WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Traffic Enforcement		Policy # 2.4.1
Accreditation 2.4.1		
Effective Date: October 22, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

2.4.1 TRAFFIC ENFORCEMENT

A. POLICY:

It is the policy of the West Norriton Township Police Department that all officers will adhere to the provisions of this general order.

B. PURPOSE:

The purpose of this order is to establish policies and procedures for the West Norriton Township Police Department's effective enforcement of traffic laws. Officers should understand that these procedures are a guide as traffic stops are dynamic in their nature; therefore, other legal and proven tactical procedures may be used.

C. Enforcement Procedures

1. Physical arrest.

   a. Officers may affect a physical arrest on any person in violation of the law requiring physical arrest in the Commonwealth of Pennsylvania according to the Pa. Vehicle Code, the Pa. Crimes Code and any other applicable statutes.

      i. In the event that a violator resides outside the Commonwealth, the violator may be taken into custody and transported to the local magistrate's office.

   b. There may be other incidents in which a violator should be physically arrested.

      i. The decision shall be based upon probable cause to arrest.

2 Traffic citation.

   a. When appropriate, the traffic citation should be issued for violations of traffic law or traffic ordinances for which probable cause exists to initiate prosecution.

3. Written warning/equipment repair card.

a. A written warning is a proper alternative to a traffic citation, which may be used, based on the individual officer's discretion, professional judgment, training, and experience.

i. All written warnings should be issued with the Pennsylvania Department of Transportation's MV-433a card.
ii. Written warnings shall be placed in the patrol office bin designated for their submission by the end of the shift during which they were issued or filed.

b. An equipment repair order is a proper alternative for officers to use for minor equipment violations and for operators who do not have in their possession their driver's license, registration card, and/or insurance card.

i. All equipment repair orders should be issued with the Pennsylvania Department of Transportation's MV-433a card.
ii. Violators issued an equipment repair card should have the proper response to the repair card explained to them in order to avoid a traffic citation.
iii. Equipment repair orders should be placed in the patrol office bin designated for their submission by the end of the shift during which they were issued or filed.

4. Verbal warning.

a. A verbal warning is appropriate when the violator commits an act, which may be due to ignorance of Pennsylvania law, or local ordinances, which may be unique, or a violation of which the driver may not be aware.
b. A verbal warning is also appropriate as an alternative to a traffic citation or written warning based on the officer's discretion, professional judgment, training, and/or experience.

D. Violator Procedures

1. Non-residents of the Department's service area.

a. Persons residing outside of the state should be dealt with based on officers' discretion and professional judgment.

i. Traffic citations can be issued and the violator released.
ii. Based on authority derived from the PA Motor Vehicle Code Sections 6304 and 6305, officers may arrest non-Pennsylvania residents for violation of traffic laws and take them before the appropriate issuing authority for either a hearing or posting of bond.

2. Juveniles.

a. Generally, juveniles 16 or over who have committed a traffic violation will not be placed in custody but, will be issued a traffic citation and released with the following exceptions:

   i. Driving while under the influence of alcohol and/or drugs.
   ii. Homicide by vehicle.
   iii. Involuntary manslaughter.
   iv. Any misdemeanor under the PA Motor Vehicle Code.
   v. Operating with any alcohol in system.

c. Juveniles taken into custody for violations of PA Motor Vehicle Code Section 3738, driving under the influence of alcohol or a controlled substance, are handled the same as adults with regards to chemical testing and implied consent as outlined in Section 1547 or the PA Motor Vehicle Code.
d. Officers are required to make notification to parents of any juvenile charged with violating Section 1543 of the PA Motor Vehicle Code relating to driving while operating privilege is suspended or revoked.

3. Military personnel.

   a. It may become necessary to issue a traffic citation, affect a physical arrest, or investigate a motor vehicle accident involving a member of the armed forces.
   b. Armed forces personnel should include regular members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and reservists who are on active duty.

      i. When a traffic arrest is made for a misdemeanor or felony, the investigating officer shall contact the liaison officer of the nearest armed forces investigative headquarters division. This does not apply to the issuance of a traffic citation when an actual physical arrest is not made.
      ii. The same shall apply when armed forces personnel are involved in a traffic accident, and are either killed or injured to the extent that they require hospitalization. In the latter case, it will also apply to civilian employees of the armed forces while acting within the scope of their employment.

