

ORANGE COUNTY SHERIFF'S OFFICE



SPECIAL ORDER

Effective Date: January 20, 2012	<input checked="" type="checkbox"/> Rescinds - S.O. 70.0 (April 16, 2010) <input type="checkbox"/> Amends	Number: 41.0
SUBJECT: TRAFFIC ENFORCEMENT		Print Date:
Distribution: ALL TRAFFIC ENFORCEMENT PERSONNEL	CALEA Standards: 33.6.1, 41.1.3, 61.1.6, 61.1.9 CFA Standards:	

This order consists of the following:

1. Purpose
2. Definitions
3. Procedures

1. Purpose

The purpose of this policy is to recognize the need to enforce traffic laws to enhance the safety of the motoring public and establish guidelines and procedures for Traffic Enforcement personnel.

2. Definitions

- A. Motorcycle Deputy - a deputy trained in the operation of a police motorcycle for law enforcement purposes.
- B. Motorcycle Instructor - a deputy assigned to the motor unit appointed by the Traffic Enforcement Section Commander or designee as a motorcycle instructor and has successfully completed an agency approved police motorcycle instructor's course.
- C. Motorcycle Training Officer (MTO) - a motorcycle deputy responsible for evaluating and training motorcycle trainees in the procedures of enforcement riding. The MTO must have successfully completed an agency approved police motorcycle instructor's course.
- D. Evening Traffic Unit - Deputies and supervisor assigned to Traffic Enforcement Section whose primary duties include the enforcement of traffic laws during the evening and night hours.
- E. Uniform Traffic Citation (UTC) - form used for the issuance of traffic citations to traffic violators.
- F. DUI Testing Center - an agency facility responsible for the collection and documentation of evidence obtained from alcohol and drug impaired persons as prescribed by applicable provisions of Florida State Statutes and Florida Administrative Code.

- G. Traffic Infraction Officers – agency employees who are responsible for reviewing, documenting and issuing red light camera violations under the Orange County Code.
- H. Motor Training Committee – a group comprised of three (3) full-time motor squad personnel selected by the Traffic Enforcement Section Commander who are responsible for the motor training of agency personnel.
- I. Mobile Video Recording (MVR) Equipment – A mobile video recording equipment system that includes, but is not limited to: a mobile digital recorder, recorder controlled video camera, wireless microphone, in-car microphone, video monitor and docking station.

3. **Procedures**

A. Administration

1. The Traffic Enforcement Section Commander shall set objectives for the Section Motor Unit.
2. The Traffic Enforcement Section Commander shall plan, analyze, monitor and coordinate all traffic related activities.
3. Each Traffic Enforcement Section supervisor shall:
 - a. Confirm the squad completes assigned tasks and unit objectives.
 - b. Assist the Traffic Enforcement Section Commander with planning, analyzing, and coordinating Traffic Enforcement activities and assigning tasks and objectives.
 - c. Review reports, arrest affidavits, and traffic citations.
 - d. Confirm citizens' traffic complaints are reviewed, analyzed and logged in on the section's computerized traffic complaint program.
 - e. Confirm traffic complaints are assigned to Traffic Enforcement Section deputies for traffic enforcement and follow up actions.
 - f. As authorized by the Traffic Enforcement Section Commander, coordinate assigned funeral and dignitary escorts, and special events.
4. Traffic Enforcement Section Responsibilities
Specific Motor Unit and Evening Traffic Unit missions and deployment shall be based on task assignment and the location of that assignment or problem as determined by the Traffic Enforcement Section Commander or designee.

Traffic Enforcement personnel perform the following special operations:

- a. County wide mobile and stationary traffic enforcement of moving and non-moving traffic laws. Traffic Enforcement shall utilize radar or LASER in the performance of these operations.
- b. Conduct traffic related enforcement operations based on citizen complaints, and in high traffic accident locations as determined by analysis of traffic accident reports obtained from Orange County Traffic Engineering Department, Florida Highway Patrol and Florida Department of Highway Safety and Motor Vehicles (DHSMV).

