



## **Cover Memorandum**

### **Traffic Control & Enforcement, JHPD Directive #442**

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#### **Purpose of the Directive**

The purpose of this Directive is to establish uniform procedures for the enforcement of the Maryland Transportation Code by the Johns Hopkins Police Department (JHPD), including uniform guidelines for vehicle stops, issuing violation documents, and documenting actions taken.

#### **Summary of Directive Requirements**

This Directive mandates that JHPD members shall uniformly enforce the Maryland Transportation Code and promote the safe and efficient movement of traffic within its jurisdiction. JHPD has authority to conduct traffic enforcement per the Memorandum of Understanding (MOU) with the Baltimore Police Department (BPD). This Directive mandates that all vehicle stops must be conducted in accordance with legal limitations and the limitations of this Directive. Pursuant to this Directive all vehicle stops must be based on probable cause that the driver has committed or is committing a traffic violation, or reasonable articulable suspicion that the driver or occupant has committed, is committing, or is about to commit a crime.

In order to address historic racial inequities in traffic enforcement, promote safety, and reduce community trauma, this Directive prohibits JHPD members from conducting pretextual stops, except for the rare instances when there is a serious offense involving an immediate threat to public safety. An example of such a rare instance would be a kidnapping case where the police have a general description of a vehicle (“white van”) that may not be enough to justify stopping any particular vehicle—but where the risk of harm is sufficiently grave as to justify the use of any constitutional means to apprehend the person suspected of the crime.

In addition, and in line with legislation such as the Montgomery County, Maryland, Safety and Traffic Equity in Policing (STEP) Act, Bill 12-23, JHPD members shall not conduct a stop or detain a person operating a motor vehicle solely for suspected equipment violations, except for the rare instances when there is a serious offense involving an immediate threat to public safety.

This Directive explicitly states JHPD officers may only ask for permission to conduct a consent search of a person or vehicle if reasonable articulable suspicion (RAS) or probable cause for a criminal offense arises during the stop and there is RAS to believe that evidence of the crime is located in or on the persons or areas the officer is requesting consent to search.

In addition, the Directive provides guidance on enforcing uniform traffic laws, including violations involving driving with a suspended/revoked license, excessive speed, public carrier/commercial vehicles, hazardous materials, pedestrians and bicycles, off-road vehicles, seatbelts and child safety seats, military and government personnel, non-residents, drivers under 18, and drivers of state-owned vehicles.

The Directive describes the process for issuing warnings and citations, including how to determine the level of enforcement to take. It provides step-by-step instructions on completing the paperwork, issuing the warnings/citations, and making reports. The Directive also provides instructions on using the E-TIX program.

Additionally, the Directive describes JHPD's directed traffic enforcement program, which targets violations and traffic safety concerns that have been identified through an analysis of traffic violation and collision data. Components of this program include compiling and analyzing traffic enforcement and collision data; directed enforcement activities at high-collision or violation areas; and an annual evaluation of enforcement activities.

Finally, the Directive discusses traffic control and safety measures, including traffic direction and control, required equipment/uniforms, manual traffic control, temporary control devices (e.g., flares, traffic cones), speed measuring devices, and vehicle escorts.

### **Blueprint for the Policy Development Process**

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

- a. **Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;
- b. **National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts's "Racially Just Policing: Model Policies for Colleges and Universities"; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of

Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

**c. National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT  
TRAFFIC CONTROL &  
ENFORCEMENT

OPERATIONAL  
PROCEDURE #442

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard, Jr.  
Issued: [full date]  
Revised: [full date]

Table of Contents

POLICY STATEMENT .....1  
WHO IS GOVERNED BY THIS POLICY.....1  
PURPOSE .....2  
DEFINITIONS .....2  
POLICY .....3  
GENERAL .....4  
PROCEDURES .....5  
POLICY ENFORCEMENT .....24  
RELATED RESOURCES .....25  
CONTACTS .....25

Policy Statement

Johns Hopkins Police Department (JHPD) recognizes that campus traffic safety is realized through a balance of education, engineering, evaluation, engagement, and the enforcement of traffic safety laws. Our commitment to sustainability empowers JHPD to engage with the community in fostering an environment that promotes a safe environment for walking, e-scootering, and riding a bicycle in harmony with the motor vehicles, public transportation, and other transportation alternatives moving in and around campus.