4. Legislators.

   a. Members of the United States Congress shall in all cases, except treason, felony and breach of the peace, be immune from arrest during their attendance at the session of their respective houses, and in going to and returning from the same, and for any speech or debate in either house.

5. Foreign diplomats/consular officials.

   a. Diplomatic and consular officers should be accorded their respective privileges, rights and immunities as directed by international law and federal statute. These officials

should be treated with courtesy and respect that benefit their distinguished positions. At the same time, it is a well-established principle of international law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

b. Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families and servants. Diplomatic officers should not be arrested or detained except for the commission of a grave crime (felony offense that would endanger the public safety) and pursuant to a decision by a competent judicial authority. Family members of diplomatic officers, their servants, and employees of a diplomatic mission are entitled to the same immunities under current U.S. law if they are not nationals of or permanently residing in the receiving state.
c. Consular officers are required to be treated with due respect and are entitled to limited immunities. A consular officer is not liable to arrest or detention pending trial, except in the case of a grave crime and pursuant to a decision by a competent judicial authority. His immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.
d. Honorary consuls are not immune from arrest or detention and they are also not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state, except as to official acts performed in the exercise of their consular functions.
e. Families of consular officers do not enjoy the same privileges and immunities with respect to the civil and criminal jurisdiction of the receiving state, as do consular officers.
f. In all dealings with consular officers and their families, officers should use discretion and judgment in their dealings with them. Proper respect should be shown and consideration given to their position when dealing with them as it relates to traffic law violations.
g. In the event that a consular officer or family member is involved in any action taken by a member of this department with relation to traffic law enforcement, the Chief of Police or his designee should be notified by that officer.

E. Informing the Violator

1. Motorists charged with violations should be informed relative to their options as they relate to the violation(s) being charged including the following minimum items:

   a. Address of the Magisterial District Judge handling the violation.
   b. The fact that their rights and obligations with regard to paying the citation, requesting a hearing, and entering pleas are explained on the bottom and back of their copy of the issued citation(s).
   c. In misdemeanor, felony, and some summary traffic cases, the fact that a mandatory hearing will be set up and how they will be notified (it not taken directly to a Magisterial District Judge at the time of the violation).
   d. In some summary cases where one citation is issued on the scene and a second summary charge is going to be filed, i.e., driving under suspension or revocation, the fact that no payment will be accepted on the issued citation

until the second charge is filed when proper information to support the second charge is obtained.

F. Uniform Enforcement Policies

1. Uniform enforcement is a critical element of an effective traffic law enforcement program. Uniform enforcement supports the ultimate aim of traffic law enforcement that is to achieve voluntary compliance with traffic laws and regulations. Officer discretion is important to an effective traffic law enforcement program. The intent of this standard is to provide guidelines for uniform traffic law enforcement actions for routine situations. In unusual circumstances, the officer must decide what enforcement action is proper based on a combination of training, experience, and common sense. Sergeants, or any other supervisor, may direct an officer to take a direct, and or specific path in regards to charges related to effective traffic law enforcement.

2. Traffic enforcement actions shall be taken in a uniform and consistent manner. Enforcement will be compatible with statutes, ordinances, and established rules and regulations for use of streets and highways and ownership and operation of vehicles. However, by the application of tolerance in traffic law enforcement there is no intention to destroy or distort the intent of the law.

G. Enforcement Practices

1. Visible traffic patrol, as a principle, is the most effective deterrent to traffic law violations and is aimed at prevention as opposed to apprehension and should be done with the following considerations:

   a. Officers shall drive patrol vehicles in accordance with existing laws and any applicable departmental General Order.
   b. Officers shall at all times demonstrate exemplary driving behavior except in cases of extreme emergencies.

