

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage since 1894</i></p>	ORDER TYPE: <b>NEED TO REFER</b> <b>411 TRAFFIC ENFORCEMENT</b>	
	EFFECTIVE DATE: <p style="text-align: center;">24 JULY 2020</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

**PURPOSE**

The purpose of the General Order is to establish guidelines and procedures for traffic enforcement by members of the department.

**POLICY**

Although enforcement of traffic laws is not a primary objective of the department, the safety of the University community clearly is. The high number of students, faculty and staff who walk or ride bicycles through the community expect officers to remain vigilant and take enforcement action when warranted. As sworn police officers, members of the department often encounter traffic violations in the course of their duties. The goal of traffic law enforcement is to reduce accidents, fatalities and injuries associated with motor vehicle accidents and to promote voluntary compliance with traffic laws by the public. Accordingly, traffic stops conducted by Yale University Police officers should primarily be focused on moving violations and safety violations which have an identifiable safety risk to our Yale University community.

Pursuant to General Order 311- Racial Profiling, “Persons may only be subjected to stops, seizures or detentions upon reasonable suspicion they have committed, are committing, or are about to commit a crime, violation or infraction. Each time a person is stopped, the officer shall radio to the dispatcher the location and nature of the stop as well as the number of people (if a pedestrian stop) or the plate number and description if a vehicle stop. At no time will an officer engage in racial profiling by using a person’s race or ethnicity as the sole factor in initiating traffic stops or arresting a person for an offense. CTLEA 1.1.12a”

**DOCUMENTATION**

All traffic stops require written documentation, to include, at a minimum, such written or electronic documentation as may be specified by the Chief of Police pursuant to the requirements of Public Act 13-75. Officers are not required to provide documentation for stops which are interrupted when the officer is required to leave the location of the stop to respond to an emergency or due to some other exigent circumstances.

Pursuant to 54-1m CGS, Officers are also required provide persons stopped with a notice of their right to complain about or commend the officer on forms prescribed by the State of Connecticut.

**PROCEDURES**

**Enforcement Actions:**

Officers will use discretion in determining the level of enforcement action to be taken. The enforcement level should be commensurate with the severity of the violation.

Officers shall take appropriate enforcement action for traffic law violations witnessed by or reported to them. All enforcement action will be accomplished in a fair, courteous and impartial manner.

**Enforcement Options:**

- **Verbal/Written Warning:** Officers may issue verbal or written warnings to an offender if the offense is minor or a newly enacted law. Written warnings may also be issued when the officer feels it necessary for the vehicle to be inspected by the Connecticut Department of Motor Vehicles.
- **Infractions:** The issuance of an infraction is not considered to be an arrest or an offense as defined in Sec.

53a- 24 of the Connecticut General Statutes. In most cases, infractions will be issued at the scene. Infractions may be issued for moving violations, some parking violations or equipment violations when the officer believes a warning is not appropriate because of the nature of the offense.

- **Misdemeanor Summonses:** Any traffic violation not an infraction requires the issuance of a misdemeanor summons. When a misdemeanor summons is issued, the officer has the option of releasing the offender with a promise to appear in court. When deciding whether to release an offender, the officer should consider such factors as whether the offender is employed, character and mental condition, length of residency, record of convictions and court appearances, instructions received from a court or controlling statute, seriousness of the offense and other relevant information.
- **Custodial Arrest:** Custodial arrests are not normally made for traffic violations. An officer is permitted to make a custodial arrest when arresting a violator for a misdemeanor offense. Pursuant to Sec. 14-140 of the Connecticut General Statutes, custodial arrests shall be made for violations of:
  - Sec. 14-227a, Operating Under the Influence of Liquor or Drugs or Both;
  - Sec. 53a-119 (a) (d), Using a Motor Vehicle Without the Owner's Permission and
  - Sec. 14-224, Evading Responsibility, involving extensive property damage, serious injury or death.
- Custody may also be appropriate for:
  - traffic offenses committed during the course of or in conjunction with other crimes
  - traffic offenses committed by non-resident operators of states which do not have reciprocal agreements with the State of Connecticut
  - violators who refuse to sign the misdemeanor summons and is therefore unwilling to guarantee their appearance in court
  - violators whom the officer believes will continue the violation after released
  - arrests by warrant
  - felony arrests