- c. Conduct funeral and dignitary escorts.
- d. While on duty, Traffic Enforcement Section deputies shall monitor the appropriate patrol radio Talkgroups and respond to emergency calls for service when in the immediate area.
- e. Traffic Enforcement Section personnel shall work special operations as determined and assigned by the Traffic Enforcement Section Commander or designee. These operations include but are not limited to:
 - 1. Airborne Enforcement Operations.
Airborne enforcement details shall be coordinated with Aviation.
 - 2. Checkpoints
 - a. Sobriety Safety Checkpoints – Deputies shall conduct and participate in Safety Checkpoint Operations for passenger and commercial vehicles as scheduled by the Traffic Enforcement Section Commander or designee.
 - b. Drivers License Checkpoints – Deputies shall conduct and participate in Drivers License Checkpoint Operations for passenger and commercial vehicles as scheduled by the Traffic Enforcement Section Commander or designee.
 - c. Wolf Pack Operations – Concentrated enforcement in specific areas utilizing appropriate agency resources and other law enforcement agencies when approved by the Traffic Enforcement Section Commander.
 - 3. Holiday weekend traffic operations, as directed by the Traffic Enforcement Section Commander.
 - 4. Habitual traffic offender program.
Identify and remove from the roads of Orange County Habitual traffic offenders as identified through the court and criminal justice system.
 - 5. Courtroom Operations - targeting suspended drivers license violators.
 - 6. School bus and school crossing operations.
 - 7. Car seat and child restraint checkpoints.
 - 8. Dignitary Escort and Protection Details
 - 9. Covert Underage Buying (CUB) Operations – Underage drinking and enforcement of the 0.02 law.
 - 10. School Zones.
 - 11. Other special event details as directed by the Traffic Enforcement Section Commander.
- f. When available, as determined by a Traffic Enforcement Section supervisor, deputies shall respond to relieve patrol units at major traffic accidents, road blockage or traffic control device failures.
- g. Traffic Enforcement Section deputies shall handle hurricane evacuation routes and traffic control as specified in the agency hurricane preparedness plan.

B. Motorcycle Training

1. All agency Police Motorcycle Rider (PMR) courses shall be instructed by agency motorcycle instructors.
2. Prior to riding an agency motorcycle in an enforcement capacity, members shall have successfully completed an agency approved 80-hour PMR course.
3. Motorcycle instructors shall be approved by the Traffic Enforcement Section Commander after recommendations from the motor training committee and approval from the Traffic Section Lieutenant/Commander. All agency motorcycle training instructors must meet the following qualifications to teach agency motorcycle training:
 - a. Successfully complete an agency approved police motorcycle instructor's course.
 - b. 80 hour Instructor Techniques course.
 - c. Must teach an initial school while under the supervision of a current agency motorcycle instructor.
4. Qualified deputies appointed by the Traffic Enforcement Section Commander or designee as an agency motorcycle instructor shall be eligible for instructors specialty pay. There shall be a limit of ten (10) paid motorcycle instructors.
5. Traffic Section Cross Training Program
The Motor Unit and the Evening Traffic Unit shall have a cross training program. The cross training program allows the agency to have personnel available who are trained in police motorcycle operation or DUI enforcement and who can be used for special operations and during emergencies.
 - a. Deputies wishing to participate in cross training in the Traffic Section shall apply for a position in accordance with General Order 4.6.2.
 - b. The Traffic Enforcement Section Commander may place a limit on the number of authorized cross trained deputies.
 - c. Cross trained deputies may be full-time or Reserve Deputies.
 - d. Cross trained deputies shall be required to actively participate in the program at least one (1) shift per month and attend regularly scheduled monthly In-Service Motor training.
 - e. Cross trained deputies shall successfully complete the Motor training officer program or the Evening Traffic Unit training program before being allowed to work alone.
 - f. Cross trained deputies shall be issued the appropriate uniforms and safety equipment necessary to perform their job tasks.
 - g. Cross-trained deputies shall be evaluated on a monthly basis. Those not meeting standards shall be removed from the program.