Who is Governed by this Policy

All sworn police officers, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD are governed by this Directive.

## Purpose

To identify the JHPD's responsibility for traffic safety and services and establish uniform procedures for the fair enforcement of the Maryland Transportation Code by officers, including guidelines for making constitutionally valid Vehicle Stops, taking consistent enforcement actions, issuing violation documents, and documenting actions taken.

## Definitions

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**Arrest:** The taking, seizing, or detaining of a person by any act that indicates an intention to take the person into custody by a JHPD officer, and that subjects the person to the actual control and will of the officer making the arrest. An arrest is affected:

- (1) when the arrestee is physically restrained, or
- (2) when the arrestee is told of the arrest and submits.

An Arrest requires Probable Cause that a crime was committed or is being committed.

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**High-Risk Vehicle Stop:** For the purposes of this Directive, a High-Risk Vehicle Stop is when the officer starting the stop knows or reasonably believes that the operator or other passengers in the vehicle are armed and/or known to be assaultive, wanted, or otherwise present a heightened danger.

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**Maryland Uniform Complaint and Citation:** Also known as a traffic citation, a legal documentation of a violation related to Maryland's Transportation Code.

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**Member:** All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).

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**Must Appear:** A mandatory court appearance wherein the defendant must stand before a judge. Defendants in these cases, which are the result of more serious violations of the Maryland Transportation Code, cannot resolve the matter by paying a fine without appearing in court.

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**Officer:** All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.

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**Payable Violation:** A traffic violation a person can pay without appearing in court. Payment of the citation is a guilty plea and becomes a part of the cited person's driving record. The person also has the choice to request a trial to contest the ticket or to request a waiver hearing to plead "Guilty with an Explanation" to have fees reduced or waived

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or to seek probation rather than a conviction because of extenuating circumstances.

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**Pretextual stop:**

Stopping a person, including stopping a motor vehicle, its driver, or its passengers, for an infraction to investigate other suspected or possible criminal activity for which the JHPD officer has neither Reasonable Articulate Suspicion (RAS) nor Probable Cause. With limited exception, officers must have Reasonable Articulate Suspicion for the infraction or violation for which they are stopping a person.

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**Probable Cause:**

Where the totality of the circumstances, including all facts and circumstances known to the officer(s) at the time and their relevant training and experience, taken as a whole, would lead a reasonable prudent officer to believe there is a fair probability- that (1) for purposes of a crime, a particular person has committed or is committing a crime, (2) for purposes of an enforceable civil violation, a particular person is committing or has committed civil violation, (3) for purposes of a traffic offense, that particular vehicle or person has committed or is committing a particular violation of the traffic laws, or, (4) for purposes of a search, either contraband or evidence of a crime will be found in a particular location. Probable cause is an objective legal standard that requires stronger evidence and greater certainty than Reasonable Articulate Suspicion.

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**Reasonable Articulate Suspicion (RAS):**

A well-founded suspicion based on the totality of the circumstances, including specific, objective, articulable facts, taken together with the officer's training and experience, that would lead a reasonably prudent officer to believe, (1) for purposes of an Investigative Stop, a person has committed, is committing, or is about to commit a crime or, (2) for purposes of a Pat Down, a person is armed. RAS is based upon an objective assessment of the facts and circumstances presented to the officer. RAS is an objective legal standard that is less than Probable Cause but more substantial than a hunch or general suspicion.

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**Significant Risk of Immediate Danger:**

For purposes of this directive, Significant Risk of Immediate Danger generally includes, but is not necessarily limited to moving violations under MD Code, Transportation, Title 21 that are moving violations, such as excessive speed, not yielding the right of way, or not stopping for a traffic control device. However, an equipment violation, such as driving at night without all exterior lights working properly could present a Significant Risk of Immediate Danger, but officers should exercise discretion in the

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spirit of the law, JHPD Guiding Principles, and the additional guidance included in this Directive.

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**Vehicle Stop:**

A vehicle stop is defined as any instance when a law enforcement officer detains the driver of a motor vehicle for any period for a suspected violation of the Maryland Law.

