The purpose of this order is to establish the policy and procedures for carrying out an effective traffic enforcement program. This order consists of the following parts:

PART I  Responsibilities and Procedures for Members of the Department

A. Objectives and Policies.
B. Summary Arrests.
C. Notices of Infractions (NOI’s).
D. Warning NOI’s.
E. NOI’s issued to Postal Service Employees.
F. Traffic Violations by Other Operators of Government Vehicles.
G. Enforcement of Pedestrian Regulations.
H. Enforcement of Public Regulations.
I. Enforcement of Traffic Regulations Pertaining to the Operators of Bicycles.
J. Enforcement of the Parking Regulations.
K. Enforcement of the 72 Hour Parking Restriction.
L. Department of Administrative Services’ Parking Lots.
M. Enforcing Violations of Excessive Smoke.
N. Information to be Furnished the Motor Vehicle Inspection Stations Concerning Vehicles Conveyed There for Inspection by Members.
O. Enforcement of Moped Regulations.
P. Traffic School Information.
Q. Processing Citizens’ Complaints Relative to Motorists Illegally Passing Stopped School Buses.
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PART II  Responsibilities and Procedures for Special Assignment Personnel

A. Station Clerks.
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PART III  Responsibilities and Procedures for Supervisory and Command Personnel

A. Commanding Officer, Traffic Enforcement Branch, Special Operations Division.
B. District Commanders.
C. Patrol Operations Officer.

PART I

A. Objectives and Policies.

This department's traffic enforcement policies and objectives are as follows:

1. Objectives.
   a. To prevent traffic accidents;
   b. To promote greater traffic safety awareness by the public;
   c. To facilitate the efficient flow of traffic;
   d. To ensure the convenience and safety of all users of public roadways including pedestrians, bicyclists, and motorists;
   e. To target enforcement activities against those committing hazardous violations;
   f. To selectively enforce the Traffic Regulations, (DCMR, Title 18, Vehicles and Traffic) in proportion to the occurrence of traffic accidents or citizen complaints;
   g. To implement the selective enforcement policy with respect to time, place, frequency, and type of violation; and
   h. To assist employees of the Department of Public Works (DPW) in the District of Columbia Parking Enforcement Program.
2. Policies.

a. Traffic enforcement action may be taken by members under the following circumstances:

   (1) By on-duty, uniformed members;

   (2) By on-duty members operating a Department vehicle equipped with emergency lights and sirens;

   (3) By off-duty members driving their marked take-home vehicles; and

   (4) By all other off-duty members only when operating a Department vehicle equipped with emergency lights and sirens **and** the violation is so grave that it poses and immediate threat to the member or others. When taking action in these instances, members shall request the assistance of a marked unit as soon as practicable.

b. In each instance of a traffic stop for a traffic violation, the member shall:

   (1) Issue either a Notice of Infraction (NOI);

   (2) Issue a Warning NOI; or

   (3) Under extreme circumstances an oral warning may be given (e.g., receipt of a radio assignment requiring immediate response, or the motorist was en route to a hospital for emergency treatment of a sick or injured passenger).

c. On-duty members shall not:

   (1) Conceal themselves from the view of the public for traffic enforcement purposes; or

   (2) Park Department vehicles in such a manner that will impede the flow of traffic or create hazardous conditions.

d. This order does not supersede the provisions of either law or Departmental orders pertaining to persons who have either Congressional or diplomatic immunity.
e. Members are expected to be courteous and polite when making stops for either traffic or pedestrian violations. Members shall:

(1) Identify themselves and their element;
(2) Inform the motorist why he/she has been stopped; and
(3) Not enter into discussions with citizens over the legality or justification for the citation or arrest.

B. Summary Arrests.

1. Members shall make summary arrests and prepare NOI's for the following offenses:

a. Reckless driving;
b. Leaving the scene after colliding, with personal injury and property damage;
c. Driving under the influence of intoxicating liquor or drugs;
d. Operating without a valid permit;
e. Operating after suspension or revocation;
f. Operating over 30 mph in excess of the posted speed limit;
g. Failure to surrender permit after suspension or revocation; and
h. Smoke screens.

