

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015		<i>Amended Date</i> October 10, 2024		<i>Directive</i> 7.13.1	
<i>Subject</i> Traffic Enforcement					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 7.21; 7.22; 7.28		<i>Review Date</i> October 1, 2024	
				<i>Pages</i> 15	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

It is the purpose of this policy to establish guidelines for stopping and approaching motorists in a manner that promotes the safety of the officer and the motorist.

SECTION 2 POLICY

Traffic law enforcement involves all activities or operations which relate to observing, detecting, and preventing traffic law violations and taking appropriate action under the circumstances. It is the policy of this department that motor vehicle stops shall be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while recognizing and taking steps to minimize the dangers involved in this activity for the officer, the motorist, and other users of the highway.

Overzealous enforcement, however, without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and poor relations between the department and the community. The emphasis of an officer's traffic enforcement is placed on violations that contribute to accidents and that prevent hazards to vehicular and pedestrian traffic. (TPCA 7.28a)

SECTION 3 DEFINITIONS

- A. **Citation:** Also known as a "ticket", is a written promise to appear that is signed by the violator, promising to appear before the proper magistrate by a specified date and time.
- B. **Violator:** The violator is the responsible person who violated the law. The violator can be an operator or a passenger of a motor vehicle.
- C. **Non-Residents:** Persons who reside in another state or country.
- D. **Residents:** Persons who reside in the State of Texas.
- E. **Juveniles:** For the purpose of this procedure, means a person who is ten (10) years of age or older but younger than sixteen (16) years of age.

LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- F. **Child:** For the purpose of this procedure, means a person who is under fifteen (15) years of age.
- G. **Foreign Diplomats:** A person appointed by a state to conduct diplomacy with another state or international organization. The main functions of diplomats revolve around the representation and protection of the interests and nationals of the sending state, as well as the promotion of information and friendly relations.
- H. **State:** In the previous definition, has the meaning of a Country other than the United States of America.
- I. **Uniform Traffic Enforcement:** The enforcement of traffic laws and ordinances with the primary objective being to encourage motorists and pedestrians to comply voluntarily with the laws. It should be based on:
1. accurate problem identification;
 2. countermeasures designed to address specific problems;
 3. enforcement actions applied at appropriate times and places, coupled with a public information effort designed to make the moving public aware of the problem and the planned enforcement action; and
 4. a system to document and publicize the results
- J. **RADAR:** In the scope of this procedure, a speed measuring device that uses radio detecting and ranging technology.
- K. **LIDAR:** In the scope of this procedure, a speed measuring device that uses Light Detection and Ranging technology.
- L. **Off-Road Vehicles:** For the purpose of this procedure, means any motorized vehicle not subject to registration for highway use.

SECTION 4 PROCEDURES (TPCA: 7.28)

A. Legal Basis for Stopping Motor Vehicles

1. Officers have legal justification for stopping a motor vehicle as provided by the Fourth Amendment to the United States Constitution. Without such justification, evidence of illegal activity discovered during the course of a stop may be inadmissible in court.
2. Officers are prohibited from stopping vehicles under the guise of legal authority when in fact the stop is based solely on the officer's prejudice concerning a person's race, ethnicity, sex, or similar distinction.
3. A vehicle may be stopped only for a period of time that is reasonable to issue a citation or conduct other legitimate police business.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

4. Officers should avoid arrests solely for minor vehicle infractions even if permitted by law when a citation in lieu of arrest is a reasonable alternative.
5. Officers are reminded that they have full discretionary authority in the type of enforcement actions to be taken, subject to the guidelines contained herein. Officers are encouraged to use good judgement, understanding, and compassion in making a decision on the proper enforcement activity. (TPCA 7.28b)

B. Types of Enforcement Actions

1. Warnings:

- a. Officers may, in the exercise of their discretion, issue warnings to a violator whenever a minor traffic infraction is committed in areas where traffic accidents are minimal, or when the act may be due to ignorance of a local ordinance which may be a unique violation or a violation of which the driver may not be aware. A properly administered warning can be more effective than any other type of enforcement. For minor traffic violations, the officer may determine, in the exercise of his discretion, that a warning will accomplish enforcement goals equally as well as a citation.