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## Policy

The stopping of vehicles for traffic law violations that do not create a significant risk of immediate danger to the public, the officer, or the violator and their passengers are not a priority for the JHPD. The enforcement efforts of officers will instead be directed to those moving traffic law violations and/or locations that have been identified through crash data, including the frequency of their occurrence in collision and crash situations but also in terms of traffic safety-related concerns identified by the campus community. When enforcement is necessary, officers shall use the least intrusive and most effective enforcement method in a manner that is impartial, procedurally fair, and in accordance with the Constitutional rights of all members of the Johns Hopkins University (JHU) community when enforcing traffic laws. Participation in the JHPD's Data Collection and Anti Racial Profiling programs is mandatory for all officers.

## Core Principles

- I. **Safety**, the purpose of conducting traffic enforcement is to favorably alter the violator's future driving behavior and to foster public safety. Officers shall engage in traffic enforcement for public safety purposes only.
- II. **Constitutional**, officers may conduct a brief Vehicle Stop for a traffic violation when the officer has probable cause to believe that the driver has committed a traffic violation. The stop may last no longer than the time reasonably required to address the violation. All Vehicle Stops must be conducted per the requirements in this Directive, as well as JHPD Directive #409, Field Interviews, Investigative Stops, and & Pat-Downs.
- III. **Procedurally Just**, Procedural Justice refers to the perception of fairness in an encounter. Officers shall treat all persons with dignity and respect, give persons a voice during encounters, be impartial in their decision-making, and convey trustworthy motives.
- IV. **Impartial**, all traffic enforcement will be completed in conformance with JHPD Directive #106, Fair and & Impartial Policing. Officers shall not consider demographic category (including but not limited to race, ethnicity, national origin, religion, gender, sexual orientation, age, disability, gender identity or expression, or affiliation with any other similar identifiable group) as a factor in conducting a Vehicle Stop.

- V. **Least Intrusive**, considering the circumstances presented at the time, officers should always take the least intrusive action, consistent with the goal of public safety. For most minor traffic violations, warrantless arrest is not the preferred choice, and certain violations only allow for the issuance of a citation and not arrest. Officers should issue a citation or make an arrest only when doing so directly advances the goal of public safety, and the situation cannot be effectively resolved in a less intrusive manner. Depending on the circumstances, a warning is preferable to a citation, and a citation is preferable to an arrest.

## Traffic Violations and Enforcement

### I. **General**

The JHPD will uniformly enforce the Maryland Transportation Code to promote public safety, reduce traffic collisions, encourage voluntary compliance with motor vehicle laws, and provide for the safe and efficient movement of pedestrian, bicycle, and vehicle traffic on and around campus.

- A. Per the Memorandum of Understanding (MOU) between JHPD and the Baltimore Police Department (BPD), JHPD may conduct traffic enforcement efforts within the defined Campus Area, in coordination with BPD.
- B. The responsibility for enforcing traffic laws and regulations is shared by all JHPD officers. Traffic duties and responsibilities may include, but are not limited to:
- Conducting traffic safety education and public information sessions
  - Enforcing traffic laws
  - Investigating traffic accidents, (See JHPD Directive #443, Collision Investigations)
  - Operating speed-measuring devices
  - Liaison and data-sharing with Johns Hopkins traffic engineers and planners
  - Specialized traffic and parking enforcement (See JHPD Directives #444 Driving Impaired & Under the Influence and #447, Parking Enforcement)
- C. Officers may conduct a Vehicle Stop only when they have probable cause to believe a driver has committed or is committing a traffic violation, or RAS that the driver or an occupant of the vehicle has committed, is committing, or is about to commit a crime.
- The officer must be able to articulate the reasonable suspicion or probable cause they had prior to the Vehicle Stop, and
  - All actions before, during, and after any Vehicle Stop must be completed in conformance with this Directive and JHPD Directive #409, Field Interviews, Investigative Stops & Pat-Downs.