- C. **Motorcycle Training Officers Program (MTO)**
All new Motor Squad/cross training deputies shall be teamed with a Motorcycle Training Officer (MTO) and successfully complete the motor training officer program. All newly assigned motor deputies shall complete the MTO program before riding an agency motorcycle unaccompanied by an MTO.
- D. **Evening Traffic Unit Training Program**
All new Evening Traffic Unit/cross training deputies shall successfully complete the agency approved Evening Traffic Unit field training and evaluation program.
- E. **In-Service Motorcycle Training**
In order to maintain rider proficiency and enhance skill levels, all deputies, whether full-time or cross-trained, shall participate in monthly mandatory in-service training.
1. The Motor Unit Training Committee shall:
 - a. Coordinate training and identify training needs.
 - b. Confirm the maintenance of training records for all deputies in accordance with General Order 18.1.4.
 - c. Maintain files on all motorcycle related incidents/crashes.
 - d. The highest ranking or senior member (unit seniority) of the training committee is responsible to confirm all assigned duties are completed.
 2. Motor deputies shall receive a minimum of one day per month of training unless otherwise approved by the Traffic Enforcement Section Commander or designee.
 3. Absences from training shall be approved by a Traffic Section Enforcement supervisor.
 4. Three (3) consecutive months of unexcused absences in training shall result in deputies being removed from active motor duty.
 5. Cross-trained deputies will attend monthly in-service training. Two (2) consecutive months of unexcused absences from training may result in being removed from the cross training program.
- F. **Motorcycle Qualification**
1. Deputies, whether full-time or cross-trained, shall successfully complete a motorcycle proficiency run or PMR re-qualification course annually.
 - a. The Motor Unit Training Committee shall schedule the PMR training for full-time and cross-trained deputies.
 - b. The proficiency run must be approved by the Traffic Enforcement Section Commander, with input from the Motor Unit Training Committee.
 2. Deputies not successfully completing the PMR re-qualification course shall lose the use of the agency assigned motorcycle until they have successfully passed the remedial training and/or testing. Remedial training and/or testing

should be scheduled as soon as practical. If a deputy does not successfully pass the remedial training and/or testing, the Traffic Enforcement Section Commander must be notified immediately. Reassignment/transfer recommendations will be made by the Traffic Enforcement Section Commander.

G. Traffic Section Uniform

1. Motors Uniform of the Day (work uniform)
 - a. White short or long sleeve shirt
 - b. Green motorcycle breeches with 1/4" gold braid stripe
 - c. Polished Black motorcycle boots
 - d. Issued safety helmet
 - e. Black agency baseball cap
 - f. Silver or gold motor wings
The motor wings are awarded to the deputy after successful completion of the MTO program.
 - g. Silver or gold motorcycle instructor wings
Instructor wings are awarded to the full time active motorcycle instructors.
2. Evening Traffic Unit Uniform of the Day (work uniform)
 - a. White short or long sleeve shirt
 - b. Green uniform pants with black stripe
3. Motor/Evening Traffic Unit Uniform for Special Events
 - a. Parade Uniform - white long sleeve shirt, gold ascot, gold lanyard.
 - b. Law Enforcement Funeral Uniform - white long sleeve shirt, black ascot, black lanyard, and black mourning band across badge.
 - c. Dignitary Escort Uniform - uniform of the day unless directed otherwise by the Traffic Enforcement Section Commander.
4. Specialty Unit Insignia
 - a. The issued motor wings/traffic wings insignia pin shall be worn 1/8 inch above the nameplate.
 - b. The Motor Unit or DUI enforcement patch shall be displayed below the agency patch on the right sleeve of the short sleeve shirt. On the long sleeve shirt, it shall be four inches above the cuff on the right sleeve crease.
5. Gloves (Optional)

If gloves are worn, they shall be black in color, and shall be either full finger or half finger in design.
6. Eye Protection

Protective glasses shall be worn at all times while operating an agency motorcycle.