2. Citations:

- a. A promise to appear citation (ticket) may be issued to a vehicle operator who has committed a violation of any traffic law or statute regulating the operation and movement of vehicles on public streets and alleyways.

3. Physical arrest (TPCA 7.28d)

- a. Custody arrests for traffic violations are authorized by the Section 543.001, Texas Transportation Code. However, in accordance with the Section 543.004, Texas Transportation Code, officers shall provide an opportunity for the violator to sign a citation (notice to appear) for the offenses of speeding or the open container statute, Section 49.03, Texas Penal Code, or the use of wireless communication device, Texas Transportation Code 545.5251. Officers may make a custody arrest for traffic violations at their discretion, except for speeding or the open container statute. Officers may make a custody arrest for speeding or the open container statute but only after the violator has refused to sign a promise to appear.
- b. Officers, if possible, should avoid making a custody arrest for a traffic violation when the driver is disabled, has a serious medical condition, when the driver has children in their care or when there are other circumstances which would detract from the reasonableness of the arrest. If an officer makes an arrest, the officer will document the specific facts and circumstances which combine to establish the reasonableness of the arrest in the officer's arrest report.
- c. Officers should arrest a subject who is:

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- i. in violation of Section 49.04, Texas Penal Code “Driving While Intoxicated” or Section 106.041, Texas Alcohol and Beverage Code “Driving or Operating Watercraft Under the Influence of Alcohol by Minor,” unless otherwise directed by this directive;
- ii. when the officer has specific reason to believe that the person will not comply with the citation if issued, the officer will document the specific reason in the officer’s arrest report; or
- iii. whenever a felony has been committed involving a vehicle

C. Handling Special Categories of Violators

1. Juveniles

- a. Officers issuing a traffic citation to a juvenile offender shall also complete a Juvenile Notice and advise the juvenile offender that he or she must appear in court before the magistrate with a parent or legal guardian, no prepayment is allowed.

2. Foreign Diplomats/families/servants and other consular officials

- a. Diplomatic immunity is granted by the United States Government under provisions of the Vienna Convention on Diplomatic Relations and also, 22 U.S.C. Chapter 6. Generally, these provisions apply to two classes of immunity:
 - i. Diplomats and members of their families enjoy full immunity.
 - ii. Employees of diplomatic missions and with respect to acts performed in the course of their official duties.
- b. The burden is on the diplomat to claim immunity and show valid credentials.
- c. Section 543.011, Texas Transportation Code requires a peace officer who stops or issues a citation to a person, who claims diplomatic immunity or presents a driver’s license or identification card issued by the United States Department of State, record all relevant information from any driver’s license or identification card presented by the person or any statement made by the person relating to immunities or privileges and promptly deliver the record to the law enforcement agency that employs the peace officer.
- d. Section 543.011, Texas Transportation Code requires the law enforcement agency to, as soon as practical, contact the United States Department of State to verify the person’s status and immunity if any; and no later than the fifth working day after the date of the stop or issuance of the citation, send the Bureau of Diplomatic Security Office of Foreign Missions of the United States Department of State the following:
 - i. a copy of the citation that was issued and any accident report prepared; or
 - ii. if a citation was not issued and an accident report was not prepared, a written report of the incident.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

3. The Lieutenant Governor and members of the Texas Legislature

- a. Members of the Texas Legislature and the Lieutenant Governor are exempt from arrest during a legislative session (or allowing for one day for every twenty (20) miles such member may reside from the place where the legislature meets before the beginning or after the ending of any session) except in cases of treason, a felony, or a breach of the peace.
- b. Officers may issue a traffic citation for a moving offense or file an at large case for driving while intoxicated.