- D.** Biased-based profiling is prohibited when conducting Vehicle Stops. See JHPD Directive #106, Fair and Impartial Policing.
- E.** Officers shall not initiate a stop, or a search of a person, a motor vehicle, or a vessel based solely on one or more of the following:
- The odor of burnt or unburnt Cannabis;
  - The possession or suspicion of possession of Cannabis that does not exceed the Personal Use Amount; or
  - The presence of cash or currency in proximity to Cannabis without other indicia of an intent to distribute. See JHPD Directives #409, Field Interviews, Investigative Stops & Pat-Downs and #424, Arrests and Arrest Alternatives for added Cannabis related guidance.
- F.** If an officer is investigating a person solely for driving or attempting to drive a motor vehicle or vessel while impaired by or under the influence of Cannabis in violation of Md. Code, Transportation, § 21-902 or Natural Resources, § 8-738, the officer shall not conduct a search of an area of a motor vehicle or vessel that is not:
- Readily accessible to the driver or operator of the motor vehicle or vessel; or
  - Reasonably likely to have evidence relevant to the condition of the driver or operator of the motor vehicle or vessel.
  - Evidence discovered or obtained in violation of this Section, including evidence discovered or obtained with consent, may not be admissible in a trial, a hearing, or any other proceeding.
- G.** In addition, the following restrictions apply to Vehicle Stops:
- Officers will not conduct pretextual stops except for the rare instances when there is a serious offense involving an immediate threat to public safety.
  - NOTE: A classic example would be a kidnapping case where the police have a general description of a vehicle (e.g., “white van”) that may not be enough to justify stopping any vehicle—but whether the risk of harm is sufficiently grave as to justify the use of any constitutional means to apprehend the suspect. Of course, if an officer knows sufficient facts about the vehicle or occupant to give them reasonable suspicion that they are committing, have committed, or are about to commit a crime, they may lawfully stop the vehicle.
  - All Vehicle Stops shall last only as long as needed to address the violation and conduct activities that ensure vehicles on the road are operated safely

and responsibly (e.g., checking the driver's license, running a warrant check, and inspecting the vehicle's registration and proof of insurance).

- Officers shall not prolong Vehicle Stops by asking questions unrelated to the violation for which the stop was conducted or necessary to ensure safety and responsibility, as noted in the preceding subsection, except when the officer specifically suspects criminal conduct based on plain view of objects observed in the vehicle, specific movements or behavior of the driver or other occupants of the vehicle, or from those official activities that ensure the safe and responsible operation of vehicles on the roadway.
- If after the Vehicle Stop, the officer develops RAS of criminal activity, the officer may only extend the stop until the RAS is either confirmed or dispelled.
  - o NOTE: The JHPD does not allow the questioning of drivers or other occupants that is outside the scope of the Vehicle Stop and unrelated to the specific RAS of the traffic violation giving rise to the stop, except where identified above.

**H.** Officers shall follow Section II, Uniform Traffic Enforcement, to determine the least intrusive and most effective enforcement action due to traffic violations.

- All situations are different, and the enforcement action taken must be based on a combination of:
  - o The officer's training, experience, and common sense
  - o History of crashes or person
  - o Complaints in the area
  - o Nature or seriousness of the offense
  - o The individual's driving record
  - o Explanation for their action, if any
  - o Agency consistency and Uniform Traffic Enforcement
- The enforcement option selected by the officer should seek to maintain the safety of the public, discourage a repeat of the violation, cause the least inconvenience to the violator, and, considering these factors, be the least intrusive and most effective response to the particular violation. Commission on Accreditation for Law Enforcement Agencies (CALEA) 61.1.2)

**I.** Enforcement options available to the officers are:

- Written warnings (CALEA 61.1.2.c)
- Citations (CALEA 61.1.2.b)
- Safety Equipment Repair Orders (SEROs)
- Arrest (CALEA 61.1.2.a)
  - o Officers shall not arrest for non-incarcerable traffic offenses without approval of a supervisor. Officers may make a physical arrest for

those violations listed in MD. Code, Transportation, § 26-202(a)(3), including driving under the influence, fleeing, and eluding.