2. When members stop motor vehicles for a minor traffic violation and the operator of the motor vehicle exhibits a recently expired operator's permit, the member:

a. May issue the operator an NOI for "No Permit" or "No D.C. Permit;" and
b. Shall not summarily arrest the operator of the vehicle if it appears that the operator has through oversight, allowed the permit to expire.
3. Members shall make a summary arrest for "No Permit" or "No D.C. Permit" where no operator's permit has been issued or the permit has been expired for more than 90 days. Before the operator of the vehicle is released, the member shall advise the operator:

   a. That until renewal he/she cannot legally operate a motor vehicle in the District of Columbia; and

   b. That only a validly licensed operator or tow truck operator can remove the vehicle from its present location.

4. When members stop motor vehicles for minor traffic violations and the operator fails to exhibit an operator's permit but states that he/she does have one, the member shall check WALES to verify that a permit has been issued and is still valid.

5. In the event that WALES is not in operation, members shall:

   a. If inquiring from his/her element, contact the Telecommunication Operations Branch, Communications Division, by telephone, and request that the subject's identifying information be run through the Department of Public Works, Transportation Systems Administration Computer Network (information such as partial spelling of the person's first, middle and last name and his/her approximate date of birth will help identify the individual); or

   b. If inquiring via radio communications, contact the Communications Division dispatcher who will in turn, contact the Telecommunication Operations Branch for assistance.

6. When an operator's permit status cannot be verified through the Communications Division dispatcher or the Telecommunication Operations Branch personnel, members shall:

   a. Summarily arrest the operator for "No Permit;"

   b. Transport the operator to the arresting member's element or closest element; and

   c. Have the operator processed.

7. If the operator has been issued a permit which is still valid, the member shall issue the operator an NOI for "Failure to Exhibit a Permit" in addition to NOI's for any other infraction which the operator may have committed. The operator may be permitted to continue to operate the vehicle.
8. When it is determined that the arrestee does in fact, have a valid driver’s permit and he/she has already been arrested for “No Permit,” the member shall:
   a. Immediately initiate the procedures for placing a person on the Detention Journal, set forth in General Order No. 502.5 (Detention Journal); and
   b. Issue the arrestee an NOI for “Failure to Exhibit a Permit.”

9. When a person is stopped for a traffic violation and a WALES check reveals that there is an outstanding Superior Court warrant on file, the member shall place the violator under arrest and arrange for him/her to be transported to the nearest district station where the WALES check can be verified and the appropriate action taken. A “Hit” on an out-of-state warrant should be verified with the entering agency prior to arrest, as outlined in General Order 302.6 (WALES).

10. When a member stops a motorist for a traffic violation and it is determined that there is a suspension or revocation order pending against the motorist, the issuing member shall:
   a. Complete a DOT Form 33-40 (Official Notice of Proposed Suspension);
   b. Request the signature of the person to be served and issue the pink copy to the operator. Should the operator refuse to sign the Official Notice of Proposed Suspension, enter the word “Refused” in the space provided for the operator’s signature. The operator shall not be summarily arrested for refusing to sign the notice; and
   c. Release the operator after the appropriate police action has been taken.

11. Members who make summary arrests or issue NOI’s for the following offenses shall submit a PD Form 31 (Report to DOT for Flagrant Violations), in triplicate, to the Chief of Police, who will then forward it to the Director, Department of Public Works:
   a. Homicide, operation of motor vehicle involved;
   b. Reckless driving-involving bodily injury;
   c. Physically unqualified to drive an automobile;
d. Lending of one's DC Permit;

e. Charged with a felony, motor vehicle involved;

f. Offenses tending to reflect on character of a taxi cab operator (Hacker);

g. Colliding and failing to stop;

h. Speed, 30 MPH or more in excess of posted speed limit;

i. Excessive smoke or defective exhaust;

j. Permitting an unlicensed operator; and

k. Any other flagrant traffic violation which the member feels should be called to the immediate attention of the Director, Department of Public Works.