4. Members of Congress:

- a. Members of Congress may not be detained for the issuance of a citation while they are in transit to or from the Congress of the United States.
- b. If a member of Congress is stopped for a traffic infraction, he shall, upon presentation of valid credentials, be immediately released. The officer may then obtain a citation for the member of Congress covering the observed violation and make arrangements to serve the citation at a time when the member of Congress is not in transit to or from Congress, or on official business.

D. Information Regarding Traffic Citations

1. The citation shall be completed whenever a motorist is to be charged with a motor vehicle violation. Officers shall advise the driver of the following information:
 - a. The driver has twenty (20) business days to contact (telephone, mail or in person) the court.
 - b. The court location, contact information, hours of service and other court instructions are located on the back part of a handwritten citation or on the bottom of an electronic citation. (TPCA 7.21)
 - c. Answers to the motorist's questions about the citation, being as thorough as possible.

E. Racial Profiling Documentation

1. All self-initiated traffic and pedestrian stops made whether or not a citation or warning is issued, the officer shall complete a racial profiling incident report in the Racial Profiling Module as directed by Directive 2.01.1, Lancaster Police Department General Orders Manual.

SECTION 5 UNIFORM ENFORCEMENT POLICIES FOR TRAFFIC LAW VIOLATIONS

- A. Uniform traffic enforcement policy does not preclude the exercise of officer discretion based upon the seriousness of the violation and the action which is most likely to result in future compliance with the law. (TPCA 7.28b)

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

B. Uniform enforcement measures support the ultimate aim of traffic law enforcement, which is to achieve compliance with traffic laws and regulations. The following discretionary levels of enforcement may be used:

1. Speed Violations

- a. Legally, there is no defense for exceeding the speed limit. Practically, however, there exist sufficient reasons to believe that factors such as improperly calibrated speedometers, weather conditions, confusing speed restrictions, and other factors may give a driver cause to believe the speed was legal. Officers should exercise discretion when deciding if a citation or warning is appropriate.

2. Other Hazardous Violations

- a. Under normal circumstances it will be the practice to issue a citation for hazardous moving violations. However, consideration should be given to the weather conditions, traffic volume, pedestrian traffic and location.

3. Equipment Violations

- a. When a vehicle is found to be in violation of equipment requirements, a citation or warning may be issued.

4. Public Carrier and Commercial Vehicle Violations

- a. Commercial carriers will be treated the same as the general public. Enforcement policies and procedures delineated in this directive are applicable to the commercial carrier.

5. Other Non-Hazardous Violations

- a. Non-hazardous violations may be resolved by warning or with the issuance of a citation. If previous warnings have failed to correct driving habits, officers should issue a citation.

6. Off-road Recreational Vehicles

- a. Officers will take appropriate enforcement action for violations committed by operators of off road recreational vehicles. Officers should initiate enforcement action in an effort to reduce injury resultant of crashes as well as complaints of excessive noise, trespassing, and property damage.

7. Multiple Violations:

- a. Multiple non-hazardous violations may be resolved by warning or with the issuance of citations. Multiple hazardous violations may be resolved with the issuance of citations or a custody arrest if violations constitute reckless driving.

8. New enacted laws and regulations:

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- a. Legally, there is no binding grace periods before a law or ordinance can be enforced other than that specifically stated in the law or ordinance itself. Officers should use discretion when deciding to issue a citation or warning when a new ordinance or law is enacted without specified grace periods.

9. Driving While Intoxicated:

- a. Officers shall arrest for incidents involving the enforcement of law related to driving under the influence of alcohol and/or drugs. Such arrests shall be handled in accordance with the state laws.

10. Suspended/Revoked/Invalid Driver License

- a. Upon confirmation that a subject is driving with a suspended, revoked or invalid driver's license, the officer may issue a citation if the license is suspended, revoked or invalid if the person has not been previously convicted of Driving While License Suspended/Revoked/Invalid or not under suspension for a Driving While Intoxicated arrest. If the driver has been previously convicted or is suspended for a DWI arrest the officer shall arrest the violator.

11. Violations resulting in traffic crashes

- a. Citations may be issued following a crash if probable cause exists to believe that a violation has occurred.