- o Arrests for any offense must be made in accordance with JHPD Directive #424, Arrests & Alternatives to Arrest, *and* be the least intrusive and most effective response to the violation.
  - Verbal warnings **shall not** substitute for a written warning. The exception is when officers are reassigned to emergency calls during the Vehicle Stop. All Vehicle Stops shall be recorded in conformance with JHPD Directive #433, Body-Worn Cameras and reported in accordance with this Directive.
- J.** Traffic enforcement tactics may vary depending on the nature of violations and their potential for creating hazards to persons or property or obstructing the free flow of traffic. Enforcement tactics may include, but are not limited to:
- Visible patrols on targeted roadways or within defined problem areas (CALEA 61.1.6.a)
  - Stationary observation with agency vehicles being concealed or readily visible (CALEA 61.1.6.b)
  - Use of marked vehicles (CALEA 61.1.6.c)
  - Use of roadside checkpoints for activities such as seatbelt and child safety seat use, monitoring, and enforcement (CALEA 61.1.6.d)

## **II. Procedures for Initiating a Vehicle Stop** (CALEA 61.1.7.a)

Traffic law enforcement is a regular task performed by officers with known risks, but for the driver, it is frequently an uncommon and emotional experience. Officers should be aware of these conditions, striving to make each contact a positive educational experience for the driver, leaving them with an appreciation for the importance of traffic safety and an impression that the officer was fair, impartial, and courteous throughout the stop.

- A.** Only marked patrol vehicles with emergency lights and sirens, required of emergency vehicles by MD. Code, Transportation, § 22-218, may be used to conduct vehicle stops.
- B.** Stopping a vehicle for the purpose of issuing a traffic citation is a seizure under the Constitution. The stop may last no longer than the time reasonably required to issue a ticket for the violation. If the stop lasts longer than the time reasonably required to issue the ticket, this is a Fourth Amendment violation. Activities that ensure vehicles on the road are operated safely and responsibly are considered part of the reasonable time to issue the ticket. Such activities typically involve checking the driver's license, determining whether the driver has outstanding warrants, and inspecting the vehicle's registration and proof of insurance.

- In all stops, officers will be required to document the duration of the encounter (from the time the vehicle was stopped or “pulled over” until the vehicle was free to leave).
- C. An officer may conduct a Vehicle Stop only when (1) they have Probable Cause to believe that the driver has committed a traffic violation, OR (2) RAS that the driver or an occupant of the vehicle has committed, is committing, or is about to commit a crime; AND
- The officer must be able to articulate the reasonable suspicion or probable cause they had prior to the vehicle stop.
  - Bias-based profiling is prohibited in accordance with JHPD Directive #106, Fair & Impartial Policing.
- D. For the safety of the stopped driver and passengers, the officer, and other members of the public on or near the roadway, whenever initiating a Vehicle Stop, officers should plan the Vehicle Stop in a location that is safe, visible, well lit, and does not impede traffic.
- E. Officers should use their emergency lights and siren to signal the violator to stop. After the stop has been made, officers should continue to use their emergency lights. The proper use of emergency equipment can increase safety for the officer, the driver, and the public.
- For safety, officers should direct the violator to move their vehicle off the traveled portion of the roadway to ensure the safe flow of traffic.
    - o On a heavily traveled, congested, or narrow roadway, the officer may consider approaching the driver on the passenger side of the stopped vehicle for safety.
  - All Vehicle Stops will be recorded on the officer’s Body Worn Camera (BWC) in conformance with JHPD Directive #433, Body-Worn Cameras. The officer will activate the BWC upon initiating a Vehicle Stop, prior to approaching the vehicle. The BWC shall not be deactivated until the completion of the Vehicle Stop.
- F. When making a Vehicle Stop, officers will notify the Communications Center of their location, the registration number, and any other pertinent information depending upon the circumstances (i.e., number of occupants, etc.) of the vehicle being stopped.
- Officers shall call all Vehicle Stops into the Communications Center and all Vehicle Stops will be recorded in the Computer Aided Dispatch system.
  - During hours of darkness, officers should use both their takedown lights and spotlights to illuminate the vehicle.

- These procedures should also be followed when stopping to render assistance to a motorist.

#### **G. Position of the Patrol Vehicle**

The patrol vehicle may be positioned in several different ways during a Vehicle Stop. The individual officer will determine which method is used. This decision should be in accordance with JHPD authorized training, with consideration to the location of the stop, type of vehicle stopped, and any other pertinent factors relating to that specific Vehicle Stop.

