


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 2.4.1
Accreditation Index: 2.4.1		Rescinds: Directive 2.4.0 of November 2019
Chapter: Two- Law Enforcement Function		Section: Four – Traffic Enforcement
Chief of Police: <i>John F. Viola</i>		

SUBJECT: TRAFFIC ENFORCEMENT

I. PURPOSE

The traffic enforcement objective of the Department is to reduce traffic crashes and injuries, and to facilitate the safe, expeditious flow of vehicular and pedestrian traffic through public compliance with traffic laws.

II. POLICY

The Department will take enforcement action upon the detection of illegal or potentially hazardous acts by persons operating vehicles, bicycles or other conveyances, or pedestrians. Enforcement actions may consist of a warning, citation, physical arrest (in the case of criminal violations) or the issuance of a parking ticket for parking violations.

III. PROCEDURES

A. Officer Responsibilities:

1. It is each officer’s responsibility to recognize a violation when it is committed and to take enforcement action when violations are observed.
2. Officers shall utilize visible patrol, stationary observation, and other techniques including approved unmarked vehicles to promote compliance with traffic laws.
3. Violators shall be stopped in a safe manner as directed in training. Officers will, before approaching a violator, notify the Communications Center of their location, description of vehicle, number of occupants and vehicle registration information.
4. Enforcement shall be equitable and shall not be based on race,

religion, or ethnic background. The violation(s) committed shall be the justification for the traffic enforcement action.

5. To provide a method to collect information necessary to protect officers and the Department from allegations of racial profiling, the race or ethnic background of the driver of a vehicle stopped for traffic violations will be recorded by the officer in the following manner:
 - a) **Traffic Citations** – place the race or ethnic information in the remarks section of the citation.
 - b) **Written Warnings** – place the information after the date of birth information.
 - c) **Verbal Warnings** – place the information in the appropriate box on the incident report.
6. For effectiveness, traffic enforcement will be continuous and consistent.
7. Officers will approach violators in a professional and courteous manner.
8. When requesting driver's license or other documentation relevant to the stop, officers shall not accept a violator's wallet, but shall ask the violator to remove the documentation.
9. Officers will observe proper safety techniques while conversing with a violator and any occupants of the vehicle.
10. Officers will advise the violator of the violation resulting in the traffic stop and the type of enforcement action being taken by the officer.
11. Officers will prepare an incident report indicating the reason for the stop, the make, model, year, registration information, driver information, and any other information which may be pertinent to the investigation. The enforcement action taken by the officer shall also be indicated on this report to include the citation number(s), if applicable.

B. Supervisor Responsibilities:

1. Will ensure that officers conduct traffic enforcement routinely and in a professional, courteous manner.
2. Will ensure that officers perform these stops with a high regard for the safety of the officer and the violator.
3. Will ensure that all necessary reports, citations, and written warnings are completed properly and submitted for supervisory review prior to the end of the tour of duty.
4. Will ensure that all reports, citations and written warnings are

submitted to the Staff Services Division at the completion of their tour of duty.

C. Communications Center Responsibilities:

1. Will, upon notification by the officer of a traffic stop, dispatch a back-up officer to the initiating officer's location, unless the initiating officer indicates not to dispatch this back-up unit.
2. Will ensure that an incident report number is generated for this traffic stop.

D. Traffic Enforcement Action Procedures:

1. Warning:
 - a) Proper enforcement does not always involve a citation. The decision to issue a verbal or written warning versus a traffic citation shall rest with the officer after consideration of the circumstances surrounding the violation.
 - b) When investigating a traffic crash, warnings will not be issued for any violation that in any way contributed to the cause of the crash.
 - c) When issuing a written warning form to the violator the officer will carefully review the warning for accuracy before issuing the violator copy.
 - d) The officer will submit the completed incident report and written warning form to the supervisor for review and approval prior to the end of the tour of duty.
(PLEAC 2.4.1 e)
2. Traffic Citations:
 - a) Officers will be accountable for all traffic citations issued to them.
 - b) Traffic citations will be issued to the officers by the Staff Services Division. Officers will be required to sign a log sheet listing all citation numbers issued to the officer. Traffic citations will be issued in numerical order.
 - c) A traffic citation may be issued to a violator who has committed a violation of any summary Pennsylvania Vehicle Code, Title 75 statute or township traffic ordinance.
(PLEAC 2.4.1 b,c)
 - d) A traffic citation will not be issued when a violator has or will be charged with felony or misdemeanor charge(s) arising from the same incident. Example: Violator arrested for D.U.I. and committed a traffic signal violation also. All charges will appear on the criminal complaint.
 - e) When issuing a traffic citation to the violator, the officer

will carefully review the citation for accuracy before issuing the violator copy.