C. Notices of Infractions (NOI's).

In addition to those offenses requiring summary arrests in Part IB, an NOI shall also be issued for any offense which in the prudent judgement of the issuing member exhibited a flagrant disregard for the law and was likely to cause an accident or endanger the safety of pedestrians, bicyclists, or other motorists.

D. Warning NOI's.

1. Members may issue Warning NOI's for offenses that do not require the summary arrest of the motor vehicle operator.

2. Members shall not issue a Warning NOI to a motorist who has:
   a. Committed a Right Turn on Red Offense;
   b. Committed an offense which caused an accident;
   c. Failed to Yield the Right of Way to a Pedestrian; or
   d. Committed any parking violation.

3. The decision as to whether to issue the motorist a Warning NOI or a NOI shall be based upon the sound judgement of the member making the traffic stop.
E. NOI's issued to U.S. Postal Service Employees.

In dealing with operators of vehicles of the Postal Service, members shall bear in mind that movement of the mail shall not be unduly delayed; however, U.S. Postal employees are required to obey the law and have no immunity from arrest.

1. The U.S. Postal Service has requested that moving traffic violations committed by operators of their vehicles be reported. In cases where enforcement action is taken by members of this department against operators of Postal Service vehicles, members shall:
   a. Complete a PD Form 101 (Report of Violation of the Traffic Regulations by Operators of Vehicles Owned by the District of Columbia or the U.S. Government) in duplicate and distributed as noted.
   b. If the operator of a vehicle is transporting U.S. Mail, the member shall expedite the transaction and shall not detain the operator any longer than absolutely necessary to secure the pertinent information for the completion of the citation and the PD Form 101.

2. Whenever a member wishes to speak with, serve a summons upon, or arrest an employee of the U.S. Postal Service at the Main Post Office, he/she shall contact the Director, Employees and Labor Relations, U.S. Postal Service, on weekdays between 0800 and 1700 hours (at other times, the Postal Inspector in charge may be contacted for this purpose).

3. If it becomes necessary to arrest an operator of a vehicle carrying mail on the street, the member shall:
   a. Immediately notify the Inspector in charge, Postal Inspector's Office, U.S. Postal Service, in order that someone may respond to take charge of the mail and the vehicle; and
   b. Take all necessary precautions to protect the mail.

4. If the operator of a postal vehicle violates the law or Municipal Regulations and flees into the City Postal Service Building or garage, the member will not be interfered with in effecting his/her arrest provided the member is able to apprehend the employee before he/she is able to exit the postal vehicle, or go beyond the immediate vicinity of the vehicle.
Note: If the member is a plainclothes officer and the circumstances permit, he/she should stop at the guard’s office or post and be identified prior to taking any further action.

5. Members must contact the tour superintendent on duty if the employee should flee into any other part of the Postal Service Building. The tour superintendent will see that the employee in question is brought to the member or that the member is taken to the employee.

F. Traffic Violations by other Operators of Government Vehicles.

Whenever the operator of a motor vehicle bearing District of Columbia or U.S. Government license plates or a vehicle otherwise identifiable as being owned by either government is arrested for a traffic violation or is involved in an accident and it appears that the operator is at fault, the member handling the incident shall prepare a PD Form 101 as noted and follow the distribution schedule the morning following the day the case is disposed of in court.

G. Enforcement of Pedestrian Regulations.

Uniformed members of the force shall be responsible for the enforcement of all traffic laws and regulations pertaining to pedestrians. Primary emphasis shall be placed on those offenses where the pedestrian, through violation of existing statutes, creates a danger to himself, other persons, or the motoring public.

1. A separate criminal sanction is applicable in situations where a pedestrian violator refuses or fails to inform a member of his/her true name and address to facilitate proper issuance of an NOI.

2. Pedestrian violators shall not, however, be required to produce or display documentary evidence of identity unless the name and address furnished to the member at the time of the stop is known to be, or is reasonably suspected of being, fictitious. In this instance, members shall:

   a. Caution the pedestrian that continued refusal(s) to provide correct identity could result in the violator’s arrest; and

   b. Issue an appropriately completed NOI for “Failure to Make Proper Identity Known,” a Superior Court charge, should an arrest become necessary.
3. Pedestrian violations involving juveniles under the age of 16 shall be processed according to the procedures set forth in General Order 305.1 (Handling Juveniles).

