



POLICY/PROCEDURE NUMBER: 07-L.E.-004

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SUBJECT: TRAFFIC ENFORCEMENT

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Portions of: 2004-11, Citations, DL310 Form, issued October 6, 2004; 2005-04, Vehicle Impound Release and Administrative Fee, issued June 6, 2005; 2006-01, Traffic Citation Procedures, issued January 5, 2006; July 12, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARDS: 9.2.10, 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6, 10.1.7, 10.3.6

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE: No

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

This Policy provides requirements and guidelines for the enforcement of traffic laws, preventive patrol, proactive enforcement and relations with motorists and pedestrians.

II. POLICY

It is the policy of the California State University, Northridge Police Department that all officers treat every person with respect and do their part in furthering the positive relationships the department shares with its community. It is also the policy of the department to encourage appropriate driving attitudes, skills, behaviors and habits so that all members of the university and its visitors enjoy a safer environment.

III. DEFINITIONS

- A. Arrest: To deprive a person of his/her liberty by legal authority.
- B. Arresting Officer: A sworn law enforcement officer who takes a person into custody, with or without a warrant.
- C. Citation: Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

- D. Other Traffic Law Enforcement Violations: Violation of any law, ordinance, or regulation affecting the use or protection of streets or highways but not enacted primarily to regulate safe movement of vehicles and pedestrians.
- E. Patrol: The deployment of officers to repress and prevent criminal activities, investigate offenders, and furnish day-to-day law enforcement services to the community.
- F. Point Traffic Control: The control of vehicular and pedestrian movement at a particular place on a roadway, such as an intersection.
- G. Road: That portion of a highway that includes both the roadway and the shoulder.
- H. Roadblock: A restriction, obstruction or device used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect.
- I. Road Side Safety Check: A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.
- J. Roadway: That portion of the highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder.
- K. Selective Traffic Enforcement: The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on factors of traffic volume, collisions, frequency of traffic violations, and emergency and service needs.
- L. Stationary Observation: Traffic observation at a selected place, usually one with an unfavorable collision experience or traffic flow problem, for traffic enforcement purposes – especially to detect violations and deter possible violators.
- M. Traffic Collision Investigation: Collection of factual information identifying and describing people, roads, and vehicles involved in a collision; description of the results of the collision in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and, sometimes, an attempt to specify the peculiar combination of factors required to produce that particular collision.
- N. Traffic Collision Reporting: Basic data collection to identify and classify a traffic collision and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.
- O. Traffic Control Device: All signs, signals, markings, and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.
- P. Traffic Engineering Authorities: Persons responsible for traffic engineering in various local, regional, and state agencies.
- Q. Traffic Law Enforcement: Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to the use of streets and highways and ownership/operation of motor vehicles and other road vehicles.

- R. Traffic Law Enforcement Action: The part of traffic law enforcement involving arrests, citations, or warning of any person alleged to have violated a law, ordinance, or regulation pertaining to the use of traffic-ways, when the person has knowledge of this action and when it is to (1) prevent such violation from endangering persons or property or inconveniencing other users of the traffic-way, (2) prevent continued violation, or (3) discourage recurrences.
- S. Traffic Law Violation: Violation of any statute, ordinance, or legally authorized regulation relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles.
- T. Traffic Patrol: The part of law enforcement traffic supervision that consists of driving or walking within an area or a roadway for the purpose of providing protection, security, and service to the public.
- U. Traffic Survey: An examination of traffic characteristics, such as volume, speed, delay, collisions, origin, destination, etc.
- V. Traffic-way: The entire width between property lines or other boundary lines of every way or place of which any part is open to the public for purposes of vehicular travel as a matter of right or custom.
- W. Warning: A verbal instruction advising a driver or vehicle occupant of a violation of law in lieu of a citation.

IV. PROCEDURES

- A. Uniform procedures for taking enforcement actions incidental to traffic law violations
 - 1. Traffic Enforcement Actions
 - a. An officer that determines that a traffic enforcement action is required shall notify the California State University, Northridge Police communications center, as per department policy, (see Communications, 07-S.O.-010, page 36, section V.E.) of the impending stop and provide, at a minimum, the following information:
 - 1) Vehicle license plate (if no plate a detailed description of the vehicle).
 - 2) Exact location of the stop (e.g. address or street and nearest cross street).
 - b. Additional information should be given at the officer's discretion when officer safety dictates such action is necessary (e.g. number of occupants in vehicle, illegal activity observed, etc.)
 - c. Officers performing a traffic enforcement action shall ensure that the stop is made at a location that is safe for both themselves and the violator.
 - d. Upon completion of the traffic stop, the officer will advise the California State University, Northridge Police communications center that a citation was given and the nature of the offense.

2. Warnings

- a. An officer may, at his or her discretion, choose to warn a traffic violator of a minor infraction such as an equipment violation.
- b. When issuing a warning, the officer will take into consideration the likelihood of the offense continuing and all safety factors related to the offense.
- c. When issuing a warning, the officer will orally advise the violator of the following information:
 - 1) Nature of violation
 - 2) Corrective action necessary
- d. Upon completion of the traffic stop, the officer will advise the California State University, Northridge Police communications center that a warning was given and the nature of the offense. This warning information will be documented within RIMS under the appropriate incident number by the dispatcher.
- e. Under no circumstances will an officer give a warning to a driver suspected of driving under the influence of an alcoholic beverage or other drug.

3. Citations

- a. Citations should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and/or pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.
- b. When issuing a traffic citation, the officer will orally advise the violator of the following information:
 - 1) Nature of violation;
 - 2) Court appearance schedule;
 - 3) Optional or mandatory nature of court appearance by the motorist.
- c. Citations shall be completed (form TR-130) and issued to the violator at the time the officer observes the violation, in accordance with California Vehicle Code (CVC) Sections 40500, 40501, 40502 and California Penal Code 853.9.
- d. **Prior to the end of watch**, officers will input all of their traffic citations into the RIMS system. Supervisors will review and approve the citations prior to end of watch.
- e. Major points of traffic citation (areas that are self-explanatory are not included, e.g., driver's license, physical descriptors, etc.):