12. Pedestrian and Bicycle

- a. Officers should take appropriate enforcement action when and where hazardous bicycle and pedestrian violations are observed.
- b. Use discretion in the application of such enforcement where traffic flow is minimal, visibility clear, and related crashes are few.
- c. When dealing with youthful offenders, take an instructive approach. Officers should consider contacting a parent or guardian when young children are involved in a hazardous situation.

SECTION 6 TRAFFIC LAW ENFORCEMENT PRACTICES GENERAL (TPCA 7.28)

A. Traffic enforcement during the performance of normal duties

1. Area patrol involves traffic enforcement within the officer's assigned area of responsibility.
2. Line patrol involves traffic enforcement with concentration on a particular section of roadway.
3. Directed patrol instructions can specify enforcement in an area, on a line patrol, or at a specific location, depending on the nature of the hazard/violation.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

4. Stationary observation, either covert or overt, may be used as a technique to make observations about the flow of traffic at a particular location and for enforcement.
5. Officers are encouraged, when completing reports or doing other activities which will keep them out of service for a short while, to park their patrol vehicles in a conspicuous location where the mere presence of the vehicle will serve to remind the other drivers of the need for compliance with traffic laws.

B. Objectives of Traffic Stops

1. The two primary objectives of any traffic stop are:
 - a. to take proper and appropriate enforcement action; and
 - b. to favorably alter the violator's future driving behavior
2. Achievement of these objectives requires the officer to evaluate the violator's mental and physical condition when assessing the facts of the violation itself. In achieving these objectives, officers must exhibit flexibility to minimize conflict or argument with the violator.

C. Stopping a Violator / Issuing a Citation (TPCA 7.28c)

1. Followed in all traffic stops:
 - a. be alert at all times for the unexpected;
 - b. be absolutely certain the observations of the traffic violation were accurate;
 - c. present a professional image in dress, grooming, language, bearing, and emotional stability;
 - d. be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available; and
 - e. decide on the appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, decide on the formal enforcement action before contacting the violator
2. Before making a vehicle stop
 - a. maintain a reasonable distance between the vehicle and the police unit;
 - b. locate a safe spot to stop the vehicle;
 - c. activate emergency lights and, when necessary, siren to signal the vehicle to stop;
 - d. advise the tele-communicator of the intention to stop the particular vehicle, giving:

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- i. radio call sign and stating the word "Traffic" (ex. 211-traffic);
 - ii. when advise, give the vehicle license plate and the stop location;
 - iii. if the vehicle license plate cannot be read, then give a description of the vehicle (e.g. make, model, color, etc.);
 - iv. if the vehicle has an out of state, paper license plate or some other type of plate, advise the tele-communicator of the type of license plate and then the license plate number (ex. Oklahoma plate – 123-ABC, Texas buyers tag – 123-ABC).
 - e. Officers shall position the police vehicle approximately one-half to one car length behind the violator's vehicle. The police vehicle shall be positioned so that it will offer the officer some protection from oncoming traffic. Generally, when the violator stops on the right side of the roadway, this position shall be two feet to the left of the violator's vehicle and angled as needed. This position provides maximum safety to the violator, the officer, and all other traffic.
3. Additionally, when stopping a vehicle in which the occupant(s) is deemed to present a hazard to the officer's safety:
- a. request a backup unit and calculate the stop so that the backup unit is in the immediate area before making the actual stop;
 - b. train the unit's auxiliary lights (spotlight and alley lights) on the occupant(s) of the vehicle when applicable; and
 - c. when necessary use the unit's public address system to give the occupant(s) of the vehicle instructions
4. Hazards
- a. On multi-lane roadways, the officer shall insure the safety of the violator during the lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.
 - b. Should the violator stop abruptly in the wrong lane or in another undesirable location, the officer shall direct him to move to a safer location. Officers shall use the public address system to instruct violators to move to a safer location. If the officer's oral directions and gestures are misunderstood, the officer shall quickly, but safely, leave the patrol vehicle and instruct the violator.
 - c. At night, officers shall exercise caution in selecting an appropriate place for the traffic stop. Once the violator has stopped, to maximize officer safety, use the spotlight and take down lights. After the stop, the head lights shall be on low beam for the safety of oncoming traffic, and emergency lights in use on the patrol vehicle.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