7. Rain Gear
Only the agency issued rainsuit shall be worn when riding in inclement weather.
 8. Head Gear
While operating the agency motorcycle, deputies shall wear the agency approved safety helmet. During the PMR course, personal helmets that meet DOT standards. Only the agency approved black motor ball cap shall be worn to protect the head from the elements when not operating the agency motorcycle.
 9. Footwear
Boots that protect the ankle and give support shall be worn at all times while operating an agency motorcycle.
 10. Cold Weather Gear
Deputies shall be issued appropriate gear for cold weather riding.
 11. The Traffic Enforcement Section Commander or designee may authorize deviations to the Traffic Enforcement Section uniform in accordance with General Order 9.1.2.
- H. School Zones
General Order 6.3.0 governs school crossings.
- I. Motorcycle Care and Maintenance
Deputies shall maintain assigned motorcycles in a clean, polished, and waxed condition at all times.
1. All mechanical defects shall be reported to a Traffic Enforcement Section supervisor or designee and Fleet Management prior to having the motorcycle repaired.
 2. All motorcycle repairs shall be authorized by Fleet Management prior to the vehicle being serviced/repared at an authorized dealer.
 3. If a motorcycle is determined to be unsafe to operate, deputies shall immediately notify a Traffic Enforcement Section supervisor. If the motorcycle is inoperable due to safety reasons or unable to be driven to the dealer/Fleet Management, it will be towed by the Sector wrecker upon authorization of a Traffic Enforcement Section supervisor.
 4. Deputies shall not attempt to repair any agency motorcycle except minor repairs as directed by a qualified instructor.
 5. All operators of an agency motorcycle shall routinely complete the following tasks:
 - a. Tire pressure to manufacturer's specifications
 - b. Oil at proper level

- c. Battery water at proper level
 - d. Emergency equipment (lights, siren & 4-way flashers)
 - e. Leaks of any type or loose parts
 - f. Damage
6. Deputies shall confirm the security and storage of assigned motorcycles by having a garage or other covered, secured area for their motorcycle at their residence or a location approved by the Traffic Enforcement Section Commander.
- J. Preventative Maintenance
1. Regular service schedules are to be followed as directed by Fleet Management and the Traffic Enforcement Section Commander.
 2. Deputies shall contact the agency authorized motorcycle dealership to schedule service. When service has been scheduled, Fleet Management shall be notified when the motorcycle is dropped off and when the motorcycle is picked up.
 3. Deputies shall complete any paperwork as required by Fleet Management.
- K. Traffic Complaint Files
- The Traffic Enforcement Section Commander or designee shall collect, compile, and disseminate traffic complaint data and traffic enforcement action to management personnel and to all traffic enforcement personnel as needed.
1. Traffic complaint data shall be maintained for at least twelve (12) months for statistical purposes.
 2. Traffic complaints shall be reviewed by a Traffic Enforcement Section supervisor or designee to determine if the complaints warrant further follow-up.
 3. All traffic complaints shall be recorded in the Traffic Enforcement Section complaint database.
 4. Traffic Enforcement Section supervisors or designee shall confirm that traffic complaint data is entered into the computer including nature of the complaint, sector, zone, location, and time of occurrence, along with the name of the deputy assigned the complaint.
 5. Traffic Enforcement Section deputies and supervisors shall confirm the proper information is tracked in the complaint database detailing hours spent, citations issues, etc.
- L. Speed Measuring Devices
1. Care and Maintenance

Deputies shall properly maintain his/her assigned measuring device. All speed measuring devices shall be calibrated at least once every six (6) months.

- a. Deputies shall ensure assigned vehicle speedometers are properly calibrated and certified.
- b. Deputies shall ensure that assigned Radar and LASER units are properly calibrated and certified.
- c. Supervisors shall verify certification of vehicle speedometers radar and LASER units during monthly inspections.
- d. Deputies shall not attempt to repair any agency Radar or LASER. Repairs not covered by warranty must be approved by the Traffic Enforcement Section Commander or designee.

M. Motorcycle Trailers

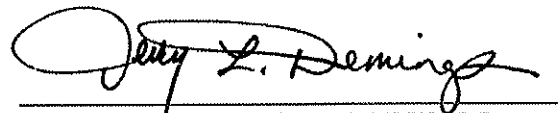
1. Motorcycle trailers are assigned to the Traffic Enforcement Section.
2. The Traffic Enforcement Section Commander or designee shall maintain control of the trailers and confirm that they are kept clean and operational at all times.
3. Use of the trailers shall be authorized by the Traffic Enforcement Section Commander or designee.
4. Agency members who have successfully completed an agency-approved trailer course may be authorized to operate the motorcycle trailers.
5. The motorcycle trailers can be used for:
 - a. Transporting motorcycles to and from locations for service or repair work.
 - b. Transporting motorcycles for out of county functions or special operations.
6. The motorcycle trailers shall carry the following equipment:
 - a. Trailer spare tire
 - b. Tire changing equipment
 - c. Tie down straps and ropes