- 1) Make sure to check EITHER “Traffic” or “Non-traffic” and “Misdemeanor”, as needed.
- 2) Date of violation, in numerical format (01/01/06).
- 3) Time in standard time. Check off “a.m.” or “p.m.” as appropriate (e.g., 2:30 p.m.). **Do not use military time.**
- 4) “Day of Week” in three letter abbreviation (Sun, Mon, Tue, Wed, Thu, Fri, Sat).
- 5) Case Number or CR Number, as needed.
- 6) Name (**First**, Middle, Last).
- 7) Owner’s Responsibility box should be checked if there is an equipment violation and the driver is an employee of the registered owner.
- 8) Juvenile Phone Number: Home phone number if person cited is a juvenile. *Phone number should be verified as a good number by Dispatch prior to juvenile’s release.*
- 9) Commercial: Check off YES if it is a commercial driver license, NO if it is not. This box is REQUIRED to be marked YES or NO. Refer to 15210(a) VC.
- 10) Commercial Vehicle: Check this box if vehicle operated requires a commercial driver license.
- 11) Hazardous Material: Check this box if vehicle is transporting any hazardous or dangerous material.
- 12) Correctable violation: Check YES if it is a correctable equipment violation, check NO if it is anything else.
- 13) Misdemeanor or Infraction: Circle one for each violation cited.
- 14) Approximate speed by visual estimation or RADAR/LIDAR display.
- 15) PF/Max/Speed: The safe speed for the conditions (e.g. pedestrians, weather conditions, road conditions, etc.).
- 16) Veh. Lmt.: The MAXIMUM speed limit for a type of vehicle. Typically the posted speed limit will be utilized, however semi trucks are 55 mph, golf carts 10 mph, street legal electric carts are 35 mph, etc.
- 17) Unit#: Your Shop (i.e., 305, 309, 312).
- 18) LIDAR#: The unit number or serial number of the equipment used, if any. Circle which equipment was used.

- 19) Passengers: Number of male(s), number of female(s) in the vehicle.
 - 20) TA box checked if person cited was involved in a traffic collision.
 - 21) Best location of violation: Include incorporated city of occurrence (e.g., L.A., San Fernando, Glendale, etc.). Specific street address if possible; nearest cross streets if no street address is given.
 - 22) Traffic conditions: Circle as appropriate (optional, also on back of pink copy).
 - 23) Arresting or Citing Officer: The person writing the citation.
 - 24) Name of Arresting Officer: Enter either 1) your partner's name, or 2) private person's signature, if it is a private person's arrest.
 - 25) Date: Date citation issued. Use this **ONLY** if the citation is written on a date **DIFFERENT** from that of the violation.
 - 26) Map grid: Use to sketch violation (optional).
 - 27) Date for court appearance: If misdemeanor, person must appear on that date (RFC). *If traffic infraction only, notify violator that they may appear on or before that date.*
 - 28) Check court, as appropriate. Use blank space if citing to a different court (e.g., Van Nuys Court for county seat).
 - 29) To Be Notified: Check this box if the person is to be notified by mail which court to attend.
 - 30) All misdemeanor Release from Custody citations (also referred to as an RFC) require the suspect's social security number to be placed above the citation's bar code.
 - 31) Officers should write detailed notes of the violation and other related circumstances on the back of the "file copy" of the citation for future use in court proceedings.
- f. Citations that are not delivered to the suspected violator at the time the violation occurred can be delivered at a later date or time when, as a result of the investigation of a traffic collision, the citation is issued in accordance with California Vehicle Code (CVC) Section 40600.
- g. Citation Corrections
- 1) A Citation Correction Request form shall be used when an error is noted on a citation that has already been issued to the violator. The original citation number will be noted on the form along with the corrected information. This form shall be approved by the on-duty supervisor and placed with original citation in the record coordinator's mailbox in a timely manner.

- 2) An officer may correct an error on a citation without the use of the Citation Correction Request form when the violator is still present. The citing officer may make the correction on the original citation by marking a line over the error and placing the correction on the citation with his/hers initials.

4. Physical Arrest

- a. Physical arrest is the full custody denial of a person's freedom of movement.
- b. Physical arrest can only be made on a limited number of criminal traffic offenses outlined in the California Vehicle Code or California Penal Code. These physical arrest cases usually deal with, but are not limited to, the following:
 - 1) Vehicular manslaughter;
 - 2) Felony and misdemeanor driving under the influence of alcohol/drugs; and/or
 - 3) Felony or misdemeanor hit-and-run.
 - 4) Refusal of the violator to sign the promise to appear.
- c. Officers without a warrant may make physical arrest on felony violations of law.
- d. Physical arrest may be made in cases of misdemeanor violations only when authorized by California Vehicle Code section 40300 or by use of citizen arrest procedures when not committed in the officer's presence.
- e. Physical arrest may also be made with any valid and confirmed traffic or criminal arrest warrant, or when a traffic violator refuses to sign a citation on a written promise to appear in court. A traffic citation is a written notice, issued to a violator at the time of contact, requiring a court appearance and/or payment of a fine. Citations are the most common form of traffic enforcement action.
- f. Officers receiving warrant information entered by neighboring agencies will follow current department policy and procedures that relate to warrant arrest.
- g. If a person is arrested for charges unrelated to the warrants and is to be booked, that person will also be booked for **ALL** outstanding warrants, including traffic infractions.

5. Non-residents

- a. Individuals who are not residents of California will be warned, cited, or arrested in the same manner as California residents, except as follows:
 - 1) Out-of-state students possessing out-of-state registration and driver licenses will not be cited for offenses that require

California residence unless they have declared themselves California residents.

- 2) Foreign drivers are required to carry a valid driver license from their country, valid vehicle registration, and license plates.
 - 3) International drivers' licenses are generally valid in the United States only if accompanied by a valid driver license from the driver's country and only for thirty days from the date of entry into the United States.
- b. Out-of-state drivers shall be evaluated as to their license status based upon the reciprocity laws and relationship the state of California shares with the violator's home jurisdiction.

6. Juveniles

- a. Traffic offenses committed by juveniles will be processed in the same manner as those committed by adults except as provided in this section.
- b. The standard California State University, Northridge Notice to Appear will be used.
- c. The juvenile's home phone number, school and grade, and a parent's name should be obtained for the citation and he/she shall be cited into Chatsworth Courthouse, 9425 Penfield Ave., Chatsworth, CA. 91311.
- d. Juveniles should be told that one or both parents must accompany them when appearing in court for traffic violations.
- e. Juveniles who are physically arrested will be handled according to the nature of the offense and departmental policy.
- f. Check "8:30 a.m." if misdemeanor violation or "1:30 p.m." if traffic violation only.

7. Legislators, Foreign Diplomats/Consular Officials

- a. Members of the legislature of the state of California, and members of the legislature of other states shall be provided appropriate discretion. Officers are reminded, however, that no legislator within the state of California is exempt from the laws of the state of California.
- b. The Vienna Convention on Diplomatic Relations, which contains the current law on the subject of diplomatic privileges and immunities, is incorporated in federal law by the Diplomatic Relations Act of 1978 (P.L. 95-393). The convention applies to members of the staff of a foreign diplomatic mission, which includes the administrative, technical, and service staffs of embassies in the United States.
- c. Diplomatic agents and members of their families who are not nationals of the United States HAVE FULL IMMUNITY FROM ARREST, DETENTION, OR PROSECUTION for any criminal offense, unless such immunity is expressly waived by the sending state. The above

individuals also enjoy immunity from civil process except in certain actions involving private activities outside their official functions.

