the Motor Vehicle Department when, based on an officer's judgment, a driver cannot exercise reasonable and ordinary care over a motor vehicle. (61.1.12)
 - d. Physical Arrest: Officers will make a physical arrest of violators in the following circumstances: (61.1.2.a)
 - (1) Driving Under the Influence (DUI): After the completion of the investigation, the DUI suspect may, under certain circumstances, be released upon signing a misdemeanor traffic citation or pending the issuance of a complaint.
 - (2) Whenever a felony has been committed involving a vehicle.
 - (3) Unlawful flight.
 - (4) Operators that fail to sign a misdemeanor traffic citation after being requested to do so by the issuing officer.
 - (5) Driving on a Suspended License (Discretionary up to the third offense.)

F. Enforcement Philosophy

1. The primary purpose of traffic enforcement is to prevent traffic collisions and secondarily, to ensure the compliance of non-moving traffic laws not associated with collisions. It shall be the judgment of the officer if the violation warrants the issuance of a citation or a lesser level of corrective action. Non-residents, active duty military and juvenile drivers shall not be given preferential treatment. (Also see Policy #1.01 - Law Enforcement Agency Role) (61.1.3.a, b,& e)
 - a. For the purpose of traffic enforcement, the identification of resident and non-resident status shall be that which is outlined in ARS Title 28 of the state traffic code.
 - b. When a citation is issued to a juvenile for a serious criminal traffic violation, i.e. criminal speed, reckless driving, the officer shall attempt to contact the juvenile's parents or legal guardian and release him to them whenever possible. (44.2.1.b) (61.1.3.b) If a parent or guardian cannot be contacted, the officer shall obtain their names, address, and telephone number and include it on the citation. (Also see Policy #4.04 - Juvenile Operations.)

2. Pedestrians/Bicyclists: When encountering pedestrians or bicyclists that violate traffic laws, officers will take into consideration the age of the violator, the type of violation and danger involved, and the circumstances surrounding the violation. (61.1.5.1)
3. Parking: Officers will enforce state and municipal parking regulations on public property, and when notice is properly posted, on private property. (61.1.13)
4. Vehicle Stops: When stopping a violator for a violation, officers shall use due care in order to provide a safe environment for himself and the violator. (61.1.7)
 - a. Notwithstanding the driver's actions, officers shall stop vehicles in reasonably safe locations and shall notify Communications of their location and the vehicle license number prior to exiting their units.
 - b. To provide a safer environment for officers, vehicle occupants, and bystanders, officers will conduct traffic stops consistent with currently taught safety procedures.
5. Conduct during Stops: For the majority of citizens, the only contact with the Peoria Police Department will be made during a traffic stop. It is important that the officer approaches the violator in a professional manner and applies fair and equitable enforcement action. Traffic enforcement will be performed in an unbiased, courteous, and professional manner. Officers will not stop an individual based only on race, religion, national origin, gender, sexual orientation, or economic status. (1.2.9)(61.1.8)
 - a. The officer shall be certain of the violation and the circumstance(s) surrounding the violation.
 - b. The officer should request the violator's driver's license, vehicle registration, and any other required documents. Prior to issuing a citation, the officer shall explain that a citation is going to be issued and the purpose of the citation. If the area has been identified by police Traffic Services Section as a high collision area, this should also be explained to the violator. If the area is being enforced due to citizen complaints, the officer shall explain this to the violator. (NOTE: At no time shall an officer identify the complaining citizen(s) to the violator. The officer should evaluate the violator for possible physical impairment due to distress, alcohol or drugs, sickness, or other causative factors.)
 - c. Where appropriate, the officer will assist the violator in re-entering the flow of traffic safely.
6. Citation Information: At the time a motorist is charged with a violation, the citing officer shall provide the following: (61.1.8)
 - a. Date and time of scheduled appearance. (61.1.4.a)
 - b. Whether the court appearance by the motorist is mandatory. (61.1.4.b)
 - c. Whether the motorist may enter a plea and/or pay the fine by mail. Provide a court mailer, if applicable. (61.1.4.c)
 - d. Provide any other information, which must be given to the motorist prior to release. (61.1.4.d)
7. Serious and/or Hazardous Violations: Although the ultimate enforcement action taken against a motorist for a violation is based upon an officer's training, experience, and common sense (with a goal of voluntary compliance), it is the policy of this Department that formal enforcement action be taken on serious and/or hazardous violations such as:
 - a. DUI alcohol or drugs. (61.1.5.a)
 - b. Reckless driving.
 - c. Serious violations arising out the operation of a commercial vehicle. These violations will generally fall under ARS § 28-3312. (61.1.5.g)
 - d. Driving with a suspended, revoked, or expired driver's license or vehicle registration. (61.1.5.b)
 - e. Speed violations in excess of 15 miles over the reasonable and prudent speed. (61.1.5.c)