4. Warning NOI’s may be issued for pedestrian violations when, in the judgement of the issuing member, a warning NOI rather than an NOI is appropriate.
   a. All appropriate spaces of the NOI shall be completed; and
   b. The word “WARNING” shall be written in the space for indicating the amount of collateral.

H. Enforcement of Public Vehicle.

   It is the responsibility of all uniformed members on patrol to enforce the public vehicle regulations.

I. Enforcement of the Traffic Regulations Pertaining to the Operators of Bicycles.

   Bicycle operators are required to comply with applicable traffic regulations. Uniformed members of the force on patrol shall enforce the traffic regulations pertaining to bicycle operators, giving particular emphasis to violations which at that time and place, unduly impede or obstruct traffic or endanger the bicycle rider or other persons.

J. Enforcement of the Parking Regulations.

   Uniformed members on patrol shall enforce the parking regulations, giving primary attention to the more serious parking infractions (e.g., rush hour violations, obstructing fire hydrants, parking in alleys, and those parking violations which may contribute to an accident).

K. Enforcement of the 72 Hour Parking Restrictions.

   Whenever it is brought to the attention of members of the department that a vehicle is reportedly parked in violation of the 72-hour restriction, the investigating member shall:
1. Check WALES for a stolen or wanted report on the vehicle.
   
a. If the vehicle has been reported stolen or has a want status (e.g., use in a robbery holdup, kidnapping or recovered), the vehicle shall be impounded pursuant to General Order 601.1 (Recording, Handling and Disposition of Property Coming into the Custody of the Department);

b. If it is determined that the vehicle is not wanted, the member shall prepare PD Form 866 (Overtime Parking Sticker). The PD Form 866:
   
   (1) Has an adhesive back designed to stick on a rubber surface (the card containing the PD Form 866 shall be carried in back of the NOI Book); and
   
   (2) Shall be placed on the tire tread so as to be readily visible to investigating members.

2. Whenever a member prepares an NOI based upon the information contained on the PD Form 866, he/she shall record the pertinent facts on the back of the number one copy of the citation.

L. Department of Administrative Services Parking Lots.

The Department of Administrative Services (DAS) has under its control and jurisdiction a number of parking lots used by government personnel. Some DAS officers are authorized to write parking citations while others will require assistance from the MPD. The following is the procedure to be followed in dealing with parking violations on DAS property:

1. A member who receives an assignment to assist DAS officers with parking violations shall note the name of the DAS officer/complainant on the back of the citation and issue the NOI and/or impound the vehicle.

2. In the event the violator chooses to appear at the Bureau of Traffic Adjudication hearing, the member shall summons the complainant as a witness.

M. Enforcing Violations of Excessive Smoke.

1. Whenever an NOI is issued for excessive smoke on a vehicle, the issuing member shall prepare (in addition to the NOI), a PD Form 31 (Report to the Director, Department of Transportation for Flagrant Traffic Violations) in triplicate.
a. The PD Form 31 is not to be issued to the violator;

b. All copies of the PD Form 31 and the first and third copies of the NOI shall be turned in to an official at the expiration of the member’s tour of duty (If the operator to whom an NOI is issued is not the owner of the vehicle, the owner of the vehicle in violation may also be issued an NOI if he/she knowingly permitted the vehicle to be operated in violation); and

c. The Department of Public Works will then issue a notice directing the owner to submit his/her vehicle for inspection within 72 hours.

Note: In doubtful or borderline cases, members of the force shall not issue NOI’s, but shall prepare a PD Form 31 so the vehicle may be inspected by the appropriate authority.

2. When persons elect to appear at the Bureau of Traffic Adjudication hearing to contest excessive smoke charges, arrangements shall be made by the issuing member for a motor vehicle inspector to appear as a witness for the government. This can be accomplished by contacting the Chief Inspector, Vehicle Section, Department of Public Works.

N. Information to be Furnished the Motor Vehicle Inspection Stations Concerning Vehicles Conveyed There for Inspection by Members.