- d. The ADMINISTRATIVE and TECHNICAL STAFF of a foreign mission and members of their families who are not permanent residents of the United States, HAVE FULL IMMUNITY from arrest, detention, or prosecution for any criminal offense. Such employees' immunity from civil process is only from those actions carried out in their official capacity. Family members of such employees are not immune from civil jurisdiction.
- e. Members of the service staff of a foreign diplomatic mission, which includes DRIVERS, MESSENGERS, AND SECURITY GUARDS, ENJOY IMMUNITY ONLY FOR ACTIONS CARRIED OUT IN THE COURSE OF THEIR OFFICIAL DUTIES. Family members of such individuals have no immunity.
- f. PRIVATE SERVANTS of embassy personnel have no immunity.
- g. It shall be the policy of California State University, Northridge not to issue a traffic citation to Diplomatic/Consular Officials/Legislators, but rather warn the violator of the dangers of his/her actions and allow them to proceed once the officer is satisfied that the violator's identification is in order.
- h. In any case where an officer has contacted a person who has diplomatic immunity, he/she shall forward a detailed memorandum of the circumstances, via chain-of-command, to the Chief of Police. The appropriate authorities will be notified of the incident.
- i. For all traffic stops, detentions, and arrests of foreign nationals, officers shall comply with all U.S. Department of State Requirements involving consular notification and access. See Department Policy 08-L.E.-013: Arrest Procedures and Alternatives to Arrest (pages 28-34) for officer and shift supervisor requirements.
- j. DUI specific violations involving persons with "diplomatic immunity."
 - 1) If the official is stopped for DUI, the primary consideration shall be that the official is not a danger to himself/herself or the public. The officer shall immediately contact the shift supervisor and, based upon a determination of the circumstances, the following options are suggested:
 - a) Take the official to a telephone so that a relative or friend can be contacted to arrange for transportation.
 - b) Arrange for transportation to the official's home or office.
 - c) The official may be voluntarily transported to the station or other location where he/she can recover sufficiently to enable him/her to proceed safely.

- 2) The official shall not be handcuffed or subjected to ANY type of sobriety test.
- 3) Treat the official with respect and courtesy, and impress upon him/her that your actions and primary responsibilities are to care for his/her safety and the safety of others.
- 4) An official report will be generated on RIMS and the patrol operations commander will be notified.
- 5) Consulate notification and access requirements as specified by the U.S. Department of State must be strictly adhered to. See Department Policy 08-L.E.-013: Arrest Procedures and Alternatives to Arrest (pages 28-34) for officer and shift supervisor requirements.

8. Military Personnel

- a. Military personnel may be cited for traffic violations, however officers should avoid conducting a traffic stop on military personnel who are operating United States military vehicles, unless a hazard exists or the public's safety becomes a factor due to vehicle code violations.

B. At the time a motorist is charged with a violation, information relative to the specific charge(s) shall be provided.

1. It shall be the policy of this department to provide a motorist a full explanation of his/her rights and requirements upon the issuance of a citation for a traffic violation.
2. Upon issuance, the officer shall explain the citation fully to the violator. The citation will indicate:
 - a. The location, date, and time of the court appearance.
 - b. Whether the court appearance is required or if the violation is correctable without a required court appearance.
 - c. Clear instructions as to whether the violator is allowed to enter a plea and/or pay the fine by mail.
 - d. Instructions for the violator on contesting or not contesting the violation.
3. At the time an officer issues a citation to a traffic law violator, the officer will advise of the need to comply fully with the requirements of the citation.
4. The California State University, Northridge Police Department uses a uniform notice to appear (form #TR-130) which is approved by the Judicial Council of California and meets the requirements for such format as set forth in California Vehicle Code sections 40500(b), 40513(b), 40522, 40600 and California Penal Code section 853.9.
 - a. The form is used for infraction traffic violations and misdemeanor offenses.

- b. All information for court appearance, payment of fines, and whether or not the motorist can pay fines by mail or by court appearance, is listed on the front and reverse side of the violator's copy of the citation.
- c. The violator's copy (defendant's copy) is the second copy, differentiated from other copies by the color yellow. It shall be given to the motorist after obtaining his/her signature on the front of the citation and all applicable sections shall be completed, outlining what charges are involved.
- d. A court appearance date shall be assigned by the officer in compliance with Los Angeles Superior Court's directions and the violator will be given a full explanation of the court date.
- e. The officer should advise the violator to read the important information and warnings which appear on the reverse side of the violator's copy of the citation.
- f. The officer will direct the violator either to the office of the court clerk or to the court itself for answers to any further questions regarding handling the citation.
- g. The officer will refrain from providing any information relative to fine amounts or matters that would normally be handled by the court clerk or the judge handling the citation.

C. Operation of a vehicle by a driver under the influence of alcohol/drugs

- 1. The California State University, Northridge Police Department will actively enforce all alcohol and drug laws and regulations within State University jurisdiction.
- 2. The decision to arrest is usually determined by the following factors: driving behavior, involvement in a collision, field sobriety test, and other observations of the violator's condition.
- 3. An individual will be considered under the influence of intoxicating alcohol and/or drugs if the substance(s) influence the violator's/suspect's driving ability to the slightest degree.
- 4. A driving under the influence (DUI) contact evolves in separate phases:
 - a. Observations of the vehicle in motion or at the scene of a collision;
 - b. Personal contact;
 - c. Pre-arrest screening; and
 - d. Arrest and booking.
- 5. During initial observation of the vehicle in operation, note any indications of a possible DUI violation.

- a. The officer must decide whether or not there is sufficient cause to stop the vehicle, whether to conduct further investigation to determine if the suspect may be impaired, or to initiate a stop for another unrelated traffic violation.
 - b. The officer is not committed to arresting the suspect for DUI based on his/her initial observation, but should concentrate on gathering all relevant evidence that may suggest impairment.
6. The officer is to approach, observe, and interview the driver while he/she is still in the vehicle to note any direct evidence of impairment. Some known symptoms include, but are not limited to:
 - a. Odor of alcoholic beverage;
 - b. Watery eyes;
 - c. Horizontal gaze nystagmus (e.g., lack of smooth pursuit by eyes)
 - d. Flushed complexion; and
 - e. Talkative and/or slurred speech.
7. After this evaluation, the officer must decide whether or not to request the driver to perform further field sobriety testing. The officer should continue to observe the driver's movements, comments, and ability to understand instructions during this initial personal contact.
8. The officer shall administer, when possible, all of the standardized field sobriety tests to evaluate the extent of the suspect's impairment.
9. The officer shall also, when applicable, advise the subject with the Preliminary Alcohol Screening Admonition. If the subject chooses to submit to the PAS device, the officer shall administer a minimum of two tests and document the results of the tests on the appropriate form (Driving Under the Influence Arrest Report).
10. In some cases, it may be necessary to contact an on-duty Drug Recognition Expert (DRE) from an outside agency, should there be a suspicion of illegal drug use as the impairing substance. Communications shall contact the Los Angeles Police Department or the California Highway Patrol, and ascertain if there is an available DRE on-duty to conduct an evaluation of the person being detained.
11. The legal authority for arrest and to enforce DUI laws is contained in the California Vehicle Code, Division 11, Chapter 12, Articles 1 and 2, and other specified sections. After the arrest, the suspect will be advised of California Vehicle Code section 13353 (implied consent advisement) and will be given an opportunity to submit to any of the three specified chemical tests. For the chemical test to be admitted into evidence, the following steps must be followed:
 - a. The individual must be placed under arrest for any offense; and
 - b. The individual must be advised of his/her rights under California Vehicle Code section 13353.