- f. Reportable traffic collisions. (61.1.5.k)
 - g. Other hazardous violations. (61.1.5.d)
8. Minor Violations: Less formal enforcement action may be taken against a motorist on:
- a. Minor speed violations.
 - b. Equipment violations. (61.1.5.f)
 - c. Non-hazardous moving or non-moving violations. (61.1.5.h)
 - d. The less severe of multiple violations. (61.1.5.i)
 - e. Newly enacted laws in which the contact would serve to educate the motorist. (61.1.5.j)
 - f. Operating off road vehicles (61.1.5.e)

G. Vehicle Liability

1. When a suspect has been arrested for a misdemeanor violation, they may leave their vehicle, if legally parked, in order to avoid the tow and storage fees. When a suspect has been arrested for a criminal violation, and the driver is removed from the subject vehicle, the suspect will be given the opportunity to turn their vehicle over to another licensed driver, if they are immediately available, or leave it legally parked. If the driver elects to leave the vehicle parked, the following criteria must be met:
 - a. The owner of the vehicle must be physically present and reasonable proof of ownership must be legally established.
 - b. The owner must agree to sign a "Vehicle Liability Release Form" (#152-017). The first section of this form shall be completed by the arresting officer.
 - c. The arrest must be for a misdemeanor crime.
 - d. If vehicle is to be left on private property the officer will advise the owner that they are parking at their own risk of being towed by the property owner.
2. In cases where the vehicle is not released or the suspect has committed a felony, the suspect vehicle will be removed for safekeeping. Officers towing a vehicle shall complete the Arizona Department of Transportation Motor Vehicle Division Vehicle Inspection/Disposition Form. This form must be fully completed and include the following:
 - a. The signature of the individual towing the vehicle.
 - b. The registered owners' name and address in the remarks section, as can best be determined.
 - c. A list of valuables in the remarks section (serial numbers must be listed). Officers will conduct an inventory of the entire vehicle. This inventory is for the purpose of locating and documenting valuables. Items of value should include the following:
 - (1) Purses and wallets containing identification, currency, credit cards, etc. These items will be impounded with the arrestee's property, provided those items are accepted at the booking facility. In all other cases these items will be appropriately impounded into the Peoria Police Department Property Room.
 - (2) All mobile electronic devices and equipment i.e. cellular telephones portable stereos, tape players, compact disks, cassette tapes, etc. Officers should consider impounding items that appear to be of high value. Note: in the case of numerous compact discs or cassette tapes, officers should indicate the amount of such property as documenting each brand or title would be too time consuming.
 - (3) Coins located throughout a vehicle may be documented as miscellaneous change. However, coins located in a container such as a jar or bank will be impounded for safekeeping.

(4) Clothing, tools, photography equipment, etc. or any miscellaneous property having obvious value will be documented.

(5) All firearms will be impounded for safekeeping.