- Before exiting the patrol vehicle, the officer will ensure their BWC is recording and observe the driver and passengers in the stopped vehicle for any unusual movements or actions.
- To protect the officer and driver from passing traffic, the driver and any passengers should be directed to re-enter their vehicle if they exit prior to an officer's approach.
  - o The vehicle's public address system may be used to communicate with a driver when the danger presented by the driver or a passenger entering the roadway creates additional safety hazards.
- Officers are encouraged to ask for assistance from their peers during Vehicle Stops to assist with taking someone into custody and ensuring the safe movement of traffic around the stop or similar safety concerns. Absent exigent safety concerns, multiple officers shall avoid gathering unnecessarily at the scene of a Vehicle Stop.

**H.** Officers transporting a detainee will **only** conduct a vehicle stop in the event of a life and safety emergency while also considering the risk to the detainee. An officer conducting a stop of this nature will immediately notify the Communications Center and request that a second officer respond to the emergency or take custody of the detainee and complete the transport.

- Officers providing a safety, money, or medical escort with a civilian will not conduct vehicle stops.

**I.** Officers accompanied by persons who have signed a ride-along waiver as prescribed in JHPD Directive #436, Ride Along Program, or by non-sworn members of the JHPD may conduct vehicle stops. Ride-Along participants must remain in the vehicle throughout the Vehicle Stop.

#### **J. Contacting the Driver**

Officer safety is an important consideration when approaching a vehicle stopped for a traffic violation; however, multiple studies of police interactions show that what mattered most to the individual encountered by police is how the officer spoke to them. Whether the officer was polite, spoke respectfully, verbally

showed sincere concern, and empathized with the person stopped is often more important than the outcome. It is in the best interest of public safety that tension and stress are de-escalated as much as possible and not escalated by poor word choice. For example, officers should inform the driver as soon as possible when they intend to issue a warning in lieu of a citation. To promote the best possible outcome of every personal encounter, especially Vehicle Stops, officers shall:

- Greet and identify. “Good morning. I am Officer Smith of the Johns Hopkins Police Department. Do you have pronouns or a name you would like me to use during our interactions?” This initial contact may set the tone for the entire stop. See JHPD Directive #107, Interactions with LGBTQ+ Individuals.
- Allow the driver and other occupants to remain in the vehicle unless there is an articulable safety concern. If requesting drivers and occupants to exit the vehicle, explain why. For instance, “I am very concerned about this blind corner we are on, so I am going to ask you to exit the vehicle as a safety precaution.” Officers must advise Communications that occupants have been requested to exit the vehicle and the reason thereof.
- State the reason for the stop. “I stopped you because I saw your vehicle come through the stop sign at the last intersection without coming to a complete stop.” *Describing the action of the vehicle tends to reduce tension and avoids personalizing the driver’s actions, and “if everything checks out with your license check, I intend to issue you a warning and you’ll be free to leave.” Stating the reason for the stop may also address a driver’s concerns if they feel the stop was biased-based.*
- Ask the driver where they keep their license and registration. *This information helps the officer anticipate a driver’s movements and to identify suspicious movement.*
- Ask the driver the reason for the violation. *This response allows the driver the chance to vent and reduce stress. The officer may respond, “I appreciate your explanation, thank you for sharing.”*
- Provide instruction before returning to the police vehicle. For example, “I am going back to my car to review these documents. For your safety and mine, please stay in your car.” or “For your safety and mine, I need for you to wait on the sidewalk right here.”
- Return the driver’s license and registration and issue any official documentation (if applicable) in a timely manner.
- Explain why the violation is a hazard. “We have had several pedestrians injured by cars not stopping at stop signs.”
- Explain the Warning or Citation, including how to request a court date, whether attendance is required, or the citation is payable, and procedure to pay by mail if applicable. Do not predict the outcome of court.

- If the stop is of a suspicious vehicle, tell the results of the brief investigation.
- End on a positive note. Always thank the driver for their cooperation or ask them to please drive safely. Officers should assist the driver in getting back into the flow of traffic.
- Officers shall **not** speak to an individual in an angry tone. Officers should seek to avoid yelling and shall not:
  - o Be verbally abusive in any way;
  - o Swear at a person or call them a derogatory term;
  - o Be sarcastic or give the appearance of uninterest in a person's problems or explanation;
  - o Refer to a person by a nickname or non-preferred name or pronoun.
- Advise the Communications Center of the actions taken and their status.
- Whenever necessary, assist the driver in safely reentering the traffic flow.
  - o Turn off emergency and auxiliary lights before reentering traffic. Notify the Communications Center of the stop's completion and the effective disposition code.