12. Testing of Violators

- a. Breath - If the suspect chooses the breath test, he/she will be transported to the California State University, Northridge Police Department Booking Facility or if not available to the appropriate Los Angeles Police Department Division and the arresting officer shall administer a breathalyzer test on the suspect. The investigating officer shall advise the arrested violator, per the Trombetta Decision, that they may choose to have samples of blood taken and maintained for later testing and analysis since breath tests are excluded and samples cannot be captured for later testing. This information should be documented in the Driving under the Influence Arrest Report under the Additional Chemical Test Admonition.
- b. Blood - The consenting suspect will have blood drawn by appropriate medical personnel at the Los Angeles Police Department Van Nuys Division, Los Angeles County Medical Center, Jail Ward (13th floor) or appropriate contract hospital.
- c. If the suspect is injured and requests a blood test, the sample may also be drawn by appropriate medical personnel at the Los Angeles Police Department Van Nuys Division, Los Angeles County Medical Center, Jail Ward (13th floor), or appropriate contract hospital.
- d. Urine – Urine tests have been removed in the State of California as a means for determining chemical toxicology within a person’s body effective January 1, 2013.

13. Refusal to Submit to a Chemical Test

- a. Upon refusal, the officer will admonish the subject of California Vehicle Code section 13353 a second time.
- b. If the subject still refuses to comply with the section and submit to a chemical test, the officer will complete and submit an Officer Statement form, CVC 13353 (DMV DS 367), and indicate on the reverse side of page 1 (Chemical Test Refusal), statements or actions that indicated refusal. The officer should refer to the department’s evidentiary blood draw policy for procedures regarding nonconsensual blood draw (see Property and Evidence Packaging and Control, 06-C.I.-003, page six, section IV.C.7.)
- c. The officer will also complete an Officer Statement (DMV DS 367, page 2) and include it with his/her arrest report.
- d. The officer will photocopy the completed DMV DS 367 (pages 1, 2 and 3) and forward the original form (first 2 pages) to the California Department of Motor Vehicles. A copy of the DMV DS 367 (pages 1, 2 and 3) and the yellow “Law Enforcement” copy will be attached to the original report. **If the violator is 20 years of age or under, officers will use the Under Age 21 form (DMV DS 367M).**

14. Upon completion of all DUI arrest and appropriate DUI-related forms, the officer shall transport the suspect to the appropriate Los Angeles Police Department Division or Los Angeles County Sheriff's Station for processing. The subject shall be given the pink "Driver" copy of the completed DMV DS 367, which shall serve as the subject's temporary driver license.
 15. Driving under the Influence Enforcement Countermeasures Program
 - a. The arrest of an individual for driving under the influence of alcohol differs significantly from other traffic law violations. Any person who operates a motor vehicle while under the influence of alcohol and/or drugs or any other self-administered intoxicant(s) poses an unpredictable hazard to law abiding motorists; therefore, each officer of this department will make an intensified effort to remove this type of driver from the campus community.
 - b. The department has established a proactive alcohol education and enforcement program that has as its goal the reduction of collisions, and injuries related to those collisions, involving alcohol and drugs.
 - c. All officers will receive instruction in the detection and prosecution of DUI cases. This will be accomplished by:
 - 1) Training provided by an accredited basic academy;
 - 2) Training as part of a concentrated curriculum in the field of DUI investigations;
 - 3) Information provided by the District Attorney or City Attorney;
 - 4) California POST video training;
 - 5) Instruction provided as part of a field-training program for newly hired officers; and
 - 6) Training provided as part of ongoing roll-call briefing.
 - d. Officers can be assigned on regular patrols to cover the locations where analyses have shown a significant number of violations and/or collisions involving impaired drivers.
 - e. Officers can employ roadside checkpoints, either on-campus as part of an alcohol awareness program, or in cooperation with regional efforts, to deter drinking or driving.
- D. Operation of a vehicle after driving privileges have been suspended or revoked
1. If an officer contacts a traffic violator for driving while his/her license is suspended or revoked, the officer may issue a traffic citation pursuant to sections 14601, 14601.1, and 14602.2 of the California Vehicle Code. The officer may add the additional charge of 12500(a), driving without a valid driver license, on the citation.

2. If a DMV check of the traffic violator's license status reveals a suspended or revoked driver license, and service is needed, the officer shall take the license into his/her possession.
3. The officer will verbally advise the traffic violator of the suspension or revocation and issue the citation, as well as complete the Verbal Notice form (DMV DL 310). This form is written notice to the violator that he/she has had their license status suspended/revoked. The white copy of this form shall be attached to the violator's driver license and sent to the Department of Motor Vehicles. The pink copy shall be issued to the driver of the vehicle and the canary copy shall be attached to the original report.
4. If a computer check with the Department of Motor Vehicles is not available, and the motorist fails to present the officer with a valid driver license, the officer may issue a citation for violation of California Vehicle Code 12951(a). Additional charges under California Vehicle Code 14601 may be sought if it is later determined that the violator was driving on a suspended or revoked license status.
5. An officer who issues a citation for violation under California Vehicle Code section 12500(a) (expired driver license over 30 days or unlicensed CA residents) may store a motorist's vehicle pursuant to section 22651(p) of this code. The vehicle shall not be released to the registered owner or his agent except upon presentation of a valid license to operate the vehicle or a court order.
6. When an officer determines that a motorist is driving with a suspended or revoked driver license, or without ever having been issued a driver license, the officer may immediately remove and impound the vehicle for a mandatory 30 days, under California Vehicle Code section 14602.6. The vehicle shall not be released to the registered owner or his agent except upon presentation of a valid license to operate the vehicle or a court order.
7. Officers may use their discretion regarding the storing or impounding of a vehicle. Officers will complete the Vehicle Report form (CHP 180) for stored/impounded vehicles.