5. Approaching the violator

- a. The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of the particular traffic way, the urgency to stop the violator (intoxicated driver), and the existing volume of traffic may require adjusting or altering the recommended procedure. Under ideal conditions, follow these procedures if possible:
 - i. The officer shall leave the patrol vehicle and be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the violator's vehicle.
 - ii. The officer shall approach from the rear of the violator's car, looking into its rear seat and stop behind the trailing edge of the left front door. This position shall be maintained if there are only occupants in the front seat of the vehicle. From this position, the officer can communicate with the violator, keeping him only in a position of tactical disadvantage and at the same time keep all occupants of the vehicle in view.
 - iii. In cases where the violator's car has occupants in both the front and rear seats, the officer shall approach to the leading edge of the left front door, alert for any unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon against the officer. From this position, the officer can communicate with the violator and keep all occupants in view.
 - iv. In traffic stops made by two-officer patrol vehicles, the passenger officer shall handle all radio communications, write all notes and messages relayed from the communications center, and during the traffic stop shall leave the patrol vehicle and act as an observer and cover for his fellow officer. At no time should the two officers approach the violator together.

6. Communicating with the violator

- a. In transacting his business with the violator, the officer shall observe the following rules.
 - i. Greet the violator courteously with an appropriate title and identify yourself by rank, last name and department; (ex. Hello sir, I'm Officer XYZ with the Lancaster Police Department)
 - ii. Inform the violator what traffic law he or she has violated;
 - iii. Ask for the violator's driver license and insurance. If the driver offers money, the officer shall refuse the money and advise the driver of the illegality of the offer;
 - iv. If the driver has no driver's license, obtain another document of identification;
 - v. Do not argue, berate, belittle, or otherwise orally abuse the violator;

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- vi. Complete the forms required for the enforcement action taken or give an oral warning, if appropriate;
- vii. Explain to the violator exactly what he is supposed to do in response to the enforcement action taken and how this action will affect the violator (contact the court if a citation is issued, nothing if a warning is issued);
- viii. If the enforcement action requires a court appearance, make sure the violator knows where and when to appear. This can be done by telling the violator, he or she has twenty (20) business days to contact the court in some manner (phone, writing or in person) and advising the court information (address, phone number and hours of service are on the back of the citation (if handwritten citation) or on the bottom (electronic citation); and
- ix. Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.

7. Concluding the violator contact

- a. Return the violator's driver license and proof of insurance; and
- b. Release the violator after he or she:
 - i. Signs the citation; and
 - ii. Receives a copy of the citation.
 - iii. Assist the violator in safely re-entering the traffic flow.
 - iv. Do not follow the violator.

SECTION 7 CITATION ACCOUNTABILITY

A. Citation Book Security (TPCA 7.22)

- 1. Citation issuing information, records, and storage of citations is the responsibility of the municipal court. Citation books are stored by the municipal court in a locked storage closet at the municipal court. A patrol supervisor will notify the municipal court when new citations are needed. A supervisor will go to the court, pick up the citations, verify the citation numbers received and place them in a designated locked area.
- 2. When citation books are issued, the supervisor will issue and record the citation numbers, the date, issuing supervisor's name, officer's name and identification number on the electronic log located in the Patrol folder in PD Share.
- 3. The Operation Division Assistant Chief of Police at least annually will assigned a patrol supervisor to conduct an inspection of citation books not yet issued to ensure they are accounted for and

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

that the inventory log is being maintained properly. The inspection will be annotated on the inventory log with the supervisor name and date conducted.

4. If the assigned patrol supervisor locates any discrepancies the supervisor will complete a memorandum to the Chief of Police, through the Operation Division Assistant Chief of Police. The memorandum will state when the inspection was conducted and a list of all citations not accounted for at that time.