2. Stationary observation may at times become necessary in order to maximize the effectiveness of selective enforcement.

   a. Officers should park in such a manner that traffic flow is not impeded.
   b. Off-street observation is at times the only method available for effectiveness selective enforcement. In areas where off-street observation is done, consideration should be given to the location selected.

      i. Traffic flow should not be impeded when the observation is being done from private property.
      ii. Permission should be obtained from the property owner prior to undertaking any observation from off-highway private property.

3. Unmarked vehicles/unconventional vehicles may be used for traffic patrol and enforcement when a special need exists.

    a. Unmarked vehicles shall be equipped with emergency lights and siren.
    b. Speed timing devices may be used in unmarked vehicles.

G. Stopping and Approaching

1. Motor vehicle stops.

    a. Reasons for vehicle stops.

        i. Violations of the motor vehicle code.
        ii. Reasonable suspicion that the vehicle or occupants are or have been involved in criminal or suspected criminal activity.

    b. Procedures for motor vehicle stops.

        i. Select a suitable location for the stop.

            1) Avoid curves and hills.
            2) Well-lighted areas are preferred.

        ii. Notify the Montgomery County Emergency Dispatch Services of all pertinent information.

            1) Location of the stop.
            2) Vehicle registration.
            3) Vehicle description-make, model, and color.
            4) Description and number of occupants.
            5) Request backup officer, if necessary.
            6) Status checks for Montgomery County Emergency Services shall not be disregarded without a supervisor's approval

        iii. Activate emergency equipment.

            1) Activate emergency lights.
            2) Beep horn or use siren, if necessary, to alert operator.
            3) Flash spotlight in suspects' rear view mirror or activate takedown lights at night.

        iv. When possible, position the patrol vehicle a safe distance behind (approximately 20 feet) and slightly to the left (approximately 3 feet) of the suspect vehicle for protection from oncoming traffic while approaching the suspect vehicle.
        v. Approach the vehicle with caution observing the occupants.

1) Be aware of traffic when exiting your vehicle.
2) Keep your weapon hand empty.
3) Note if the trunk lid is closed.
4) Be alert for activity within the suspect vehicle.
5) If there are passengers in the rear seat, observe for weapons.
6) Position yourself so the driver must turn around in his seat to face you.
7) Do not turn your back or allow occupants of the vehicle to get behind you.
8) If the situation warrants, an approach on the passenger side of the vehicle may be appropriate.

vi. Backup officers will assume a position to cover the initiating officer's approach to the stopped vehicle (usually to the right rear of suspect's vehicle being able to observe any activity inside) caution should be used when positioning the second patrol vehicle and approaching to assist.

vii. Vehicle stops by non-uniform personnel will not be made unless extreme circumstances exist, i.e., matters of public safety; serious crimes when no marked vehicles are available. Preferably, a non-uniform officer in an unmarked vehicle should follow and monitor subject's movements until a uniformed officer arrives.

c. Writing citation(s).

i. Check all license, registration, insurance and operators information.
ii. Check wants and warrants for the vehicle and operator.
iii. Use interior illumination, enough to write the citation and observe the subject's vehicle.
iv. While writing the citation, look up occasionally at subject and vehicle also check the rear view mirror.
iv. At night, the spotlight may be aimed in the driver side rearview mirror to hamper the subject's sight and further illuminate the vehicle and occupant(s).
v. You may also write the citation from the passenger's side of the police vehicle.
vi. Keep the operator in their vehicle at all times, when applicable.

d. Issuing citation(s).

i. Approach vehicle-using caution.
ii. Explain the citation to the operator.
iii. Explain the procedure for responding to District Court as provided for in Section E of this General Order.
iv. Return to your vehicle watching the suspect vehicle and be aware of oncoming traffic.
iv. For safety reasons, the officer should wait for the operator to merge into traffic prior to securing and assist if necessary.

e. Precautions during night stops.

i. Alertness should be increased due to decreased visibility.
ii. Added caution should be employed when selecting the location of the stop.
iii. Subject's vehicle may be illuminated with your spotlight and/or takedown lights.
iv. Exit with flashlight in weak hand.
iv. Keep in mind your vision when utilizing lights on police vehicle.