E. Vehicle Impound Release and Administrative Fee

1. Vehicle impound releases during regular business hours shall be handled by the Records Coordinator. After normal business hours, impound releases may be handled by the on-duty shift supervisor.
2. Impound releases must satisfy all criteria specified in the Vehicle Code and department policy prior to release.
3. Per California Vehicle Code 22852, an administrative hearing process was developed to handle vehicle impound and storage releases to ensure that all criteria for vehicle releases have been met.
4. Impound hearing processes will be conducted by the following personnel in descending order:
 - a. Records Administrator
 - b. Captain of Special Services

- c. Captain of Patrol Operations
 - d. Lieutenant of Patrol Operations
5. Hearings will be held during regular business hours, Monday through Friday, from 7:30 a.m. to 4:30 p.m., or through extended hours when any of the above listed hearing officers are available.
 6. Per California Vehicle Code section 22852, a “post-storage hearing” shall be conducted within 48 hours of the request, excluding weekends and holidays.
 7. If, upon request, it is determined that a hearing officer will be unavailable to conduct a hearing within the 48 hour time period (weekends & holidays excluded), a police shift supervisor (sergeant or corporal) shall act as the hearing officer so long as the hearing officer is not the same person who directed the storage of the vehicle.
 8. For 30-day holds, the hearing process first examines the validity of the impound, e.g., towing a car for 30 days when the driver didn’t know his license was suspended and the DMV record shows personal service is needed (bad 30-day tow); towing a vehicle for 30 days for an unlicensed driver who has never been issued a driver license (good 30-day tow) versus one that has an expired license (bad 30-day tow).
 9. Bad 30-day tows are eligible for immediate release so long as a valid licensed driver, with proof of insurance and current registration, is present to accept possession of the vehicle. If the tow is good, then the hearing process measures whether holding the vehicle for a full 30-day period would create an undue hardship for the vehicle’s owner/family or if any other exigent circumstance exists justifying an early release.
 10. No established set of guidelines exists justifying an early release. Hearing officers must employ their best judgment in determining what is or is not an undue hardship or exigent circumstance to validate a release.
 11. Legal/registered owners of vehicles impounded for all other offenses (e.g., parking violations, blocking driveway/roadway, expired registration, expired/unlicensed driver – non 30-day hold, VIN/license plate covered and/or missing, etc.) may have their vehicle released by the Records Coordinator, a police shift supervisor, or operations lieutenant/captain. In these cases, all that is required for an impound release is proof of ownership, proof of current registration, proof of insurance, and a driver in possession of a valid driver license.
 12. Upon approving releases, the supervisor or hearing officer shall inform the legal/registered owner of the administrative fee requirement (\$100 or \$150 for DUI). The fee could either be accepted with a receipt issued from the tow release receipt book located in the shift supervisor’s office or by an authorized parking services employee utilizing the tow release receipt book located at the parking services customer window. In either case, the receipt issued must be present for the hearing officer or supervisor to authorize a vehicle’s release. Only the following forms of payment are to be accepted:
 - a. Cash
 - b. Cashier's Check
 - c. Money Order

13. All fees collected shall be placed into an envelope along with the yellow receipt triplicate (white to payee, yellow to deposit, pink remains in booklet), and a copy of the registered owner's (R/O) or R/O agent's driver license. The deposit shall then be logged into the "Vehicle Impound Release Fee Log" located above the drop safe in the Parking Office, and deposited within the drop safe immediately. The financial analyst is to collect all envelopes from the safe the following business day for deposit.
14. Once the administrative fee process is complete, the supervisor or hearing officer may proceed with completing the release sections located on the original CHP 180 tow form. The original tow form or face page copy may be obtained either from Records or from the towing log clipboard located in the shift supervisor's office. (See attached tow form with the required areas circled.) Copies shall be made of the registered owner's and/or designated driver's license/photo identification card, proof of insurance, and proof of registration (if available, as it may be in the impounded vehicle), all of which are to be attached to the signed CHP 180 tow form and placed into the record administrator's mailbox. A copy of the signed CHP 180 form is to be given to the legal/registered owner for purposes of providing it to the tow company to authorize release.
15. Police supervisors are required to make and place a copy of all CHP 180 tow forms they approve on the impound clipboard located in the shift supervisor's office.

F. Speed and Other Moving Violations

1. Speed and other moving violations can be determined by use of speed measuring devices, pace method, observation, or speed estimation.
2. Officers shall consider appropriate factors when enforcing laws of speed and other moving violations, including time of day, traffic flow, weather conditions and location.
3. Speed and other moving violations shall be enforced by either citation or verbal warning.

G. Hazardous Violations

1. Officers shall consider proper factors when enforcing hazardous violations, including:
 - a. Degree of the hazardous act;
 - b. Collision history of the location;
 - c. Current trends of traffic in the area; and/or
 - d. Any directed patrol programming.
2. Citations or verbal warnings may be issued at the discretion of the officer.

H. Non-hazardous Violations

1. Non-hazardous violations will be enforced depending on the seriousness of the offense and trends/patterns observed in violations.

2. Citations or verbal warnings may be issued at the discretion of the officer.

I. Off-road Vehicle Violations

1. Officers will take appropriate enforcement action for violations committed by operators of off-road recreational vehicles that are observed and/or reported to the California State University, Northridge Department of Police Services.
2. All officers should address the following issues using authority sections in the California Vehicle Code or other appropriate codes.
 - a. Removal of unlicensed vehicles from the streets and highways;
 - b. Violation of off-road vehicle registration laws;
 - c. Misuse of public trails;
 - d. Improper use of street and highway crossings;
 - e. Citizen complaints of excessive noise, trespass, and/or property damage; and
 - f. Status as juvenile offenders.
3. Off-road vehicles may include, but are not limited to, dirt bikes, all-terrain vehicles, motorcycles, four-wheel drive vehicles and dune buggies.
4. Collisions involving off-road vehicles will be investigated according to the criteria and procedures for public and private collision investigations as directed in the California Highway Patrol Collision manual.

J. Registration/Equipment Violations

1. Officers shall consider proper factors when enforcing violations of equipment requirements:
 - a. As specified within the California Vehicle Code and other statutes;
 - b. The operator's ability to remedy the condition promptly;
 - c. Approximate influence of the hazard to other traffic; and
 - d. The approximate influence of the hazard to the operator and passenger(s).
2. Citations or verbal warnings may be issued at the discretion of the officer.
3. Whenever a vehicle is found or operated upon a public highway or on an off-street parking facility with a registration expiration date in excess of six months, whether occupied or unoccupied, an officer may remove and store such vehicle pursuant to section 22651(o) of the California Vehicle Code.

K. Public Carrier / Commercial Vehicle / State Owned Carts

1. Public carriers and commercial vehicles shall be examined thoroughly and appropriate laws enforced through citations, or when necessary, through arrest to ensure that programming for the safety of passengers and the general public is supported.
2. California State University, Northridge utilizes various styles of gas and electric carts to support the business of the campus. As such, appropriate enforcement will be provided of said vehicles to provide for the public safety of the campus community. Officers should recognize the following considerations:
 - a. Only carts that are legally registered and are equipped with the established required equipment as set forth in the California Vehicle Code may be driven on adjacent public roadways.
 - b. Drivers of carts shall drive with due regard for the surrounding public, especially while driving on pedestrian pathways and sidewalks.
 - c. Drivers of state owned carts shall meet all required regulations for use of said carts as established by the campus, including all mandated training.
3. Citations or verbal warnings may be issued at the discretion of the officer.