#### **Special Circumstances:**

From time to time, violations occur which require officers to deviate from normal procedures. A number of persons stopped for traffic violations may require special handling due to their status, Examples include:

- **Non-residents of Connecticut:**

Enforcement of traffic violations by non-residents will be handled pursuant to Sec. 51-164o, C.G.S. The "Infractions Schedule" lists states participating in the No Bail Compact. Residents of a state participating in the compact will be issued a summons and released without bond for misdemeanor traffic offenses. Residents of non-participating states or foreigners charged with misdemeanor traffic violations (except 14-219 Speeding) shall be taken into custody and released on bond. **CTLEA 2.3.5a**
- **Juveniles:**

Persons under the age of 18 charged with motor vehicle violations will be handled according to the procedures outlined in General Order 417 (Juvenile Matters). Parents or guardians of juveniles taken into custody will be notified as soon as possible. **CTLEA 2.3.5b**
- **Foreign Diplomats-Consular Officials:**

Since the issuance of a traffic citation does not constitute an arrest or detention, officers may issue an appropriate traffic citation or warning to drivers who have proper and valid identification indicating immunity. Diplomats are not required to sign the citation and cannot be arrested for refusal to sign or accept the citation. Failure of the diplomat to appear in court to answer the citation may cause action by the Department of Motor Vehicles in relation to the diplomat's driving privileges within this state. **CTLEA 2.3.5c**
- **Legislators:**

Members of the United States Congress are immune from arrest during their attendance at the session of their respective houses and in going to and returning from same and for any speech or debate in either house. Senators and Representatives of the Connecticut Legislature have limited privilege from arrest pursuant to Article IV, Section 15 of the Constitution of Connecticut when traveling to and from the Capitol. At all other times, they receive the same treatment as all other citizens.
- **Military Personnel:**

Members of the United States Military are treated as all other citizens except that expired driver's licenses

are valid if they expired when on active duty. Whenever an investigation involves military personnel and, in the judgment of a supervisor, a representative of the military should be present, or whose assistance may be required or helpful, military authorities should be contacted.

#### **Traffic Citation Accountability**

The Shift Coordinator shall ensure that an adequate supply of citation forms are available. Accountability of citation books is outlined in this general order. Upon requesting and receiving a new supply of citation forms the Shift Coordinator shall:

- Verify the number by physical count and compare that to the invoice
- Create a record for each book using the first and last numbers.
- After all the citations have been recorded the books will be sealed and stored in a locked cabinet. **CTLEA 2.2.24c**
- Distribution **CTLEA 2.2.24a**
  - Citation books will be issued by the shift supervisor as needed.
  - Officers will request citation book or books from their supervisor. The officer shall fill out the two-part receipt and return it to supervisor.
  - The supervisor shall verify the numbers, sign the receipt and forward receipt to the Shift Coordinator who shall record necessary data into the record for that specific citation book.
- Every six months the Shift Coordinator shall conduct an inventory of all citations not issued. **CTLEA 2.2.24b**
- Any discrepancies found shall be investigated and reported.

#### **Voiding Citations**

All Citations are to be accounted for. They can be voided at the officer's discretion. When voiding a citation:

- The Officer shall submit a memorandum to their supervisor stating reason for void.
- The Supervisor shall forward the voided citation to the Shift Coordinator.

#### **Issuance of Infractions or Misdemeanor Summonses: CTLEA 2.3.6 a,b,c,d**

Officers will explain the rights and requirements of offenders when issuing summons or infractions for traffic violations to include:

- court appearance or answer date
- whether a court appearance is required
- whether the violator may be allowed to enter a plea and/or pay the fine by mail

#### **Court Date for Misdemeanor Summons**

Court dates for misdemeanor motor vehicle summonses will be set for Tuesday through Thursday at 10:00 AM, not less than seven nor more than fourteen days from the date of issuance of the summons. The court date will not be set on any legal holiday or on any other day when the court is not in session. The officer will inform the offender attendance is mandatory.

#### **Answer Date for Infractions**

The answer date for an infraction will be the second Friday after the date of the offense. Instructions for responding to an infraction are explained on the violator's copy. The issuing officer shall ensure all of the required information is included on the infraction.

The issuing officer shall provide the reply envelope to the violator and ensure the violator understands the infraction and the response instructions. The officer shall answer any questions the violator may have courteously.