1) It may be necessary to not use the spotlight or take down lights if their use will hamper your vision.
2) If flashing headlights on the police vehicle are used to assist in stopping the violator, it may be to the officer's benefit to turn them off when approaching the violator so as to not hamper the officer's vision.

f. Contact with operator/subject.

i. Stand behind the door jam, making the operator turn and talk to you. You should not be in a position to be hit by the door.
ii. Identify yourself by name and department.
iii. Obtain license and registration with your weak hand and never reach into the vehicle.
iv. Operator should be informed of the reason for the stop.
iv. Do not argue with the operator.
v. Always watch the hands of the operator and passengers.
vi. Never turn your back to the suspect vehicle unless it is tactically necessary for a safe return to the police vehicle.
vii. Watch the doorjamb. If it begins to open, maintain a defensive position and order subject to remain in the vehicle.
Ix The officer's objective is to control the situation and exercise common sense.
x. Request backup, if needed.

g. Backup officer's responsibility.

i. Two officer vehicle.

1) The passenger officer is responsible for communications, writing notes, messages and recording specifics about the stop.
2) During approach phase of the traffic stop, the passenger officer will leave the patrol vehicle and assume a position of cover for the approaching officer. He/she will be situated on the opposite side of the vehicle from the approaching officer.

ii. Backup second vehicle.

1) If a second police vehicle responds to assist in the traffic stop, extreme caution must be used when positioning the second vehicle.

(a.) The second vehicle should be placed to provide additional warning to other motorists and protection for the stopping officer and stopped subject(s).

2) A second officer should approach subject's vehicle only to a position where cover can be provided for the stopping officer.

2. Felony vehicle stops.

a. Basic rules.

i. Basic rules can be followed for most felony car stops that can provide for officer safety. These procedures may be employed whenever circumstances dictate the high potential for a dangerous confrontation. The officer must use common sense and allow the situation to dictate how and when these procedures are implemented.

b. Procedures.

i. Advise the Montgomery County Emergency Dispatch Services and request they clear the air.
ii. Montgomery County Emergency Dispatch Services should be provided with location, direction of travel, description of vehicle to include: registration number, make, color, year, model, other identifying characteristics, and number of occupants.
iii. All movements of the vehicle and the occupant(s) must be closely watched.
iv. The initiating and backup officers should maintain a safe distance until just before the stop.
iv. Varying conditions regarding particular traffic areas should be taken into consideration prior to the stop.
v. The suspect vehicle will not be stopped until adequate support is available and in position, unless absolutely necessary.
vi. When location, conditions and support vehicles are available, the officer will signal the subject(s) to stop, utilizing all emergency-warning devices.
vii. When the suspect vehicle begins to stop, the officer will turn off the siren and activate the public address system.
ix. The officer will position the police vehicle so it provides maximum protection and cover. The police vehicle should be positioned a safe distance to the rear of the suspect vehicle and to the extreme left of the suspect vehicle.
x. At night, all lights, including spot lights and take down lights, should be focused on mirrors and the interior of the suspect vehicle.
xi. Officers should deploy their weapons immediately.
xii. Officers should position themselves so as to have access to the public address system and an unobstructed sight picture, while utilizing the vehicle as cover.
xiii. The initiating officer will assume command of the situation and will be the only officer giving directions to other officers and subject(s). Command of

the situation may be assumed by a supervisor or OIC should it be deemed necessary.

xiv. The initiating officer, utilizing the public address system, will instruct the operator to turn off the engine and throw the ignition key out of the window or place it on the roof and have all occupants place their hands in a visible position.

xv. The initiating officer will direct each occupant to remain in this position until instructed to do otherwise.

xvi. The initiating officer will direct each occupant to remove themselves from the vehicle individually, according to specific directions, and into the appropriate search position.

xvii. Each suspect will be cuffed, searched, and moved to a controlled position by a contact officer until it is determined that the vehicle is safe to approach.

c. Backup officer's duties.

i. Backup officers will coordinate their locations and arrivals to coincide with the vehicle stop as much as possible.