H. Traffic Law Enforcement Practices

1. Deterrence: All sworn patrol officers have the responsibility during their shift to enforce traffic laws within their assigned beat. It is therefore vital that patrol officers remain visible in neighborhoods and on city streets to act as a deterrent to violators. (61.1.6.a)
2. Observation: Generally speaking, the traffic section will be responsible for establishing stationary locations within the city where they may observe traffic violators and take enforcement action. Patrol officers may be assigned a special detail to assist at specific locations. Covert observation is discouraged, unless it serves a specific purpose. (61.1.6.b)
3. Unmarked Vehicles: Unmarked vehicles may be used to monitor traffic but with the exception of the aggressive driver vehicle, may not actually enforce traffic violations unless there are exigent circumstances to initiate a traffic stop. (61.1.6.c)
4. Roadside Safety Checks: Roadside safety checks can be used for commercial vehicle inspections as a result of citizen complaints received in regards to commercial vehicle violations or as a result of Smart Trailer Counter results showing commercial vehicle violations. These roadside safety checks must be conducted by officers who are Commercial Vehicle Safety Specialists and are certified by the Federal Highway Administration. The three following types of commercial vehicle inspections may be conducted at roadside safety checks. (61.1.6.d)
 - a. Full North American Standards Inspection - Includes inspecting the brake system. This generally requires inspecting underneath the vehicle. Also includes checking the driver's paperwork.
 - b. Walk-Around - Includes inspecting visible brake components. Does not require inspecting under the vehicle. Also includes checking the driver's paperwork.
 - c. Driver Only - Only includes items related to the driver (paperwork, seatbelt, etc.). This inspection generally would not include vehicle violations.

I. Completion of traffic citations and associated reports. (Also see Citations, Repair Orders and Written Warnings Policy #6.03)

1. When officers issue citations for routine misdemeanor and civil violations, they will also complete an Incident Report (IR) in the following cases:
 - a. DUI
 - b. Reckless driving
 - c. Drag racing
 - d. Any misdemeanor which results in the impounding of evidence or property or the physical arrest of the violator.
2. In all other misdemeanor or civil violations, the officer shall make the appropriate notations on the citation concerning the violation.
3. The citations and IRs will be forwarded to the appropriate supervisor for their review.
4. Citations will not be issued for misdemeanors in felony cases.

J. Speed Measuring Devices

1. Officers shall only use speed measuring devices approved by the department and that in which they have received the required training, and in such a manner generally accepted by federal, state, and local standards. Visual observations of estimated speed, without radar or pace confirmation, are not sufficient for issuing a citation.
2. Officers may use speed-measuring devices to ensure that motorists are complying with established speed limits. (61.1.9.b)
3. Approved speed-measuring devices: (61.1.9.a)
 - a. RADAR/LIDAR - as approved by the National Highway Traffic Safety Administration.
 - b. A marked patrol vehicle or aggressive driver vehicle, with a calibrated speedometer
 - c. Speed Awareness Trailer and or Counter - educational purposes only, not for enforcement purposes.
4. Required device training: The required instruction for the operation of a traffic radar/Lidar unit in traffic enforcement will consist of not less than two (2) hours of classroom study, and not less than eight (8) hours of field training, as set forth by the National Highway Traffic Safety Administration, conducted by a qualified radar instructor. (61.1.9.f)
5. Radar/Lidar units will be checked annually by a qualified electronic technician to ensure continued proper operation. (61.1.9.d) Records pertaining to radar unit maintenance will be retained by the officer responsible for coordinating the radar maintenance for a period of three (3) years. (61.1.9.e)
6. Patrol vehicles will be calibrated annually with radar at three different control speeds. (61.1.9.e) The calibration records will be retained by the TSS Sergeant.
7. Officers will test the radar at the start of their shift with an internal test and a tuning fork test. Officers will ensure that they are in possession of an assigned vehicle's true calibration speeds prior to issuing a speeding citation.(61.1.9.b)
8. Control and Assignment: The TSS Sergeant or their designee is responsible for the control and assignment of all speed measuring devices within the Department.
 - a. The TSS Sergeant will make speed-measuring devices available for assignment to other sworn supervisors for their unit's use.
 - b. The supervisor checking out a speed measuring device from the TSS Sergeant will be responsible for the control of the device, and will make the unit available for assignment to their immediate subordinates, as necessary.
 - c. Supervisors will maintain a check out list for their assigned speed measuring devices, which will reflect:
 - (1) Name of officer receiving the device.
 - (2) Date the device was assigned.
 - (3) Description and serial number of device.
 - (4) Date device was returned.
 - d. Once a Sergeant has signed out the speed-measuring device to an officer, the officer is responsible for the proper operation and safekeeping of the unit. (61.1.9.c)
 - e. If a supervisor is transferred to another assignment, the supervisor will return their assigned speed-measuring device to the TSS Sergeant who will ensure that the device is in proper order prior to accepting the radar.
 - f. Supervisors will return all assigned speed measuring devices to the TSS Sergeant when requested.