Infractions and summonses should be neatly and legibly printed and all spaces requiring information should be completed. The violator's signature is required on a misdemeanor summons signifying their agreement to appear in court. Infractions and summonses shall be submitted to the Patrol Supervisor prior to the end of the officer's tour of duty.

**Uniform Traffic Enforcement**

Uniform traffic enforcement policies assist in obtaining voluntary compliance with traffic laws and regulations to enhance the quality of life. The uniform traffic enforcement policy will not supplant the officer's judgment and discretion as each situation differs from another. The officer's training, experience and common sense shall be applied to each situation using this uniform enforcement policy as a guide.

**Driving While Privileges are Suspended or Revoked:**

Any Connecticut resident found to be operating while their license or operating privilege is suspended or revoked will be issued a misdemeanor summons and prevented from further operation of the vehicle. Any out of state resident operating with a suspended license will be issued an infraction for Operating without a License and the No Bail Compact will apply. **CTLEA 2.3.7a**

***Suspended Registration:***

Any Connecticut resident found to be operating a vehicle displaying plates listed as suspended will be issued an infraction for operating an unregistered motor vehicle, the plates will be removed from the vehicle and submitted as evidence. If the vehicle is not being operated, officers may remove the plates from the vehicle and have them returned to DMV.

***Speeding:***

Discretion should be exercised in deciding whether a warning or citation is appropriate. Consideration should be given to such factors as weather conditions, traffic volume, pedestrian traffic, time of day and seriousness of violation. **CTLEA 2.3.7b**. The department does not use portable speed measuring devices to detect violators. **CTLEA 2.3.8**

***Hazardous Violations:***

Hazardous traffic violations are violations of any law or regulation affecting the use of streets or highways enacted primarily to promote the safe movement of vehicles or pedestrians. As a general rule, officers should issue summonses or infractions to violators who commit hazardous violations but this does not preclude an officer from taking lesser action. **CTLEA 2.3.7c**

***Pedestrian, Bicycle and Off-Road Vehicle Violations:***

Officers shall be familiar with the laws governing the movement of pedestrians and bicycles on the roadway and take enforcement action at their discretion. Various laws and ordinances regulate the operation of off-road vehicles. Officers may take action against off-road vehicle violators who are intoxicated or who operate recklessly. **CTLEA 2.3.7d, j**

***Equipment Violations:***

Minor equipment violations and the enforcement thereof has been found to have a disparate impact on minority drivers. As such, motor vehicle stops should be limited to articulable violations that have an identifiable risk to the safety of Yale university students, staff, or visitors.

When a vehicle is found in violation of several equipment requirements or the violator is a repeat or serious offender, an infraction should be issued. Minor or non-repeat violations may be resolved by issuing verbal or written warnings. A written warning may be appropriate when the officer believes the violation requires inspection of the vehicle by the Connecticut Department of Motor Vehicles. **CTLEA 2.3.7e**

If an officer cites an operator for an equipment, non-hazardous, or administrative violation, while all are valid reasons to conduct motor vehicle stops, the officer must document the reason for the stop, including the identifiable safety risk to the Yale University community and the outcome of the stop.

***Public Carrier-Commercial Vehicle Violations:***

Public carrier and commercial motor vehicles may be considered in the same manner as private vehicles. Officers should consider that the type of vehicle and cargo may create a significantly more hazardous situation than

a passenger car under the same circumstances. CTLEA 2.3.7f

***Non-Hazardous Violations or Administrative Violations:***

Non-Hazardous or Administrative violations and the enforcement thereof has been found to have a disparate impact on minority drivers. As such, motor vehicle stops should be limited to articulable violations that have an identifiable risk to the safety of Yale university students, staff, or visitors.

Minor or non-hazardous violations may be resolved by verbal or written warnings. CTLEA 2.3.7g

***Violations Resulting in Traffic Collisions:***

Officers will take appropriate enforcement action when fault is determined in a motor vehicle accident. CTLEA 2.3.7i

***Newly Enacted Laws and Ordinances:***

The Department recognizes the need to educate the motoring public on newly enacted laws and regulations. Verbal or written warnings should generally be issued within the first thirty days of enactment of new traffic laws or ordinances. CTLEA 2.3.7h

***Use of Roadside Safety Checks***

As a rule, the department does not conduct roadside safety checks. CTLEA 2.3.7k

***Driving Under the Influence of Liquor or Drugs:***

Arrest decisions will be determined by the officer's observed operation of the vehicle, involvement in an accident, field sobriety and blood alcohol tests. CTLEA 2.3.9

***Multiple Violations:***

Generally, officers should cite the operator for each violation. Lesser included offenses may be included in one more serious charge. Multiple violations may fall into different categories requiring the appropriate citation to be used. If a misdemeanor charge is cited, a misdemeanor summons will be issued and all other charges will be listed on the summons even if they are infractions.