L. Multiple Violations

1. Multiple violations may be placed on the same citation. The Continuation of Notice to Appear form (form TR-106) may be issued if all violations cannot be covered in one citation.
2. In cases of multiple violations, officers shall list the most serious offense first and additional violations below, on a citation.

M. Newly-enacted Laws and/or Regulations

Verbal warnings may be used in lieu of citations, during a specified grace period, following the enforcement of new laws or the installation of new traffic controls/devices.

N. Violations Resulting in Traffic Collisions

1. Enforcement action should be taken whenever believed appropriate by the investigating officer, when:
 - a. The officer has detected a violation of a traffic or relevant law; and
 - b. When evidence exists to satisfy all the elements of that particular violation.
2. At the scene of the collision, the officer may take immediate enforcement action and issue a Notice to Appear. An officer is authorized to take such action, even if the violation did not occur in his/her presence, if that officer has successfully completed advanced collision investigation training, as required in CVC Section 40600(a).
3. If the officer observes the violation, and after responding to the collision chooses to do so, he/she may issue a Notice to Appear based on that observation.

4. If circumstances warrant, an officer may make an arrest for driving under the influence at a collision scene, if evidence is in accordance with CVC Section 40300.5.
5. If the identity of a driver who was involved in an collision but left the scene is determined through an officer's investigation, an arrest warrant should be obtained.
6. Misdemeanor arrests at collision scenes: If an officer makes an arrest at a collision scene and takes the driver into custody, the officer will complete a Crime Report in addition to the traffic collision report.

O. Pedestrian and Bicycle Violations

1. Pedestrian and bicycle violations are a priority on campus due to the large number of pedestrians.
2. Bicyclists will be cited for any Vehicle Code violations observed. This will include stop sign and red light violations.
3. Bicyclists, pedestrians, operators of mopeds, and animal handlers shall comply with applicable laws. Officers shall employ proper discretion, with adherence to current directed patrol programming, to those persons who are in violation of campus directives, in accordance with CVC 21113(a).
4. Pedestrians should be warned or, if warranted, cited (if applicable by law) when not utilizing marked crossing locations.
5. Enforcement will be commensurate with pedestrian and bicycle collision experience/history, with specific emphasis being placed on educational and preventive measures.

P. Traffic Enforcement Practices

1. Visible traffic control - Normal traffic enforcement involves visible traffic patrol by officers who observe and handle traffic violations during the performance of their normal duties.
 - a. Area or beat patrol involves traffic enforcement within an officer's assigned area of responsibility.
 - b. Line patrol involves traffic enforcement along, and concentrating on, a particular section of roadway.
 - c. Directed patrol specifies enforcement efforts in an area or at a specific location based on analysis, depending on the nature of the violation being focused on (e.g., failure to yield to pedestrians in a crosswalk).
2. Stationary observation, either covert or overt, may be used as a technique to observe the flow of traffic in a particular location.

- a. Officers are encouraged, when completing reports or performing other activities which will keep them out of service for a short while, to park their patrol vehicles in a conspicuous location, where just the presence of the vehicle will serve to remind drivers of the need for compliance with traffic laws.
 - b. Enforcement that requires the use of a covert location is less accepted by the motoring public but may, at times, be the only way to resolve a particular concern.
3. Marked police vehicles will generally be used to affect traffic stops.
- a. Vehicles both marked and unmarked, used to effect a traffic stop, must be equipped with emergency lights, siren, and a police radio.
 - b. Unmarked vehicles may be used for the enforcement of traffic laws, subject to availability and supervisor approval.
 - c. Plain-clothes officers will not normally conduct traffic stops unless a serious violation is observed or circumstances are present which exposed the public to danger.
 - 1) Plain-clothes officers conducting traffic stops will advise Communications of the stop, location, vehicle license number, and the fact that they are in plain-clothes.
 - 2) Communications will dispatch a uniformed officer to the location to act as the back-up officer.
 - 3) Plain-clothes officers will clearly identify themselves to the violator and handle the enforcement actions.
4. Use of Vehicle and Roadside Safety Checkpoints
- a. Vehicle checkpoints should only be used to:
 - 1) Perform vehicle equipment checks;
 - 2) Perform sobriety checks;
 - 3) Search for wanted felons or fugitives who have been reported as both possibly within the region of the university and considered armed and dangerous.
 - b. Vehicle checkpoints will be authorized by the on-duty commander, and will be performed via the use of traffic cones, flares and within a clearly established and designated area.
 - c. Officers shall wear traffic vests and use traffic flashlights (required if in hours of darkness).

- d. Safe area routing will be designated so that vehicles can leave the affected area when appropriate.
- e. Specific criteria will be developed prior to the operation, and that criteria will be consistently applied throughout the checkpoint/roadblock. As an example, two appropriate standards would be:
 - 1) All vehicles will be visually checked; or
 - 2) All vehicles will be procedurally checked in sequence by number (as in every fifth vehicle).

Q. Procedures for stopping and approaching traffic law violators. Upon observing a traffic violation, the officer shall follow the listed procedures:

1. Advise Communications that he/she will be making a traffic stop.
2. When Communications has acknowledged, give the location, license plate number, and the color/make/model of the vehicle.
3. Select the safest possible location for the stop. Be aware of traffic flow, pedestrian traffic, and occupied vehicles in your surrounding area.
4. Use overhead emergency lights as needed (Code 2 or 3) to stop the violator.
5. Position the patrol vehicle eight to ten feet behind the violator's vehicle, offset approximately two feet to the left of the violator's vehicle, to create a safety zone.
6. When the violator or patrol vehicle is on any part of the traveled portion of the roadway, activate all necessary emergency equipment to alert on-coming vehicles of police activity.
7. Approach the violator's vehicle using extreme caution, illuminating the interior of the vehicle with spotlights and "takedown" lights, when appropriate (i.e., evening or extreme darkness). Officers may choose to approach the vehicle from the passenger side if the traffic stop is conducted on a freeway.
8. Request the violator's license, vehicle registration, proof of insurance, or other appropriate documentation.
9. Inform the violator of the reason for the stop (violation, street speed vs. speed allowed/posted, etc.).
10. Conduct the appropriate records checks (vehicle license plate, driver's license) and take appropriate enforcement action.
11. Obtain the violator's signature on the citation, return documents, and give violator the yellow copy of the citation.
12. Allow the violator to safely leave the location before leaving the scene.