K. Freeway Traffic Stops

1. **POLICY** - It is the policy of the Peoria Police Department to discourage freeway traffic stops due to the inherent danger, which exists for the officers involved.
2. **PROCEDURE (61.1.7)**
 - a. **Routine Freeway Traffic Stops:** Officers who elect to conduct a routine traffic stop involving a vehicle on the freeway system should target a location for the stop which will cause the minimum amount of impact on other traffic, as well as provide safety for the officer, the violator, and any passengers in the vehicle. Officers shall adhere to the following criteria:
 - b. When an officer stops a violator in the emergency lane, the officer shall not offset their patrol vehicle in such a manner that it extends into the outside lane of traffic.
 - c. Forward facing emergency lights, and headlight wig-wags, should be extinguished after the stop is made in order to eliminate the "curiosity factor" for passing motorists. The rear emergency wig-wags should be left on for vehicles approaching from the rear.
 - d. Officers shall advise Communications of their location, including direction of travel, and on/off ramp location, if applicable.
 - e. Officers should strongly consider making a passenger side approach to the vehicle.
 - f. For safety reasons, all business that is conducted with the violator will be carried out on the passenger side of the vehicle. At no time will this type of business be conducted in the area in-between the patrol vehicle and the vehicle that the officer has stopped.
 - g. At the conclusion of the traffic stop, officers will remind the violator to ensure their vehicle is at the appropriate speed prior to entering the outside line of traffic from the emergency lane.
 - h. At no time shall an officer leave their vehicle unattended on the freeway.
3. **Felony Stops on Freeway:** Felony stops on the freeway should be avoided, however, in cases where there is no immediate alternative, the following areas must be addressed:
 - a. The officer should consider the direction and control of traffic before, during, and after the stop. When possible the affected lane(s) of traffic will be blocked prior to high-risk stops. This provides a safer environment for the officer and is a precaution to minimize the hazards for the motoring public that could occur from a sudden halt in the flow of traffic.
 - b. If traffic lanes are blocked as a safety measure during a felony stop, pursuit or incident, it is the responsibility of the secondary arriving unit(s) not involved in the arrest or incident to ensure the safety of the motoring public. All blockages must be removed as soon as possible.

- L. **Traffic Direction and Control:** When required, employees will perform traffic direction and control functions to ensure the safe and efficient movement of vehicles and pedestrians. Employees who perform this duty or assist with collision investigation will use a reflective vest and/or other high visibility clothing. (11.1.1) (61.3.2.g) Employees that respond to fire scenes to assist with traffic control will coordinate their actions with the senior on-scene fire department official, or the designee. (61.3.2.c)

M. Traffic Direction and Control During Special Events

1. The designated TSS Sergeant shall establish a contingency plan for traffic direction and control during special events such as parades, sporting events, major highway construction, maintenance activities, and picketing. The plan shall address the following problems and circumstances: (46.1.10.a)
 - a. Ingress and egress of vehicles and pedestrians. (46.1.10.c)

- b. Provisions for parking.
 - c. Spectator control. (46.1.10.b)
 - d. Public transportation.
 - e. Provisions for relief of officers assigned point control duties.
 - f. Provisions for news media. (46.1.10.f)
 - g. Alternate routes for through traffic. (46.1.10.e)
 - h. Temporary traffic controls and parking prohibitions.
 - i. Emergency vehicle access.
 - j. Coordination and utilization of special operations personnel. (46.1.10.d)
2. Any problems/incidents, which occur, shall be noted in the Exceptional Incident Log and/or documented in an IR. (46.1.10.g)

N. Police Escorts

1. Employees will only provide an emergency escort service after receiving authorization from a supervisor. Regular and routine escort service shall only be approved by the Chief of Police or designee. Officers may be provided as an escort for the following situations: (61.3.3.a)
 - a. Public officials.
 - b. Dignitaries.
 - c. Emergency vehicles.
 - d. Funerals.
 - e. Oversize vehicles.
 - f. Hazardous or unusual cargo.
 - g. Designated special events.
2. Officers will not provide an escort for civilian vehicles during medical emergencies except in the most dire of situations. (61.3.3.b)

O. Checkpoints (61.3.4)

1. Checkpoints may be utilized in a fixed or circle system depending on need. A supervisor will be in charge of the checkpoint operations. Checkpoints may be established to:
 - a. Search for a dangerous felon.
 - b. Restrict entry into an area impacted by an emergency.
 - c. Detect the impaired driver of a motor vehicle.
 - d. For traffic operations/enforcement.
2. A supervisor with the rank of sergeant or above may direct a checkpoint be established for reasons cited in a or b in paragraph 1.