1) Back-up units arriving during a nighttime stop shall be aware of their police unit's headlight projection and shall not place their unit(s) in such a manner as to silhouette or spotlight any officer(s) already engaged and deployed at the scene of the stop.

iii. Backup officers will approach from a safe distance avoiding crossfire situations.

iv. The initiating officer will coordinate the handcuffing, searching and removal of the suspects by the backup officers to a safe place.

v. Backup officers will be assigned responsibility for control of all suspects after they have been placed in the search position.

I. Officer-Violator Relations

1. Once the officer has stopped the violator and approached to a point where communications begin, the officer-violator relations are activated. The officer will:

a. Be alert at all times for the unexpected, but not be obviously apprehensive.
b. Present a professional image in dress, grooming, language, bearing
c. Greet the violator in a courteous manner.
d. Ask for the violator's driver's license registration, and proof or insurance and accept only these forms;

i. If the vehicle is a commercial vehicle, the officer may have the need to obtain additional documents, i.e., the bill of lading, lease agreement.

e. Obtain another form of identification if the violator has no driver's license.

   i. Consider phone calls to relatives or friends to verify driver's identity when they have no form of identification to produce.

f. Inform the violator of the exact traffic law they have violated.
g. Allow the violator to briefly discuss the violation. Do not argue, berate, belittle, or otherwise verbally abuse the violator.
h. Decide on appropriate enforcement action based on the violator's driving behavior, not attitude.
i. Complete the necessary forms required for the enforcement action taken or exercise a verbal warning.
j. Explain to the violator exactly what they are supposed to do in response to the action taken as required by Section D of this General Order.
k. Return the documents provided by the violator along with their copy of the citation(s) and/or warning card(s).
l. Assist the motorist in safely re-entering the flow of traffic.

J. Speed-Measuring Devices

1. The West NorritonTownship Police Department will utilize the following approved devices for purposes of speed of speed timing within West Norriton Township. Approval for the use of the listed devices is received from the PA Motor Vehicle Code, Title 75, sections 3368 (c)(1), 3368 (c)(3), 3368 (a) and the Pennsylvania Bulletin.

   a. VASCAR
   b. Acutrak speed chronometer.

2. All speed-timing devices shall be operated according to the manufacturer specifications and the training received in the use of these speed-timing devices. All such devices will be deployed with the safety of the officers in mind at all times especially when measuring vehicle speed with the use of the vehicle speedometer.

4. Officers will properly care for speed-timing equipment being used and will submit an equipment repair slip for purposes of arranging repair or maintenance. Devices stored or returned to the police station at the end of a shift will be properly stored and secured as to prevent damage.

5. Davidheisers Inc. currently schedules the calibration and testing of speed-timing devices.

   a. Calibration and testing will be done every 60 days as outlined in PA Motor Vehicle Code, Title 75, section 3368 (b)(d).
   b. Davidheisers will be the testing station used for all speed-timing devices pending their continued approval by the PA Department of Transportation as listed in the PA Bulletin.

6. All maintenance and original calibration records will be forwarded to the Chief's designee for filing in the respective record binder for each speed-timing device.

7. Prior to operating speed-timing devices, officers of the West Norriton Township Police Department will be trained and/or certified in the speed-timing device they will be operating. A copy of the certificate shall be given to the Chief of Police for placement in the officer's training file.

K. D.U.I. Procedures

1. Officers should be alert for the signs of an impaired driver and should make every effort to detect and apprehend them.

2. Once determining, through field observations, field coordination tests, and/or a preliminary breath testing, that probable cause exists to believe an operator of a motor vehicle is driving under the influence of alcohol or a controlled substance, officers will effect an arrest of the subject.

   a. Whenever possible, back-up officer(s) should be summoned to function as cover during any field coordination, interview, and arrest.
   b. The tactical principals of contact and cover officers should be maintained during any suspect confrontation.

