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		Distribution: All
Title: TRAFFIC LAW ENFORCEMENT		Section: Traffic
Issued: 5/8/2012	Effective: 5/16/2012	Revised: 06/13/2020
Rescinds: All Previous	Amends:	
CALEA References: LE 61.1.6, 61.1.7, 61.1.11, 61.1.12		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish guidelines for the department's traffic law enforcement efforts.

II. Policy

It is the policy of the Andover Police Department to actively seek out and enforce traffic law violations in order to reduce the frequency of vehicle collisions and accidents involving pedestrians. Each sworn member will actively patrol their assigned beat and areas that have been identified as problem areas with the intent of deterring traffic law violations and will use enforcement tactics that foster trust in the department's traffic enforcement practices (LE 61.1.12).

III. Definitions

- A. Area Traffic Patrol:** Patrol within existing patrol beats or special geographic boundaries.
- B. Line Traffic Patrol:** Patrol within linear boundaries, as between specific mileposts on a highway.
- C. Directed Traffic Patrol:** Patrol assignments or requests for increased traffic patrol coverage coming from supervision or Communications during the shift. This does not include pre-determined selective enforcement activities.


IV. Regulations

- A.** Officers will remain professional and courteous while on a traffic stop (A).

V. Procedures

A. Traffic Enforcement Practices


1. The goal of traffic law enforcement is to reduce the frequency of vehicle collisions and accidents involving pedestrians, however, tactics that undermine the community's trust in the department's enforcement practices should be avoided.

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2. Officers will diligently enforce traffic and parking regulations during the course of their tour of duty by monitoring traffic conditions in their assigned patrol beat.
3. Officers conducting traffic enforcement, whether area, line or directed, will conduct enforcement in the below listed areas. Officers should not consider an area for enforcement based solely on the ease of finding violators and writing NTAs (LE 61.1.6a).
 - a. Areas with high rates of collisions;
 - b. Areas with heavy or congested traffic;
 - c. Areas with heavy pedestrian activities;
 - d. Areas of citizen complaints.
4. Traffic enforcement is normally conducted with marked police vehicles. While conducting routine traffic monitoring duties, officers will park as close to roadways as is practical in order to provide the greatest visibility to the motoring public (LE 61.1.6b & c).
5. Unmarked police vehicles must follow guidelines in General Order O2113 Patrol/Special Use Vehicles when enforcing traffic laws and may only be used with prior authorization from the Patrol Commander (LE 61.1.6c).
6. When responding to complaints of violations in specific locations, officers may park in a more concealed manner to monitor traffic until the violator(s) can be identified (LE 61.1.6b).
7. All check lanes will be conducted in accordance with General Order O2202 Alcohol Enforcement Countermeasures (LE 61.1.6d).

B. Routine Traffic Stops

1. Due to the diverse and fluid nature of officer-violator dynamics, officers should exercise caution and their best judgment when stopping and approaching a vehicle.
2. Officers will routinely stop vehicles for traffic infractions and violations. In formulating the decision to stop a vehicle, the officer must weigh the gravity of the observed infraction versus the potential risks associated with stopping the violator.
3. Once the officer determines that the violator can be safely stopped, the following procedures should be followed whenever possible and practical (LE 61.1.7a):
 - a. The officer will activate their patrol vehicle's emergency equipment.
 - b. Although the ultimate stop location is determined by the violator, the officer should attempt to affect the stop in a location that will minimize the danger for the violator, the officer and other traffic.

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- c. If at all possible, the officer should position their patrol unit at least one car length behind the violator and offset approximately one half car width to the left of the violator to create a safety buffer zone for the officer.
- d. The patrol vehicle's emergency lighting equipment will be activated during the duration of the stop. Officers may wish to turn the front portion of their emergency lighting equipment off during an investigation of an impaired driver but will keep the back portion on.
- e. When making the stop, the officer will notify Communications of the vehicle stop via radio.
- f. The following information, in the order indicated, will be communicated to the Communications before the officer attempts to make personal contact with the violator:
 - i.) Radio number
 - ii.) Location of stop. The location should be stated by address or cross street, not by landmark. (For example: "220 10-45 or I have a car in the 400 block of North Andover Road.")
 - iii.) After Communications has acknowledged the officer's stop, the officer will give the license tag number including state;
 - iv.) A detailed description of the vehicle including make, model, and color; and
 - v.) A Brief description of the driver and number of occupants if possible.

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- g. After the information has been relayed to Communications, the officer shall activate their body camera then approach the violator's vehicle in a cautious manner while maintaining a close watch on the occupants for furtive movements. The officer will also be aware of their surroundings including potentially dangerous traffic conditions and the area.
 - h. If the officer approaches the driver's side of the violator's vehicle and assume a position immediately to the rear of the driver's door, providing a degree of protection should the violator suddenly open the door. The officer should also be aware of their feet and not place them under the vehicle for any reason.
4. When contact is made with the violator, the officer will remain professional throughout the contact. The officer will not berate, belittle or punish violators.
 5. Officer should attempt to standardize their verbal interactions with the violators. Such interaction should include the following elements:
 - a. Greet the violator;
 - b. Identify self and department;
 - c. Explain the reason for the traffic stop and inquire about mitigating factors;
 - d. Request the driver's license and proof of insurance;
 - e. Explanation of enforcement action.



