

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Urbana Police Department. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.2.1 SELECTIVE TRAFFIC ENFORCMENT PROGRAM (STEP)

In an effort to reduce property damage and personal injury from vehicle crashes, the Department has initiated the Selective Traffic Enforcement Program (STEP). Officers assigned to STEP details will be directed to work high accident locations and other problem areas at days and times when traffic crashes are highest. The STEP program will be funded separately as the fines which are collected from the tickets written by officers assigned to STEP, pay for the program costs. Officers will be assigned to the STEP detail on a special detail sign-up basis. Specific locations and times shall be selected from accident data by the specially assigned STEP Coordinator.

The sign-up and mandatory assignments for the STEP program will be made in accordance with the current labor contract with the FOP. The STEP Coordinator is appointed by the Chief of Police to arrange the schedule and keep the statistics on the program. The STEP Coordinator shall

Urbana Police Department

Policy Manual

Traffic Function and Responsibility

monitor the schedule, reporting any AWOL, tardy or absent officers to their respective supervisors for disciplinary action if required.

Officers assigned to STEP patrol shall stop vehicles violating traffic laws, both City and State. Violations shall be ticketed. This includes seat belt, child restraint and insurance violations. Each officer completing a STEP detail, shall complete a STEP report which is forwarded to Services with the tickets issued. This report will be given to the STEP Coordinator for his/her data. The STEP Coordinator shall complete bi-annual reports on activity and forward it to the Chief of Police. The officer working a STEP detail shall be under the direct supervision of the on-duty Shift Supervisor. Officers assigned to STEP details should not be used for other calls for service unless absolutely necessary.

Officers working STEP who make criminal arrests should handle them as though they were working a regular shift.

500.2.2 SCHOOL CROSSING GUARDS

The Department has several School Crossing Guards. These are civilian part-time employees who work only during the school year. They are assigned particularly dangerous intersections near schools where children cross the street. Those intersections are subject to change but are near major street crossings and schools. The school crossing function is supervised and directed by the Police Services Assistant.

Their primary responsibility is the safe movement of children to and from school. They are authorized to stop and direct traffic when necessary to achieve that end. School Crossing Guards shall have hand-held stop signs and high visibility vests when they work the intersections.

500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.

Traffic Function and Responsibility

- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Reckless homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.
- (d) Refusal to sign notice to appear.
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

500.4 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.4.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

500.4.2 CARE AND STORAGE OF HIGH-VISIBILITY VEST

High-visibility vests shall be maintained individually by each officer of the department. Before going into service each employee shall ensure a serviceable high-visibility vest available to them when needed.

Urbana Police Department

Policy Manual

Traffic Function and Responsibility

500.5 STOP RECEIPTS

Whenever an officer stops a motorist under 725 ILCS 5/107-14 and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number.

500.6 SEIZURE OF ITEMS

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).