B. Citation Accountability

1. It is the responsibility of all personnel to safeguard and ensure citation books and individual citations are accounted for.
2. Failure to safeguard and/or be accountable for citation books may result in discipline up to, and including termination.
3. Employees shall ensure that citation books and copies of citations are kept in a secure location.
4. Employees shall turn in all copies of issued and voided citation(s) prior to the end of their shift.
 - a. The white copy of the citation will be dropped into the Municipal Court box, located in front of the patrol briefing room.
 - b. The pink copy of the citation will be retained by the officer in a safe location until all the citations in the book have been used.
 - c. Once all the citations in the book have been used, the officer will drop the book, containing all of the pink copies into the Municipal Court box located in front of the patrol briefing room.
5. Officer who make errors on citations and chose not to use the citation will write "VOID" across the citation. The officer will staple the white copy and violator's copy together and turn it into the on-duty patrol supervisor and advise why the citation was voided by the end of the shift. The patrol supervisor will go into the electronic citation log and complete the section for voided citations.
6. It is permissible for one officer to use a citation out of another officer's assigned book; however, the assigned officer should not loan the entire book to a fellow officer. The assigned officer is still responsible for the citations issued.

C. Electronic Citations

1. The department uses Enforcement Mobile, powered by Brazos for all electronic citations.
2. Prior to using Enforcement Mobile, an officer must be instructed on how to use the system.
3. Officers shall check out a ticket writer and printer at the beginning of their shift. Supervisors shall maintain the check in/check out log, located in PD Share, when they issue out a ticket writer and

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

printer. Supervisors shall not issue out printer paper to an officer unless the printer is out of paper or the paper is indicating it is about to run out.

4. The Brazos app must be synced at the beginning and end of an officer's shift. Syncing the app will download any updates or changes to the app. It will also send completed citations to the court and automatically request new citation numbers from the courts when needed.
5. After the officer has completed the electronic citation and saved the citation, the officer will then print one (1) copy of the citation. The copy will be to the violator with the courts location, phone number, hours of service and other instructional information on the bottom.
6. The officer will have the violator sign the electronic citation using the violator signature section in the app.
7. The courts copy of the citation will be received by the courts electronically, once the app is synced at the end of the officer's shift. There is no need to print out a paper copy for the courts.
8. Officers may use the app to attach photos to the electronic citation. However, these photos are only attached to the citation. Photos needed as evidence in an offense must still be uploaded to RMS.
9. The Chief of Police shall designate an employee to be an administrator of Enforcement Mobile. The designee will be responsible for ensuring the system is operating properly, coordinating with the courts as needed, adding/deleting users as needed, and maintaining any physical equipment (Ticket writers, printers, chargers, paper).

SECTION 8 DRIVER LICENSE AND SPEEDING ENFORCEMENT

A. Persons Charged with Revoked/Suspended Operator's License

1. A citation may be issued when an officer has stopped a vehicle and identified the driver as driving with an invalid or suspended operator's license.
2. A citation cannot be issued if the violator has been previously convicted for driving while license invalid/suspended, is operating the vehicle without financial responsibility (insurance) or the violator's license has been suspended as the result of an offense involving the operation of a motor vehicle while intoxicated. An officer in this type of situation may arrest the suspect or file an at-large case with the District Attorney's Office.
3. An officer who sees a person driving who is known to be under suspension or invalid may swear out a warrant if not able to stop the violator.

B. Speed Enforcement

1. Excessive speed is the second greatest cause of death and injury on the American highways. An officer shall uniformly enforce speed laws within the City Limits of Lancaster. Procedures for the enforcement of laws applying to speed will vary in accordance with the type of equipment used.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

2. Pacing

- a. The officer shall follow the vehicle being paced at a constant interval for a distance adequate, normally two or more city blocks, to obtain a speedometer reading. This method should only be used with a certified speedometer and only when enforcing serious violations and no other method to record the violator's speed is available.