R. Procedures for officers to follow during interaction with traffic violators

1. Officers shall, at all times, project a professional image when dealing with traffic violators.
 2. Officers must understand that prior to contact, the driver may have already deemed the encounter a "negative" contact.
 3. The seven-step car stop method is suggested:
 - a. Greeting (Good Morning, Afternoon, or Evening);
 - b. Identify yourself and police department;
 - c. Obtain driver's license, registration, and insurance;
 - d. Advise the reason for the stop;
 - e. Justification (Was there a reason why you.....?);
 - f. Decision (citation or warning); and
 - g. Close (Drive safely/carefully).
 4. Officers should attempt to calm violators who display signs of emotional distress as a result of the contact.
 5. Officers who issue citations for traffic violations shall be equipped with the necessary forms, references, and equipment while on duty. All forms used by officers shall be properly completed.
- S. Procedures for stopping unknown risk or suspected/known high-risk violators. Additional caution shall be employed in vehicle stops involving unknown risk or suspected/known high - risk violators, such as when one or more occupants of a vehicle are suspected to be armed and/or dangerous. The following procedures are to be followed under optimal circumstances; however, officers need to be flexible and adjust in accordance with the conditions at the scene.
1. Immediately notify Communications when a vehicle driven by an unknown risk or suspected high-risk individual is located.
 2. When Communications has acknowledged, give current location, direction of travel, and a thorough description of the vehicle and all occupants.
 3. If a sufficient number of California State University, Northridge police units are not available, Los Angeles Police Department units or California Highway Patrol units may also be requested to assist.
 4. If possible, avoid initiating the stop until cover units have arrived and are in position to assist immediately.
 5. Select the safest possible location for the stop in order to maximize the officer's position of advantage and minimize the danger to the public. Be aware of traffic flow, pedestrian traffic, and occupied vehicles in your surrounding area.
 6. When additional units are positioned and conditions are favorable, use emergency

lights (Code 2 or 3) and siren to stop the violator.

7. Position the patrol vehicle in a safe manner behind the violator vehicle (i.e. to create a safety zone, patrol vehicle can be positioned approximately two to three car lengths behind and offset approximately four to five feet to the left of the violator vehicle.)
8. When appropriate (i.e. evening, extreme darkness), turn on all lighting equipment to illuminate the interior of the violator vehicle and place the occupants of the violator vehicle at a disadvantage. This tactic will also alert on-coming vehicles that there is police activity.
9. Depending upon the environmental conditions at the scene (i.e. road width, traffic conditions), responding units shall place their patrol vehicles to the right, left and/or rear of the primary officer in a safe manner.
10. Only one officer will issue commands to the suspect vehicle at a time.
11. Direct the occupants of the vehicle to keep their hands in sight at all times and to avoid sudden movements.
12. Direct the driver to shut off the ignition, remove the keys from the ignition and place the vehicle keys in a designated location.
13. If additional units have not arrived, the primary officer will maintain a stable situation until sufficient back up units arrive.
14. Additional officers, when available, shall assume handcuffing, searching and arrest responsibilities by stationing themselves at the doors of the lead units.
15. One at a time, direct the vehicle occupants to exit the vehicle in a predetermined order.
16. Direct persons exiting the vehicle to move slowly and keep their hands above their heads. Visually inspect the suspect(s) for weapons as they exit the vehicle.
17. Once the suspect has reached a safe location, order the suspect into a position of disadvantage (i.e., kneeling, prone).
18. Cover officer will conduct a quick search of the suspect (being mindful of the front and rear waist band areas) and handcuff suspect before moving him/her to a safe location for a more comprehensive field search.
19. Conduct a thorough search of the handcuffed suspect.
20. After all known occupants are removed from the vehicle, additional commands will be made to the vehicle on the assumption an additional occupant is concealed in the passenger compartment.
21. After a reasonable number of commands are given with no response, deploy canine unit, if appropriate, to make the initial search of the vehicle. If no canine unit is available, two officers shall approach in a low profile position/cover formation and search the vehicle interior and trunk areas to confirm that it is unoccupied.
22. After all occupants has been secured, a search of the vehicle's interior for potential weapons and/or contraband should be conducted prior to allowing anyone to return to the vehicle, so long as the search is in compliance with federal, state, and case law

pertaining to search and seizures as specified in Department policy #08-L.E.014: Legal and Constitutional Authority for Search and Seizure, Interviews/Interrogation, and Arrest.

T. Use of Speed Measuring Devices – LIDAR

1. Equipment Specifications

- a. The authorized speed measuring device(s) utilized by the department shall be the handheld cordless unit style, LIDAR-Pro Laser III and trailer mounted “K-band” RADAR.
- b. The LIDAR units have rechargeable batteries that are integrated into the devices, preferably without external cords.
- c. **Handheld LIDAR units shall function in a stationary mode only and are not to be used while the patrol vehicle is moving.**
- d. Enforcement using a Speed Trailer (trailer mounted RADAR unit) will be used only in conjunction with a scheduled Speed Enforcement Operation and only by personnel trained on the use of speed measuring devices.

2. Operational Procedures, Proper Care, and Upkeep

- a. Officers will operate the LIDAR unit primarily on and around the department’s established jurisdiction.
- b. Violators may only be cited on streets that have been surveyed by a state certified traffic engineer within the last 5 years. LIDAR may also be used on streets with prima facie speed limits of 25 MPH or less and on streets less than 40 ft wide. All other streets or roads not surveyed may be monitored, however officers shall not issue LIDAR citations on non-surveyed roadways.
- c. Officers should concentrate on areas where complaints have been received of vehicles operating at unsafe speeds.
- d. Officers will only operate the unit in/outside the patrol vehicle, in a stationary manner.
- e. Officers attempting to apprehend violators should exercise good judgment and avoid unsafe maneuvers.
- f. As with all enforcement activities, officers are encouraged to utilize discretion when citing speeding violations and should weigh all circumstances involved when determining proper guidelines for the citing of speed violations. The following information is provided as a guideline and is not intended to be an absolute standard:
 - 1) 0-9 miles above the speed limit – officer should consider warning violator;
 - 2) 10-15 miles above the speed limit – officer discretion;

- 3) Over 15 miles above the speed limit – officer should issue citation to violator.
- g. All speeding violations conducted with the use of the LIDAR unit will be documented on the LIDAR box located on the citation.
- h. LIDAR Calibration
 - 1) Prior to utilizing the LIDAR for enforcement, the shift supervisor shall sign out the LIDAR to the assigned officer issued the equipment sign out/in log located in the equipment room.
 - 2) Officers will conduct a “self-test” on the unit, using the test button located on the face of the unit. The unit’s “self-test” function will ensure that the unit’s internal circuits and display are operating correctly.
 - 3) The LIDAR units will be secured in the police equipment room and available for issue.
 - 4) Officers should avoid spilling food, beverages or other liquids and substances on the unit.
 - 5) To clean the device, dust it lightly with a soft, clean cloth. The cloth should be free of any cleaning solutions.
3. Programmed Maintenance
 - a. In accordance with vehicle code section 40802 (c) (1) (D) all LIDAR units are to be calibrated every three years by R.H.F. Inc. (714-848-9367).
 - b. The Traffic Safety unit supervisor will be responsible for ensuring these tasks are completed.
4. Maintenance and Calibration Records
 - a. All maintenance and calibration records shall be maintained by the Records unit.
 - b. Original copies of maintenance and calibration documents shall not be distributed unless required for court proceedings.
5. Operator Training and Certification
 - a. All operators shall receive 40 hours of RADAR/LIDAR operation training from the Los Angeles County Sheriff’s Department, Los Angeles Police Department or other qualifying agency that certifies officers in the use of stationary RADAR/LIDAR.
 - b. Certification training shall include the following:

- 1) The history and theory of RADAR/LIDAR;
 - 2) Stationary RADAR/LIDAR operation;
 - 3) RADAR/LIDAR phenomenon;
 - 4) Speed survey information;
 - 5) California Penal Code as it relates to the use of RADAR/LIDAR;
 - 6) Practical application of RADAR/LIDAR;
 - 7) Speed estimation certification; and
 - 8) Courtroom demeanor and legal defenses.
- c. Those officers who complete the LIDAR/RADAR certification course will be provided with a certificate of completion from the training agency. A copy of the certificate will be kept in the officer's training file.
- U. Procedures for identification and referral of drivers recommended for re-examination by licensing authority (DMV)
1. This guideline establishes procedures for requesting the re-examination of drivers who appear to be physically or mentally incapable of operating a motor vehicle safely.
 2. It is not the intent of the department to call attention to, or cause a person to lose their driving privileges unnecessarily. However, the department and its members have an obligation to keep the public roadways in and around California State University, Northridge safe for its students, employees, and visitors.
 3. Officers who have conducted a traffic stop and detained a person who appears to display any of the following characteristics that prevents him/her from exercising reasonable and ordinary care over a motor vehicle, shall complete the appropriate forms and request a re-examination of the driver by the Department of Motor Vehicles:
 - a. Incompetence;
 - b. Physically or mentally disabled; or
 - c. Suffers from a disease or other possible disqualifying condition.
 4. Officers shall comply with California Vehicle Code sections 21061 and 21062 which outline the Department of Motor Vehicles guidelines for the submission or re-examination request.
 5. All re-examination notices (DMV DS 427) shall be submitted to the DMV per California Vehicle Code section 21062. A copy of the re-examination notice shall be attached to the original citation for filing or to the original report, if one is generated.

6. The driver shall not receive the pink copy of this form unless the officer feels that immediate reexamination is needed. If the pink copy is issued, the driver will receive priority when scheduling an appointment.

V. Parking Enforcement

1. Parking enforcement officers are the primary issuing authority for parking related violations. However, police officers are expected to issue parking citations as necessary.
2. Parking on campus is enforced 7 days a week/24 hours a day by the California State University, Northridge Department of Police Services.
3. Parking enforcement will be performed under applicable parking laws, as prescribed within the California Vehicle Code, section 21113, and within the directives provided by the President of the university, as authorized by California Education Code, section 89050.
4. Parking enforcement will consist of a concerted effort to ensure appropriate access to, and use of, campus parking facilities. Areas that will be patrolled and enforced on an ongoing basis are:
 - a. Disabled/handicapped parking spaces and zones;
 - b. Emergency vehicle spaces and zones;
 - c. Permit violations.
5. As prescribed by law, officers shall tow vehicles that have been parked in a location which represents a hazard to other traffic.

W. Specialized Traffic Enforcement Program

1. The ultimate goal of a specialized traffic enforcement program is to encourage safe driving habits and to reduce traffic collisions. This may be achieved through the application of such techniques as geographical/temporal assignments of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unsafe or unlawful driving behaviors. Such techniques will include, but are not limited to, the following:
 - a. DUI checkpoints;
 - b. DUI patrol saturation;
 - c. Red light enforcement operation;
 - d. Speed enforcement operation;
 - e. Pedestrian safety program (e.g., Project PED);
 - f. Suspended/revoked driver's license enforcement operation;
 - g. Vehicle safety equipment enforcement operation (e.g., Click It or

Ticket).

- h. Cell phone enforcement (e.g. Hang it up campaign).
 - i. ADA placard misuse enforcement
2. Implementation and selection of specialized traffic enforcement programs shall be based on information submitted and analyzed by the Traffic Safety unit's supervisor. Consideration for these programs shall include, but is not limited to, the following:
- a. Collision data;
 - b. Enforcement activity record;
 - c. Traffic volume;
 - d. Special traffic conditions
 - 1) Seasonal traffic variations;
 - 2) Special events;
 - e. Analysis of collected traffic data;
 - f. Evaluation of selective traffic enforcement activities.
3. The objective of a specialized traffic enforcement program is to direct appropriate enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in collision situations, but also in terms of traffic-related needs identified by the agency's community. Specialized enforcement techniques and procedures describing the specific operation's administration, shall be implemented at the discretion of the Chief of Police.
4. The Traffic Safety unit supervisor shall be responsible for all special traffic enforcement activities as well as the maintenance of such data for the Department of Police Services' Annual Report.

X. Traffic Safety Education

- 1. It is the ultimate goal of this department to achieve voluntary compliance with all traffic laws and regulations through dissemination of traffic safety materials to the university community. Preparation and dissemination of traffic safety materials enhance public understanding and support enforcement efforts.
- 2. The department will attempt to achieve its goals by providing both written literature and public programming to the California State University, Northridge community. The Traffic Safety unit, in conjunction with the Crime Prevention and Community Relations coordinators, will provide department literature and programming which will include, but are not limited to, the following:
 - a. Project PED – Minimally, twice a year at the beginning of the fall and spring semesters, the department shall implement this program to enhance pedestrian safety through education and enforcement. The

program will include the use of flyers, posted electronic signs, and enforcement.

- b. DUI Awareness – The department provides DUI awareness through a variety of methods:
 - 1) During all DUI Task Force operations, the department distributes the CHP Sobriety Checkpoint brochure as educational material.
 - 2) The department conducts numerous public outreach programs to students and staff regarding the dangers of driving under the influence of alcoholic beverages and drugs. This entails demonstrations in which campus community members use blurred vision goggles to simulate impairment.

- c. Vehicle Safety Equipment Awareness – The department provides seatbelt awareness via the following:
 - 1) Click It or Ticket Program - The department participates in this national program. Prior to the enforcement period, a press release is issued to educate the public regarding the use of seatbelts while driving.
 - 2) The department maintains a police officer trained in the installation of children and infant car seats. The program is offered to the university's Children's Center and to the campus community.

- d. Hang it up Campaign - The Department recognizes the inherent hazards created by drivers that are distracted by using cell phones while driving. Thus the Department shall endeavor to vigorously enforce and educate the campus community by committing to a focused effort in support of vehicle code section 23123 (a). The campaign will be conducted minimally once a calendar year and will include the use of flyers, posted electronic signs, and enforcement.