3. A staff supervisor with the rank of Commander or above may direct a checkpoint be established for the reason cited in c or d in paragraph 1. An in-depth study using specific data concerning traffic collisions involving impaired drivers will be conducted prior to submission of a proposal to initiate a sobriety checkpoint. If the number of alcohol involved traffic collisions is greater than fifteen percent (15%), a sobriety checkpoint may be warranted. All sobriety checkpoints will be conducted according to Arizona State and United States Supreme Court's guidelines. Once the checkpoint has been established, photographs and a diagram of the approaches and the actual checkpoint site will be completed.
 4. Proper equipment will be used to provide adequate warning to approaching motorists and to provide safety for the officers manning the checkpoint. This equipment may include:
 - a. Warning signs.
 - b. Lighted barricades.
 - c. Flares.
 - d. Area lighting equipment.
 - e. Emergency vehicles.
 - f. Reflective vests or high visibility clothing.
- P. Motorist Assistance: When a patrol officer observes a motorist that appears to be in need of help, the officer shall contact the motorist to determine if assistance is needed. (61.4.1.a)
1. Mechanical Assistance: If mechanical assistance is needed, the officer will offer to summon a tow truck, either the department's contract provider or one requested by the motorist. (61.4.1.b)
 2. Hazardous Location: If the motorist is stranded in a hazardous location, the officer will provide protection for highway users and assist in obtaining the needed services for the motorist. Officers will ensure that assistance arrives in a timely manner and that the motorist(s) are directed or actually transported to a place of safety. (61.4.1.c)
 3. Medical Assistance: Department employees shall ensure that requests for medical assistance, fire suppression assistance, or assistance in the transportation of civilians, are made in a timely manner and are made to the proper agency or organization having jurisdiction. (61.4.1.d)
- Q. Roadway Hazards (61.4.2) (82.3.3.c): Employees on patrol shall identify any hazards upon or adjacent to a roadway, and shall report such hazards to the appropriate authority. If the problem is an immediate hazard, employees shall take steps to mitigate the situation until the problem is addressed by the appropriate authority. Hazards may include but are not limited to:
1. Debris in the roadway.
 2. Defects in the roadway.
 3. Lack of safety features.
 4. Lack of or visually obstructed down/damaged traffic control devices or information signs.
 5. Lack of or defective roadway lighting.
 6. Abandoned vehicles.
 7. Hazardous Materials
 - a. Fire Department personnel will be immediately summoned to all suspected hazardous material substances located on or near a roadway.

- b. Employees on the scene of possible hazardous materials will maintain a safe distance from the area while, at the same time, ensuring that access is restricted to only those trained in its safe removal.
- c. If necessary, employees may request additional units to assist in maintaining scene security or to assist in a directed evacuation effort.

R. Education Materials (61.4.4)

- 1. At various times of the year or when requested, the TSS Section will work with the district schools in educating the students in the area of traffic, whether pedestrian or vehicular. "Mock Crash" demonstrations, along with the investigation, may be conducted to educate individuals on the perils of drinking and driving. Traffic officers may be asked to assist teaching the Driver Education courses offered in the high schools. Videos may be created as a way of dealing with the entire student body at one time.
- 2. Traffic safety educational materials shall be maintained in the front lobby of the Peoria Police Department. These materials shall be maintained by the TSS Supervisor. (61.4.4)

S. Parking Enforcement (61.1.13)

- 1. Department personnel will take action on unsafe parking violations observed and on all citizen complaints concerning parking violations. Enforcement action will be in compliance with ARS § 28-871 through § 28-885 and the Peoria City Ordinances.
- 2. Peoria Police Department volunteers and Police Services Officers can be utilized for parking violation enforcement after the completion of a department training course.

T. Follow-up Investigations (61.2.4): The TSS Sergeant will assign cases for follow-up investigations based on criteria or similar criteria as listed in Peoria Police Department Policy #4.17, Case Management.

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