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6. Following the initial contact, the officer should cautiously return to their patrol vehicle after asking the violator to remain in their vehicle. While returning to the patrol vehicle, the officer should remain aware of the behavior of the occupants of the violator vehicle.
7. After returning to their patrol vehicle, the officer should do a records check and a warrant check on the violator and the officer will prepare the appropriate paperwork.
8. The officer should then cautiously return to the violator's vehicle and deliver the NTA, written or verbal warning.
9. The officer will explain their action to the violator and follow General Order O2302 Arrest-Notice to Appear if an NTA is issued.
10. The officer will return to their patrol vehicle and allow the violator to depart first.
11. The officer will deactivate their body camera and in-car mobile recording device, if applicable, record the citation number if applicable, and deactivate their emergency lighting equipment.
12. The officer will notify dispatch of the action given to the violator and that they are in service following the stop.

C. Felony/High Risk Traffic Stops

1. When an officer affects a high risk vehicle stop, special considerations must be given to the stop in order to maximize officer safety, ensure suspect apprehension and protect the public.
2. When an officer affects a felony/high risk vehicle stop, the following procedures should generally be followed (LE 61.1.7b):
 - a. When an officer locates a vehicle driven or occupied by a wanted violent felon or other conditions exist that necessitate the implementation of a high risk stop, Communications should be notified immediately of the following:
 - i.) Identity of the suspect, if known;
 - ii.) Detailed vehicle description;
 - iii.) License plate;
 - iv.) Location and direction of travel;
 - v.) Any other information relevant to the situation.
 - b. Once the originating officer initiates radio traffic indicating a high risk vehicle stop is likely, emergency traffic only should be declared on Andover PD 1 talkgroup. Regular radio traffic should be switched to Andover PD 2 talkgroup or any other channel designated by Communications.
 - c. Communications will assign a back up unit and notify the Watch Commander, who will respond to the location in an expeditious manner.


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- d. The originating officer will initiate the felony/high risk vehicle stop in a location selected according to prevailing traffic conditions, surrounding businesses and residences, and environment.
 - i.) Officers must exercise appropriate discretion when deciding upon the location to affect a felony stop;
 - ii.) The location of a felony/high risk stop will be chosen so as to minimize the danger to the general public;
- e. A felony/high risk vehicle stop will not be conducted in or near a school or school zone during hours of operation.
3. A felony/high risk vehicle stop should be executed with a minimum of two patrol vehicles and two officers.
4. Once the vehicle stop is initiated, the officers involved should position their patrol vehicles so as to provide the greatest degree of protection and visibility.
 - a. Officers should position their patrol vehicles behind the suspect vehicle at a substantial distance and angled to provide cover for the officers;
 - b. During the duration of the stop, emergency lights on the patrol vehicle will be activated;
 - c. Depending on the time of day, officers may opt to utilize spotlights and/or other lighting equipment to illuminate the suspect vehicle and occupants. Officers must be careful that the use of such lighting equipment does not present a visibility hazard to other traffic.
5. The Watch Commander, or another officer, will direct additional officers into locations to serve as traffic control.
6. The originating officer will serve as the primary unit and assume communication duties with the occupants of the suspect vehicle. The primary officer is encouraged to use the patrol vehicle's PA system.
7. The secondary officer will be responsible for securing the occupants of the vehicle and assisting the primary officer.
8. The suspect(s) will be removed from the vehicle one at a time and secured before removing another suspect.
9. A Use of Force Report Form (APD FORM 9) will be used on all situations where use of force was used or displayed.

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D. License Re-examination referrals (LE 61.1.11)

1. When an officer identifies a driver who appears to have suspected incompetency, mental or physical disabilities, disease, or some other condition that might prevent the person from exercising reasonable and ordinary care over a motor vehicle, the officer shall:
 - a. Draw a case number for documentation unless previous case number has been drawn;

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- b. Complete a Driver Referral Form (APD Form 57), scan form into the RMS and forwarded form to Communications Officer to be filed in the case jacket; and
- c. Direct a Driver Referral Form (APD FORM 57) to be sent to the Kansas Department of Revenue Driver Review Section.

E. Parking Enforcement (LE 61.1.12)

1. Officers are responsible for parking enforcement during their course of routine duties.
2. Parking violations in congested areas during peak traffic hours may require towing the illegally parked vehicle in addition to issuing a parking citation. Officers will follow General Order O2409 Vehicle Towing and Impoundment when towing a vehicle.
3. The department uses electronic ticketing as its primary method for issuing citations for parking, traffic and criminal violations and warnings.
4. Parking citations will be handled the same way as normal citations.

F. Transportation Planning Committees

The Chief of Police or his designee will serve as the department's representative for any local or regional transportation system management planning committee within the department's jurisdiction.