N. Traffic Records

1. The Traffic Enforcement Section shall maintain data reflecting traffic citations, DUI arrests, and traffic enforcement/complaint areas.
 - a. The Traffic Citation Coordinator shall maintain all traffic citation records and is responsible for the following:
 1. Maintain a six (6) month supply of UTC's.
 2. Issuance of UTC's to each sworn agency member.
 3. Maintenance of UTC issue log and receipts signed by each sworn member.
 4. Maintenance of a cross reference filing system of citations by number and agency employee's name. Cross referencing may

- also be accomplished by reference to the log sheet and/or receipts.
 - 5. Transmittal of UTC's to the Clerk of the Traffic Court.
 - 6. Log and transmit county parking citations to Orange County Finance Department.
 - b. The DUI Testing Center supervisor shall maintain DUI arrest and disposition records and confirm:
 - 1. The proper transmission of DUI Uniform Traffic Citations.
 - 2. The proper transmission of video recordings and breath test results.
 - 3. Confirm all records are stored in accordance with General Order 15.1.3 and with all applicable laws and rules of evidence.
 - c. The Traffic Enforcement Section Commander, or designee, shall maintain traffic enforcement complaint files as follows:
 - 1. Maintain citizen traffic complaints at the Traffic Section office.
 - 2. Update files as new complaints are received and existing complaints are addressed.
 - 3. Maintain traffic complaints that have been satisfied in accordance with Florida Statutes and applicable law.
 - d. All other records generated by the Traffic Enforcement Section shall be handled in accordance with General Order 15.1.3.
 - e. It shall be the responsibility of all Traffic Enforcement Section supervisors to review all reports submitted by their subordinates and confirm all reports are complete, accurate, and submitted in a timely manner.
- O. Mobile Video Recording Equipment in Evening Traffic Unit (ETU) Vehicles
 - 1. Mobile Video Recording (MVR) Equipment Procedures
 - a. Mobile Video Recording is intended to be used in conjunction with DUI investigations. MVR is evidence and is covered by F.S.S. 918.13. MVR evidence shall not be edited, taped over, altered or tampered with in any manner.
 - b. Evening Traffic Unit deputies are assigned vehicles equipped with functioning MVR systems and shall record:
 - 1. All traffic stops in their entirety.
 - 2. All vehicle pursuits.
 - 3. Vehicle operation in emergency mode (red/blue lights).
 - c. When an ETU deputy observes a traffic violation or a driving pattern indicative of an impaired driver the deputy shall activate the MVR system.
 - d. Once the suspect vehicle has been stopped and the deputy has reasonable suspicion to believe the driver is impaired, the ETU deputy shall conduct a DUI investigation in accordance with General Order 6.1.1.
 - 1. If the ETU deputy determines the driver is not impaired and no arrest is made, the recording shall be retained in accordance to public record law and G.O. 15.1.3.

- e. The ETU deputy shall submit the MVR evidence by the end of the shift.
- f. Evidentiary recordings transferred to a video server will be transferred to appropriate external media (CD, DVD) and submitted to Evidence by the ETU Supervisor or designee.
- g. If an ETU deputy encounters a malfunction with the issued MVR equipment, the deputy shall discontinue its use and immediately notify the supervisor. The ETU Supervisor is responsible for notifying IMS, the manufacturer or the Traffic Section Commander to discuss any options for remedy.
- h. During each quarter the ETU Supervisor shall randomly review a minimum of 3 recordings from each subordinate to confirm integrity and accountability. The supervisor shall have the discretion to handle minor issues through training or informal counseling; however, major violations of policy shall be handled in accordance with General Order 5.1.2. The supervisor shall document the review in memo format to the Traffic Section Commander with the following:
 - 1. Date of reviews;
 - 2. Names of deputies reviewed;
 - 3. Reviewing supervisor's name;
 - 4. Case numbers, if applicable;
 - 5. Any issues noted with the action taken, if applicable, for each recording reviewed (ie.; no action needed, remedial training, counseling or referred for investigation)
- i. ETU Supervisors will keep maintenance files for all Sheriff's Office owned MVR equipment.



SHERIFF JERRY L. DEMINGS