***Parking Enforcement:***

Officers should issue parking tickets in posted areas or under conditions constituting a violation of City ordinance or State statute. Officers may attempt to locate the owners of vehicles prior to issuing tickets. CTLEA 3.3.36

***Referral of Drivers for Re-examination:***

Routine enforcement, accident reporting and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, through physical or mental disability, disease or other condition, which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a person will complete the appropriate forms to request a re-examination by the Commissioner of Motor Vehicles.

- Comply with the requirements CGS 14-217-1.
- The request for re-examination will be made on DMV form N-105
- The physical or mental condition must be described
- Form N-105 and a memorandum must be accompanied by copies of all other related reports. CTLEA 3.3.35

***Traffic Stop Procedures*** CTLEA 3.3.34

Whenever possible, officers will use marked police vehicles when enforcing motor vehicle laws and regulations.

Whenever an officer conducts a motor vehicle stop, one officer will respond as a back-up officer. If circumstances warrant more than one back-up officer the officer conducting the stop may request an additional officer or officers at his or her discretion. The on-duty supervisor is responsible to respond to the location of the stop whenever additional officers are requested to ensure there is not an over response.

Motor vehicle stops are a common part of an officer's work, but certain procedures should be followed to enhance safety.

- Choose the stop location carefully, avoiding curves, hill crests and intersections.
- Inform the dispatcher of the vehicle registration number.
- Activate emergency equipment
- Position the cruiser about 15 feet behind the vehicle and offset the left about 3 feet into the traffic lane.
- Turn the front wheels to the right, leave the engine running and the driver's door unlocked.
- Before getting out of the cruiser, observe the occupant(s) of the vehicle for unusual movements.
- At night, headlight beams, spotlight and the takedown lights should be used to conceal the officer's movements from the violator and for visibility into the stopped vehicle.
- If the violator gets out of the vehicle, they should be ordered back inside and the officer should be prepared to take appropriate action should the violator continue to advance.
- Consider weapon readiness on every stop.
- While approaching, watch occupant(s), check for altered plates, check trunk to see that it is closed and locked, and observe the interior for possible weapons or hidden passengers.
- At night, officers should avoid passing between lights of the cruiser and the violator's vehicle.
- Stand beside the vehicle as closely as possible, and to the rear of the driver. Be watchful of any passenger(s).

*Once the officer has stopped the violator and approached the vehicle, they should:*

- Be alert at all times, but not obviously apprehensive
- Present a professional image
- Be prepared for the contact by having the necessary forms
- Decide on the appropriate enforcement action based upon the violator's operation, not attitude. In most cases it is advisable to have the form of enforcement decided prior to the initial contact with the violator.
- Inform the operator of the violation
- Allow the operator to reasonably discuss the violation
- Complete the necessary forms, explaining to the operator what they have to do in response to the action taken
- Assist the operator in safely re-entering the traffic flow

*Procedure for re-contact with the driver:*

- When returning to the stopped vehicle to issue the citation, observe again for changes with the vehicle.
- Allow the stopped vehicle to re-enter traffic first.
- Turn off emergency lights and other auxiliary lights before re-entering traffic.

*Information Provided to Traffic Violators*

At the time a motorist is charged with a violation, the officer will provide the motorist with a copy of the citation, which will include:

- The date, time and location of the scheduled court appearance. **CTLEA 2.3.6A**
- Information relative to the specific charge.
- Information relative to the fine payment procedure. **CTLEA 2.3.6c**
- If the officer knows a court appearance is necessary, he will advise the violator. **CTLEA 2.3.6b**
- If there is any other information that must be provided to the motorist, the officer should make that information clear and understood. **CTLEA 2.3.6d**

### **Computer Checks**

The officer should check through the NCIC/COLLECT computer by name, address, date of birth and operator's license number, if available, for the current status of driving privileges. If the violator has a valid license, then the officer's actions should be dictated by the initial violation or contact. If the driver does not have a valid driver's license, the officer should determine if the violator was ever issued a license through the state or their state of residency. If it can be determine that no license was ever issued, the officer should issue an infraction to

the operator for operating without an operator's license.