1. When a member of this department causes a motor vehicle to be presented to a District of Columbia Motor Vehicle Inspection Station for examination, he/she shall furnish, or cause to be furnished to the inspector in charge, the following information:

   a. The name and address of the owner and/or operator;

   b. The purpose of the inspection; and

   c. The name and element of the member initiating the action.

2. Upon completion of the inspection and the owner and/or operator is not present to take possession of the motor vehicle, members shall comply with the provisions of General Order 601.1 (Procedures for Handling Property).
O. Enforcement of Moped Regulations:

1. The District of Columbia Motorized Bicycle Act, D.C. Law 1-110 defines a "Motorized Bicycle" (moped) as a motor vehicle with:
   a. Two or three wheels;
   b. A seat;
   c. An automatic transmission; and
   d. An engine no larger than 50 cubic centimeters capable of producing no more than 1.5 horsepower or a maximum speed of 25 mph.

2. Mopeds operated within the District of Columbia are considered motor vehicles, and as such, fall within the scope of the District law that forbids the operation of a motor vehicle without the permission of its owner. The application of D.C Code 22-2204 (Unauthorized Use of Vehicles) also applies when an arrest is made for unauthorized use of a moped.

3. Out-of-state moped operators who have complied with the law of their state need not register their moped in the District (District residents must register their mopeds). The States of Maryland and Virginia do not require mopeds to be registered.

4. All operators of mopeds from Maryland and the District of Columbia must have a permit. Operators of mopeds from states which do not require a license may operate a moped in the District of Columbia without a license.

5. The following rules apply to mopeds operated in the District of Columbia:
   a. No helmet is required;
   b. No insurance is required;
   c. A moped may be parked like a bicycle;
   d. Operators must obey all motor vehicle rules;
   e. The operator must be at least sixteen years of age;
   f. Mopeds may not be operated on any sidewalk, off-street bike path, or bicycle route unless motor vehicles are allowed;
g. Mopeds may be operated on any part of a roadway designated for the use of bicycles; and

h. All mopeds registered in the District must be inspected once every three years; rental mopeds must be inspected annually.

6. Any individual operating an unregistered moped in the District of Columbia that is required to be registered shall be cited for "Using or Permitting Use of Unregistered Vehicle." The operator shall be allowed to proceed but the moped shall not be allowed to be operated. Members impounding mopeds shall utilize the services of their district's motorscooter trailer.
   
a. The moped may be impounded for safekeeping (no impoundment fee); or

b. Operated after it has been registered.

7. NOI's shall be issued to mopeds and operators of mopeds for violations of the DCMR, Title 18, "Vehicles and Traffic."

P. Traffic School Information.

1. A citizen who receives a moving violation may elect to attend Traffic School in lieu of receiving points against his/her license under the following circumstances:

   a. When he/she is referred by the Superior Court, or the Corporation Counsel's Office, Superior Court; or

   b. When he/she is referred by the Bureau of Traffic Adjudication.

2. Unless referred by Superior Court or BTA, violators are ineligible for Traffic School.

3. Violations for which forfeiture of collateral is not permitted (e.g., driving under the influence, hit and run, etc.), will make the offender ineligible for Traffic School unless referred by the Superior Court.

4. Within fifteen (15) days of the date of issuance, the violator must pay the fine at the Bureau of Traffic Adjudication Cashier's Office, 65 K Street N.E. (for BTA charges) and request a Bureau of Traffic Adjudication hearing; or at the D.C. Finance Office for the Superior Court, 500 E Street N.W. (Superior Court charges).

5. Upon disposition of the traffic case the violator must, within five (5) days, appear in person at the Traffic Enforcement Branch (excluding Sundays and holidays), to register for Traffic School.
6. A listing of the names of all persons registered for Traffic School (together with the NOI number and the completion date of the scheduled class) shall be compiled daily by the Traffic Enforcement Branch, Special Operations Division and forwarded to the Bureau of Traffic Adjudication for entry and updating of pertinent data into computer systems.