3. Radar/Lidar

- a. Radar/Lidar shall not be used for "filler" or "slack" officer time, but shall be applied where vehicle speed is a hazard to other motorists or pedestrians. The following guidelines govern the use of radar/lidar, which shall always be operated in compliance with manufacturer's instructions.
- b. The radar/lidar unit must be properly working and connected to the appropriate power supply.
- c. Operators must thoroughly understand the effective range of the radar/lidar unit so observations can support the speed meter readings.
- d. The operator should choose an appropriate location relative to where traffic accident occur and in which speed has been identified as a contributing cause. The location must also be conducive to the effective and safe operation of radar/lidar.
- e. The radar/lidar unit shall be properly calibrated to insure accuracy in checking speed. The operator must follow the manufacturer's recommended specific methods of checking calibration without exception. Any problems with the operation of radar/lidar units or apparent malfunction shall be promptly reported. When possible, the radar/lidar unit should be calibrated before and after the issuance of each speeding citation with the times noted on the citation.
- f. In court, officers must establish the following elements of radar/LIDAR speed:
 - i. the time, place, and location of the vehicle, the identity of the operator, the speed of the vehicle, and the visual and radar/LIDAR speed check;
 - ii. officer qualifications and training in use of radar/lidar;
 - iii. proper operation of radar/LIDAR unit;
 - iv. that the unit was tested for accuracy before use and after use by an approved method;
 - v. identification of the vehicle and operator; and
 - vi. speed limit in the zone in which officer was operating and where the signs were posted

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- g. The Operation Division Assistant Chief of Police is responsible for the proper care, upkeep, maintenance, and calibration of radar/lidar units, maintenance of records, and that appropriate certificates are filed with the clerks of the appropriate courts.

SECTION 7 SPECIAL TRAFFIC PROBLEMS

A. Identification and Referral of Driver Recommended for Re-examination

- 1. During routine traffic law enforcement activities, officers frequently encounter persons whom they suspect of being incompetent, physically or mentally disabled, or having other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle. In all such cases, in addition to whatever enforcement he or she may take, the officer shall notify the Texas Department of Public Safety of these findings or suspicions, giving the violator's full name, date of birth, operator license number, and a brief description for the disability noted. The form can be located on the Texas Department of Public Safety's website.

B. Pedestrian and Bicycle Safety

- 1. The Support Services Division Assistant Chief of Police shall review the traffic accident records at least annually to determine what enforcement actions are needed to provide a proactive pedestrian/bicycle safety enforcement program. The Support Services Division Assistant Chief of Police may recommend enforcement measures including steps to:
 - a. reduce or eliminate human environmental factors leading to accidents;
 - b. reduce or eliminate the behavior, decisions and events that lead to the accidents

C. Off-Road Vehicles

- 1. Any officer observing an unlicensed off-road vehicle on the highways that cannot be operated legally on public highways shall order it removed, and enforce appropriate laws.
 - a. Officers shall enforce compliance with vehicle registration laws as they pertain to off-road vehicles.
 - b. Officers shall enforce laws, rules, and regulations concerning the operation of off-road vehicles on public-owned trails, parks, or property.

SECTION 8 COMMUNICATIONS ROLE IN TRAFFIC STOPS

- A. Communications personnel shall document every traffic and pedestrian stop conducted by sworn personnel by entering an event in OSSI CAD. Events shall be entered at the location of the original stop. In circumstances where safety dictates the stop be moved to an alternate location (i.e. parking lot, side street, etc.) only the unit(s) location shall be updated.

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015	<i>Amended Date</i> <i>October 10, 2024</i>	<i>Directive</i> 7.13.1
<i>Subject</i> Traffic Enforcement		

- B. Communications personnel shall ensure a back-up unit responds to all traffic and pedestrian stops conducted when a wanted or stolen hit is received on the vehicle or occupants and/or when requested by an officer.
- C. Communications personnel shall conduct periodic status checks of sworn personnel on traffic or pedestrian stops as necessary.

SECTION 9 SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.