**International Driver Permits:**

An **International Driving Permit (IDP)** allows an individual to drive a private motor vehicle in another nation when accompanied by a valid license from their home country. An IDP is essentially an English translation of a foreign language driver's license issued by a foreign country. These permits can only be obtained in the country which issued the actual license.

An International Driver Permit is not considered a valid license. It must accompany the valid foreign license. The reason to have an IDP is to ensure the foreign language license will be comprehensible and acceptable to all officials who may ask to see the license.

**Assistance to Motorists**

- Officers who encounter a motorist in need of assistance shall render such assistance and provide for the safety of the vehicle and its occupants. **CTLEA 2.3.10a**
- Officers who come upon stranded motorists shall make every attempt to render assistance. With the permission of a supervisor, the operator and occupants may be transported to a safe location. When transporting, the officer shall radio the dispatcher with the destination and starting mileage on the patrol vehicle. Upon arrival at the destination, the officer shall radio the dispatcher with the ending mileage reading. **CTLEA 2.3.10c**
- If the vehicle is disabled in a hazardous position, a wrecker will be requested. **CTLEA 2.3.10b**
- Officers will render all practical assistance to users who are involved in emergency situations. In the event of medical emergencies, the officer will notify Police Communications and render medical assistance until emergency medical personnel arrive. In the event of vehicles on fire, the officer will notify Police Communications. **CTLEA 2.3.10d**

**Emergency Medical Escorts of Civilian Vehicles**

Officers shall not provide escorts to civilian vehicles. In most situations the officer should notify Communications of the medical assistance needed and request an ambulance or other appropriate assistance. **CTLEA 1.3.68**

**Correction of Roadway Hazards**

Hazardous roadway conditions include:

- Defects in the roadway (potholes, dangerous shoulders, etc.)
- Lack of, or defects in, highway safety features (obscured center line, etc.), or improper, damaged or visually obstructed traffic control and information sign(s).
- Street Light out
- Natural or man-made obstructions (fallen rocks, trees, litter, debris, water, and electrical wires)
- Ice or heavy snow accumulation on roadway.
- Vehicles parked or abandoned in or near the roadway.

When a hazard is located and the officer believes it requires immediate attention, the dispatcher shall be notified of the condition and identify the assistance needed and any specific equipment, if known. The scene shall be protected from bystanders and vehicles.

When a hazard is located and the officer does not believe the threat needs immediate action, ex. a pothole, the officer shall notify the appropriate agency. If the officer can correct the hazard safely, it should be done.

Copies of any reports will be forwarded to the proper agency. **CTLEA 1.3.69**

**Traffic Direction and Control**

Manual direction of traffic will be performed by the Patrol Unit. Manual direction will be used in situations where traffic control signals or devices are not present or inadequate due to traffic flow or malfunctioning. Emergency

conditions may dictate the manual control of traffic.

- Clear hand signals shall be used and hands and arms will be kept in a position to be clearly visible to motorists and pedestrians. Signals shall be given in such a manner that persons they are signaling to stop recognize the signal before others are allowed to proceed. **CTLEA 3.3.38b**
- Sworn personnel will take into consideration bad weather, darkness, bright sunlight or flashing cruiser lights which might obscure motorists' vision.
- All sworn personnel are issued a reflective, high visibility vest. The vest shall be worn in situations where an officer is required to manually direct vehicular traffic. Exceptions to this policy would be during an emergency when it would not be possible to wear the vest. **CTLEA 3.3.38g**
- Generally, temporary traffic control devices will be used only at special events at the discretion of the shift supervisor. Portable and temporary devices may be used during emergency situation. Ex. Power failures. **CTLEA 3.3.38f**
- Police officers shall control traffic at fire scenes and shall control surrounding areas to see if they are impacted by detours and assist with traffic where needed. **CTLEA 3.3.38c**
- Officers must consider a number of factors when controlling traffic at a collision scene including, but not limited to:
  - Road width, traffic volume, and surrounding environment
  - Hazards such as oils, fuels, hazardous materials, and debris.
    - Motorist's ability to see officers: Multiple officers may be needed and control should be coordinated between them. This situation may occur when routing traffic around large collisions, routing traffic on the wrong side of the road, during fog, at night, and near collisions on curves or hills. Officers should use the appropriate warning equipment.
  - Coordination with other emergency vehicle crews and tow trucks
  - An analysis of the need to create detours.
  - Officers should always attempt to keep the traffic flowing without presenting further dangers. Traffic backup may create other collisions.
  - Officers should never route traffic onto the opposite side of the road unless there is adequate personnel to ensure safety. **CTLEA 3.3.38a**
- During periods of adverse weather such as snow, hail, fog, flooding, or ice storms, or upon locating road hazards such as downed power lines, ruts, holes, ECT, officers should keep their safety and the safety of the public in mind. Sufficient safety equipment will be deployed to ensure the safety of the officer and the public. **CTLEA 3.3.38d**
- In the case of special events and/or malfunctions, officers may change the traffic control lights to flash. Once the event or the malfunction is repaired, the light will be put back to normal operation. Malfunctioning traffic lights will be reported for repair. **CTLEA 3.3.38e**