7. In order to complete the course, the violator must attend each of the scheduled classes. He/she must report at the scheduled time and place and present his/her ATTENDANCE CARD (PD 200B):
   a. The ATTENDANCE CARD is stamped at the end of each session; and
   b. At the end of the final session, test scores and the signature of the Commander, Traffic Enforcement Branch is affixed to certify that the violator has successfully completed the course (this constitutes final disposition of the traffic case).

Q. Processing Citizens’ Complaints Relative to Motorists Illegally Passing Stopped School Buses.

1. When a citizen (including a school bus driver) reports that he/she has witnessed a vehicle illegally pass a stopped school bus with its warning lights activated, the member taking the report shall:
   a. Prepare a PD Form 251 (Event/Offense Report) and a PD Form 252 (Supplement Report) on each reported occurrence. The Form 251 report shall include:
      (1) The license tag number and description of the offending vehicle;
      (2) Any physical description of the motorist operating the offending vehicle; and
      (3) A notation concerning whether the witness believes himself/herself able to identify the motorist.
   b. The PD Form 252 (Supplement Report) shall include the name, address, and telephone number(s) (home/work) of each person witnessing the incident.

2. Prior to the end of the tour of duty, the member taking the complaint from the citizen shall present the PD Forms 251, 252, and other relevant documents to the watch commander.
3. The watch commander shall ensure that the incident is referred to the Traffic Enforcement Branch, Special Operations Division, within twenty-four hours.
   a. The originals of the PD Forms 251 and 252 shall be forwarded to the Information Processing Section, Data Processing Division; and
   b. A copy will be forwarded to the Traffic Enforcement Branch, Special Operations Division.

R. Congressional Tags.

This order is not intended to supersede the provisions of the law pertaining to persons who have Congressional immunity.

1. Members of the force are reminded that Title 40, Chapter 7, Section 703 of the District of Columbia Code provides for the issuance of Congressional tags to members of Congress and other selected individuals connected with Congress for their official use which, when used by them while on official business, shall authorize them to park their automobiles in any available curb space in the District of Columbia except within fire plug, fire house, loading station, and loading platform limitations.

2. The Congressional tags referred to above are issued by the Department of Public Works and are made of metal. The tag is made to be attached to the regular vehicle license plate and indicates the current session of Congress with further identification of "H" or "S" followed by a number.

S. Elected City Officials.

Elected city officials are required to attend many meetings and functions throughout the day and evening on a city-wide basis, therefore, it is the department’s policy to take this into consideration and extend to them the same courtesies afforded members of Congress relative to parking infractions.

T. Military Personnel.

1. The Department of Public Works does not recognize operator’s permits issued by military units or facilities as valid.

2. Active members of the Armed Forces exhibiting expired operator’s permits from jurisdictions that extend the actual permittee’s expiration to coincide with the date of the member’s discharge shall:
a. Not be issued an NOI for "No D.C. Permit;" and

b. Be permitted to continue the operation of their motor vehicle.

3. Active members of the Armed Forces who possess a District of Columbia operator's permit shall be required to maintain a valid permit at all times while operating a motor vehicle in the District of Columbia.

U. **Use of Radar Equipment.**

1. Only members who are trained and currently certified in the use of radar equipment shall be permitted to operate radar devices and issue radar speed NOIs:

2. Radar equipment shall be used only at those locations where the justification for its use can be demonstrated (e.g., locations where accidents occur frequently, school zones, or locations where speed is a contributing factor to accidents). Radar may also be used at locations selected at the discretion of a supervisory official.

3. When choosing a location to conduct radar speed measurements, members shall ensure that the flow of vehicular and pedestrian traffic will not be impeded or obstructed.

4. Members shall wear the visibility vest when operating radar equipment during hours of reduced visibility.

5. Members operating radar equipment are to complete a PD Form 715 (Radar Enforcement Record) for each location worked. This form shall be turned in at the end of the member's tour of duty.

6. When a member stops a vehicle and the operator has a device used to detect or counteract police radar in his/her possession, the member shall:

   a. Issue the motorist a PD Form 61D (Violation Citation) and list the collateral as fifty ($50.00) dollars;

   b. Confiscate the radar detection device;

   c. Complete a PD Form 251 (Event Report) classifying the event as an incident for reporting purposes and include all pertinent facts surrounding the incident; and

   d. Complete a PD Form 81 (Property Record) and place the radar detection device on the Property Book as evidence.
e. When collateral is posted and forfeited, the radar detector shall be released to the owner with specific instructions to immediately remove the device from the District of Columbia.