- f) The officer will submit the completed incident report and traffic citation(s) to the supervisor for review and approval prior to the end of the tour of duty. Traffic citations issued while an officer is working a paid detail shall be submitted to the duty supervisor for review upon the completion of the paid detail.
3. File Citations may be issued by the officer under the following circumstances and subject to the following requirements:
- a) When the officer receives information from a third party concerning the illegal driving actions of a driver and the violation was not viewed by the officer. The third party must be willing to testify in court concerning his/her observations and statements to the officer.
 - b) When additional information is received by the officer, after the initial traffic stop is completed, indicating the driver had committed an additional summary violation(s) at the time of the initial traffic stop.
 - c) At the completion of a crash investigation and a summary violation(s) have been discovered through the investigation.
 - d) When an officer is dispatched to a priority or emergency call for service while still on the traffic stop and the officer must respond to the call for service.
 - e) When a violator who has been issued a written warning form for vehicle equipment violations, registration, drivers license or insurance information and fails to comply with the warning notice.
 - f) Title 42 Pa.C.S.A, Section 5553 Summary offenses involving vehicles, requires that all summary offense prosecutions under Title 75 be filed within 30 days of the discovery of the commission of the offense or the discovery of the identity of the offender, whichever is later.

(PLEAC 2.4.1 b)

4. Parking Tickets:
- a) Officers will be accountable for all parking tickets issued to them.
 - b) Parking tickets will be issued to officers by the Staff Services Division. Officers will be required to sign a log sheet listing all parking ticket numbers issued to the officer. Parking tickets will be issued in numerical order.
 - c) Parking tickets may be issued to any vehicle observed to be parked in violation of any state parking statute or township ordinance. Parking tickets may be issued by the officer on

any state highway, township owned roadway, municipal parking lot, or any location which has been properly signed as a fire marshal prohibited parking area.

- d) Officers may issue a parking ticket on private property providing the property owner has met the following requirements:
 - (1) The property owner must erect signs visibly stating that the parking area is for their customers, residents, staff, patients, etc. and;
 - (2) Indicate on these signs that violators will be ticketed under Section 3353 (b) of the Pennsylvania Vehicle Code, Title 75.
 - (3) Officers will notify the property owner or operator that a parking ticket has been issued on information received from them and, if necessary, they will be required to testify in court regarding the violation.
 - (4) Officers will issue parking tickets on private property only when requested to do so by the property owner or operator.
- e) When issuing a parking ticket, the officer will carefully complete the ticket, ensuring that the appropriate violation is indicated on the ticket.
- f) The officer will submit the completed ticket stub(s) to the supervisor for review and approval prior to the end of the tour of duty. Officers working a paid detail shall submit any parking ticket stub(s) to the duty supervisor for review at the completion of the paid detail.

(PLEAC 2.4.1 d)

- 5. Physical Arrests – Title 75, Pennsylvania Vehicle Code has statutes which rise to a misdemeanor or felony level. Officers shall be guided by the following procedures for these types of arrests:
 - a) Vehicle Code misdemeanor and felony offenses are criminal offenses and are subject to the same standards as arrests made for other misdemeanor and felony violations. Officers shall follow the procedures outlined in the directive on arrests. (Directive 1.2.4)
 - b) Officers will also adhere to the procedures outlined in the directive Prisoner Transport (Directive 2.5.1).
 - c) Officers will ensure that all elements of the crime charged are present.
 - d) Supervisors will ensure that officers have probable cause for the arrest and that all elements of the crime are present. Supervisors will ensure that all reports necessary for the documentation of this arrest are completed. Close attention

shall be paid to the criminal complaint and incident report to ensure these documents reflect accurately the facts of the incident and show probable cause for the arrest.
(PLEAC 2.4.1 a)

BY ORDER OF THE CHIEF OF POLICE