#### **Escort Services CTLEA 1.3.68**

Generally, the Department does not provide escorts in the following circumstances:

- Funerals, except under unusual circumstances and only with the approval of the Chief of Police or his designee. When so approved, officers will provide traffic control for the funeral procession as directed by the officer in charge with emphasis on major intersections, and stopping bystander vehicles, allowing the procession to continue.
- Escorts for dignitaries, oversized loads and hazardous cargo will be referred to the Assistant Chief of Operations who may assign officers for traffic control and/or security as needed.
- Officers shall notify the shift supervisor if they believe additional officers may be needed to safely escort the procession and deploy where necessary, if staffing permits.

#### **Towing of Motor Vehicles CTLEA 2.3.11**

##### **Accident Scenes**

Under normal circumstances, the operators of the involved vehicles may request any wrecker that can respond within a reasonable time. A reasonable time shall be that time as determined by the officer on scene accounting for such factors as:



- Time of day;
- Road/weather conditions;
- Effect on area traffic;
- Presence of additional hazards; etc.

The wrecker rotation system will be followed when the operator has no other specific request. If no particular rotation wrecker is requested, the next service on the rotation list will be called. Vehicles may be impounded if the vehicle is needed for purposes of the investigation following a vehicle crash. A State Tow Form must be completed for each vehicle towed from the scene, unless it is an owner's request tow.

#### **Recovered Stolen/Wanted Vehicles**

Impoundment of stolen motor vehicles or suspected stolen vehicles is appropriate when the following circumstances exist:

- The owner cannot be contacted.
- The owner is contacted and cannot or will not respond in a reasonable amount of time.
- Immediate removal is necessary for safety reasons or purposes of safekeeping.

If towing is necessary, the officer will complete a State Tow Form, will request that the stolen motor vehicle is taken out of NCIC, and will verify whether the registration plates are recovered.

#### **Impoundment for Evidence or In-Rem**

Officers shall tow vehicles for evidentiary purposes when;

- The vehicle was used as a major instrument in a crime
- The vehicle contains evidence of a crime that cannot be processed at the scene and must be secured to ensure its evidentiary integrity.

Officers should not unnecessarily impound motor vehicles for purposes of gathering evidence when such processing can be reasonably, effectively, and safely conducted at or near the scene. A 'hold' must be placed on any vehicle impounded for evidence for such period of time necessary to complete evidence collection, or until released by court order. Investigating officers shall complete their investigation of the vehicle in a timely manner. Officers shall complete a State Tow Form and state property sheet for vehicles seized by search warrant or through the In-Rem process.

Officers towing vehicles for evidentiary purposes shall notify the Investigative Services Unit and forward a copy of the Offense Report and the Tow Sheet. The Investigative Supervisor in charge of the investigation will determine if the vehicle will be held as evidence and will ensure the necessary evidence sheets will be completed.

#### **Abandoned Motor Vehicles CTLEA 2.3.11a**

Officers that observe motor vehicles parked on the roadway which are unregistered or appear abandoned, may:

- Perform an NCIC registration check to determine ownership and status of the vehicle.
- Legibly complete a Tow Sticker and affix it to the unregistered/abandoned vehicle in a manner which is readily visible.
- Tow the vehicle if it has not been moved within a twenty-four hour period, using the NHPD wrecker rotation tow system.