3. Once an officer effects an arrest, the following guidelines should be followed:

   a. Handcuff the subject first, and then search the subject before securing him/her in the rear of the police vehicle.
   b. Conduct an inventory/incident to arrest search of the vehicle.

      i. If the vehicle cannot be safely searched at the scene, it should be towed, impounded, and an inventory search completed in accordance with departmental policy.

   c. Passenger(s) should be turned over to a backup officer. If none are available, other transportation should be arranged, especially if they are also intoxicated.
   d. Chemical testing for alcohol intoxication or controlled substances.

      i. It is the officer's determination which chemical testing is to be done.
      ii. A request should be made to the Montgomery County Emergency Dispatch Services to notify a hospital emergency department of your pending arrival for the purpose of chemical testing.
      iii. Two officers shall escort the subject to the hospital and remain until testing is done or they are able to clear.

   e. Upon arrival at the hospital for chemical testing, the arresting officer shall explain Pennsylvania's Motor Vehicle Code Section 1547, the "Implied Consent" law, and

complete the documentation of notice on the current PA Department of Transportation form DL-26. The arrestee shall then be asked to sign the form.

i. If the subject refuses the chemical test, complete the remaining portion of the current DL-26 form and follow procedures for notification to the Department of Transportation of the refusal.

f. If testing is being conducted at a hospital, and the arrestee consents to testing, complete any required request forms and await the administering of the test.

i. Ascertain the name of the person drawing the specimen and inquire of them if they would be available for trial at a later date (document date and time asked). The arresting officer shall supply an Integra kit to the person drawing the specimen. The officer shall observe the specimen being drawn and shall receive the Integra kit directly back from the person drawing the specimen.

ii. Return to the police department with the subject and complete any further processing, which may include:

1) Intoxication report.
2) Incident report.
3) Criminal complaint and probable cause affidavit.
4) Fingerprint cards and photographs, optional depending upon level of intoxication.

iii. When further reporting and processing are complete, this Department should make arrangements for the subject's transportation home, if the subject lives in the immediate area.

1) Person's arrested for D.U.I. shall only be released from police custody when their safety and well-being can be transferred to another responsible party, i.e., non-intoxicated friend, spouse, relative, another police agency, or taxi cab requested for the purpose of transporting them to their residence.

iv. If testing is being conducted at the West Norriton Township Police Department, the arresting officer will continue to conduct testing of the DUI suspect using the Department's BAC Datamaster.

1) The following reports should be completed prior to the conclusion of the shift and filed through the report submission system:

(a.) DUI/Arrest Report
(b.) Incident report.

2) Following testing, the BAC report will be available and shall be included in the arrest folder.

g. After the results of the blood test are obtained and the results show that the subject is above the legal blood alcohol concentration level of .08% charges shall be filed; unless the subject was charged and taken before a district justice for arraignment at the time of arrest.

i. Charges can be filed even if the blood alcohol test results are less than .08%, but greater than .05%, with other presumptive evidence of being under the influence and/or unsafe driving, in accordance with the provisions of the PA Motor Vehicle Code.

1) Prior to filing in these cases approval shall be obtained from the District Attorney's Office.

ii. Chemical test results of .05% and below are considered "void ab initio" under PA Motor Vehicle Code Section 1547 requirements with the subject being presumed not under the influence of alcohol.

iii. If charges are not filed under sub-section's "a" or "b", an incident report detailing the officer's observations and investigation will be filed by the investigating officer and appropriately supplemented.

g. If the subject arrested for the offense should refuse chemical testing, the officer shall file charges within 5 days absent extenuating circumstances

i. The basis of the D.U.I. offense should not depend solely on the chemical test results. The test(s) should only provide additional evidence to support the charge supplemental to observations of driving behavior, the subject behavior, and their coordination

h. The above procedures are guidelines for officers to follow and may not cover every situation encountered when dealing with a driver believed to be under the influence of alcohol or controlled substances. However, these guidelines should be adhered to as closely as possible with articulation of deviations provided. Supervisors can guide, assist and order officers to take appropriate actions.