7. If the vehicle has a factory installed radar device mounted in the dashboard, the member shall make no attempt to seize the device or impound the vehicle. The member shall determine the device to be operational, issue the motorist a PD Form 61D, make note of the device's name, location, model and serial number for use in court.

Note: A motorist shall not be summarily arrested exclusively for possession of a radar detection device.

PART II

A. Station Clerks.

The original and one copy of PD Form 31 shall be forwarded to the Office of the Chief of Police no later than the following business day for transmittal to the Director, Department of Public Works (one copy shall be filed at the forwarding organizational element).

B. Traffic Enforcement Branch Personnel, Special Operations Division.

Upon being assigned a complaint by a citizen that a motorist has illegally passed a stopped school bus, the member shall:

1. Ensure that a PD Form 119 (Complaint/Witness Statement) has been completed, and that the statement includes:

   a. The time, date, and place of the occurrence;
   
   b. A description of the motorist, if possible; and
   
   c. The complainant's signature.

2. Attempt to contact and interview the owner of the offending vehicle to determine the operator at the time of the occurrence. Once the operator of the offending vehicle has been identified, the member shall:

   a. Interview the operator; and
   
   b. Take appropriate enforcement action which may include issuing an NOI (A notation as to why the NOI was written, i.e., complaint, investigation, shall be made on the reverse side of copy "A" along with any other pertinent information).
PART III

A. **Commanding Officer, Traffic Enforcement Branch, Special Operations Division.**

1. The Commanding Officer, Traffic Enforcement Branch, Special Operations Division, shall coordinate and periodically meet with the district commanders relative to traffic problems within their respective districts with a view toward assuring the safe and efficient movement of traffic. More specifically, he/she shall:

   a. Indicate the selective enforcement action needed to remedy the situation;

   b. Provide operational support for district enforcement activities where special skills or specialized equipment are needed such as radar enforcement, investigation of serious accidents, etc;

   c. Provide data on high accident frequency areas and causative violations to element commanding officers on a regular basis to assist in their selective enforcement efforts; and

   d. Provide data comparing enforcement efforts to accident occurrence in relation to time, place, and violation.

2. Assign all complaints of motorists illegally passing a stopped school bus for further investigation.

B. **District Commanders.**

District Commanders shall:

1. Enforce all traffic regulations.

2. Ensure controlled and unobstructed traffic flow.

3. Monitor arterial roadways and bridges at all times with particular attention given during rush hour periods.

4. Ensure that only trained and currently certified members operate radar and issue Notices of Infraction for speeding violations.

5. Frequently consult with the Commanding Officer, Traffic Enforcement Branch relative to traffic conditions and enforcement efforts within their respective districts.
6. Submit a PD Form 107 (Outside Agency Report) to the Director, Department of Public Works, when traffic signs conflict or are obsolete.

7. Discuss the subject of courtesy at least once each week at roll calls (supervisors shall emphasize the need for courtesy at all times and shall take remedial action as necessary).

8. Ensure that 30% of all roll call training is traffic enforcement related.

9. Ensure that members of their command submit FL 140 (Monthly Report of Traffic Enforcement Activities) reports in an original and three (3) copies.
   a. The original and two copies shall be forwarded to the Commander, Special Operations Division (so as to arrive no later than the fifth (5th) day of the following month); and
   b. The third copy shall be retained in file at the originating element for one year.

10. Ensure that members of their command submit FL 140-A (Weekly Reports of Notices of Infraction) reports in an original and three (3) copies.
   a. The original and two copies shall be forwarded to the Chief of Police, through the Patrol Operations Officer, so as to arrive no later than Tuesday of the following week; and
   b. The third copy shall be retained in file at the originating element for one year.

C. Patrol Operations Officer.

The Patrol Operations Officer shall assume overall responsibility for traffic conditions within the District of Columbia.

Isaac Fulwood, Jr.
Chief of Police