#### **Motor Vehicle Stops**

Under normal circumstances, vehicles will not be towed after routine motor vehicle stops are completed. Certain offenses, however, prohibit violators from legally driving their cars from the scene. These offenses include, but are not limited to:

- Driving While Intoxicated
- Operating under license/registration suspension or revocation;
- Misuse of plates;
- Unregistered motor vehicle
- Operating without a license;(not failure to carry)
- Canceled registration due to insurance lapse
- Equipment violations constituting reckless driving.
- The operator is taken into custody and no licensed person with permission to operate the vehicle is on scene.
- The vehicle is illegally parked in hazardous location and cannot be moved by an operator on scene.

A State Tow Form and appropriate offense reports must be completed for vehicles towed as a result of a motor vehicle stop.

#### **Emergency Cases**

In emergency and public safety cases such as critical incidents, major storms, fire, or incidents resulting in downed wires, trees, etc., vehicles may be towed if the owner is unavailable and circumstances dictate immediate removal. The wrecker rotation system will be used in towing the vehicle, and the appropriate forms will be completed.

#### **Illegal Parking**

Officers may tow and ticket illegally parked motor vehicles under the following circumstances;

- The vehicle is parked in an area posted " No Parking Tow Zone;"
- The vehicle is blocking a private driveway;
- The vehicle is impeding traffic.
- The vehicle is blocking a fire hydrant.

Officers may attempt to contact the owner of the vehicle when practical. If unsuccessful, the vehicle may be towed utilizing the wrecker rotation system. Vehicles parked in fire lanes will not normally be towed unless creating an immediate hazard.

#### **Motor Vehicle Tow Reporting CTLEA 2.3.11c**

Officers will complete a State Tow Form for vehicles being towed, except in the case of an owner's request. A Case Number will be assigned for each new tow, original case numbers will be used for stolen/recovered motor vehicles. An incident report will be filed for vehicles used in commission of a crime. Accident reports will be submitted if the towed vehicle is involved in a motor vehicle accident. Officers must complete an NCIC check on every vehicle towed.

#### **Motor Vehicle Inventory Documentation**

Each time a Yale University Police officer inventories a motor vehicle they must complete a case report which contains the following information:

- Reason for the motor vehicle stop
- Reason for the tow
- Reason for the inventory
- Full documentation of all items in the vehicle (including photographs of the items)

The shift supervisor is responsible for a review of all motor vehicle inventories conducted by members of their shift. The supervisor must review the circumstances of the motor vehicle stop and inventory to determine there exists any patterns or trends related to the stop and search of motor vehicles by any officer in their command. The shift supervisor must ensure that an inventory is completed every time a vehicle is towed or have a memorandum provided to them by the officer explaining why a vehicle inventory was not completed on a particular occasion.

**Supervisor Responsibilities**

The shift supervisor is responsible for all officers on their shift and under their command. The supervisor is therefore responsible for an officer's use, or misuse of their authority and discretion. Shift supervisors have a duty to intervene if they observe or have knowledge that an officer is violating the civil rights of another. Shift supervisors shall review all traffic stops for members of their shift including the relevant documentation and body-worn and vehicle camera footage, as available. The supervisor shall review this information to determine any identifiable patterns or trends with regard to each officer's stops including, but not limited to identifiable demographic characteristics. Each supervisor shall provide a monthly report to the Shift Commander no later than the 10<sup>th</sup> of the month. Such report shall include, for each officer: the total number of stops, violations, enforcement action, demographic information as well as date and time information. No later than the 15<sup>th</sup> of the month the Shift Commander shall provide a comprehensive report from all Shift Supervisors to the Captain of Community Patrol and Emergency Services.

**Training**

Annually, each officer shall receive training on motor vehicle stops which may include PowerDMS training, classroom training and/or practical application components at the discretion of the Captain of Community Patrol and Emergency Services. Annual training shall include a review of this policy and the procedures regarding documentation of motor vehicle stops, stop procedures, search procedures, relevant case law, racial profiling and bias based policing concerns and disparate impact implications. Such training shall be documented.

PER ORDER OF



RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

**THIS GENERAL ORDER SUPERSEDED THE PREVIOUS VERSION OF THIS ORDER ISSUED ON 01/20/2014 and SOP 650  
MOTOR VEHICLE INVENTORIES**