L. License Re-examination Referrals

1. An officer who encounters a motorist either in a traffic stop or accident situation and has reason to believe that the operator may have a physical or mental condition which would place a limitation on their ability to safely operate a motor vehicle, shall report this suspected condition for purposes of possible reexamination.

a. Pennsylvania Department of Transportation form DL-118 shall be completed and forwarded to the proper authority as noted on the form.
b. Although self-explanatory, the form must be accurately completed to conclusively establish the grounds for reexamination.

i. Describe physical/mental defects in specific detail.
ii. Establish the grounds in detail in the remarks/summary portion.
iv. Initiating officer must sign the form.

M. Parking Enforcement

1. Parking enforcement activities of the West Norriton Township Police Department are primarily undertaken by the use of parking tickets supplied by the Department and are issued in place of traffic citations for violations of parking regulations. The following procedure governs the issuance of parking tickets and the issuance of traffic citations if the parking tickets are not paid:

a. Police Officers are authorized to issue parking tickets to vehicles parked in violation of parking regulations outlined in the PA Motor Vehicle Code or West Norriton Township Ordinances.
b. Parking tickets will be completely and accurately filled out with a copy being placed on the violating vehicle's windshield and a copy remaining with the issuing officer.
c. Police officers will place their copy of the parking ticket in the bin in the patrol office by the end of their shift.
d. If the parking ticket goes unpaid, the office staff shall return the ticket to the officer for the filing of a traffic citation.

N. FIELD INTERVIEWS

1. Officers should not hesitate to speak with individuals while patrolling the Township. In this manner officers learn the persons residing in the neighborhoods and prevent criminal activity from occurring. There are no laws or regulations which prevent an officer from having a general conversation with individuals on the streets. Officers should be aware, though, that the person to whom he speaks has no obligation to talk to the officer. Officers shall not base these conversations on the basis of the sex, race, color, national origin, or religion of the person.

2. Officers encountering individuals under unusual or suspicious circumstances while performing their duties and want to question or interview the suspect must have some reasonable suspicion to do so.

a. Reasonable suspicion must be based upon objective circumstances which led the officer to suspect possible criminal activity and possible involvement of the individual being questioned. Officers should consider the location, time, criminal activity of that area, actions of the

individual, or similarities of the individual or his/her vehicle to information concerning those involved in criminal activity in the area.

b. Officers may also have knowledge that the individual has a past criminal history for criminal activities similar to those which may be occurring in area.
c. Officers are also encouraged to conduct field interviews if the individual appears to be a hazard or creating a hazardous condition for him or others.
d. Officers shall not solely base the field interview on the basis of the sex, race, color, national origin or religion of the individual.

3. Officers who have reasonable suspicion to conduct a field interview with a subject shall complete an incident report and state the circumstances under which the field interview was conducted. An incident report is only necessary when the subject is suspicious and falls under the guidelines in subsection B of this section.

O. PATROL NOTIFICATIONS

1. Due to the various types of incidents encountered by police officers during their tour of duty, other agencies or departments within the Township may have to be contacted to help clear up the incident. These agencies or departments would include, but not be limited to the following;

   a. West Norriton Township Highway Department/PennDot
   b. Montgomery Co. Coroner's Officer
   c. Electrical Utility Companies
   d. Telephone Companies
   e. Gas Companies

2. Any problems that arise concerning the condition of the highways and roadways throughout the Township should be directed to the proper department. If there is a hazardous condition on a Township roadway and the condition needs immediate attention the officer shall cause the Township Road Supervisor to be notified of the situation. If the hazardous condition exists on a state or county roadway the officer shall cause PennDot or the Montgomery County Highway Department to be notified. If the problem with the roadway is not an emergency then the officer shall fill out an Incident Report and file it with the Department secretary and it will be passed along to the appropriate agency or department.

3. When an officer handles a call that involves and person who is found to be deceased the officer shall immediately cause the Montgomery County Coroner's Officer to be notified. The officer shall also supply a phone number where the Coroner's Office can contact him.

4. If an incident calls for the services of one of the public utilities, such as the phone company, electric company or gas company, the officer shall cause the appropriate company to be notified as soon as possible. All the above listed notifications shall be done by contacting the

Montgomery County Communications Center and they will contact the appropriate agency or person.

5. If an officer has an incident that requires actions that are described in this section the officer shall also immediately notify the Shift Supervisor.