### III. **Procedures for High Risk Stops** (CALEA 61.1.7.b)

Police officers should recognize and take steps to minimize the dangers involved in motor vehicle stops, not only for themselves but also for motorists and the public. Inasmuch, a high-risk vehicle stop is effective when the officer initiating the stop knows or reasonably believes that the operator or other passengers in the vehicle are armed and/or known to be assaultive, wanted, or otherwise present a heightened danger.

- Police officers should understand that a Maryland Telecommunications Enforcement Resources System (METERS)/ National Crime Information Center (NCIC) "hit" stolen vehicle may not be current, as there may be a delay in law enforcement agencies removing stolen vehicles from NCIC after it has been recovered, or the incident resolved. When time permits, officers are advised to have the NCIC operator contact the reporting agency for confirmation of the report prior to initiating a High-Risk Vehicle Stop procedure based solely on a stolen vehicle hit. Officers are reminded that vehicle theft is not a pursuable offense under JHPD Directive #441 Vehicle Pursuits.
- Whenever possible, individual officers should not initiate a high-risk stop alone unless back-up units are not available in an effective amount of time, or the urgency of the situation demands immediate action.

- Due to the potential hazards to the public, consideration should be given to blocking traffic in both directions until the potential danger is mitigated. This is especially true if the vehicle occupants are believed to be armed.
- If possible, align two (or more) Patrol Vehicles next to each other to serve as a barrier, while utilizing overhead emergency lights, spotlights, etc.;
- Officers approaching a vehicle at the conclusion of a pursuit shall approach with caution and should:
  - o Avoid standing in front of or behind the suspect's vehicle;
  - o Avoid standing between the stopped vehicle and any fixed objects;
  - o Avoid standing between the vehicle's occupants and any other officer(s)' line of sight who may be providing cover with an issued firearm;
- The primary officer should utilize the vehicle's public address system and order the driver (and passengers, if any) to show their hands, preferably palms facing up on the windshield; and
  - Order the driver to turn off the vehicle and toss the keys from the driver's side window (if able);
  - Order the driver to exit the vehicle, directing them slowly backwards while facing away from assisting officers;
  - Stop the driver at a safe location where they can safely be detained by assisting officers;
  - Order the driver to stop and lie face down on the ground with arms extended, palms up;
  - Maintain weapons discipline and handcuff the driver as soon as practicable, removing them to a transport vehicle and sitting them upright to minimize positional asphyxia.
  - All other occupants should be brought out of the vehicle in the same manner, one at a time until the vehicle is unoccupied;
    - o Officers shall consider the occupants' age, health or other physical conditions that may make responding to the officers' commands and/or exiting the vehicle in this manner difficult, and adjust tactics that provide additional time, distance, and safety for the occupant and officers, accordingly.
- Once all occupants are secured, the officer should approach the vehicle with extreme caution and visually check to ensure all occupants and evidence are secured and the vehicle is safe.
  - o When it is safe to do so, officers should reopen the roadway.



## **IV. Uniform Traffic Enforcement**

This section provides guidance for fair and impartial traffic law enforcement actions and reduces community trauma by limiting Vehicle Stops for technical traffic code violations and not necessarily because a driver was driving in an unsafe manner. Uniform enforcement supports the goal of traffic law enforcement and fair and impartial policing, which is to improve community policing and relations and to achieve voluntary compliance with traffic laws and regulations in an equitable and unbiased manner. Although this Directive limits the discretion of officers to address certain technical vehicle violations, in the enforcement of the Maryland Transportation Code, officers must exercise sound judgment based on their training, experience, and common sense.

- A.** Officers shall not conduct a stop or detain a person operating a motor vehicle, except for the rare instances when there is a serious offense involving an immediate threat to public safety, solely for a suspected violation of MD Code, Transportation, Title 13, 16, or 17, including certificates of title, vehicle licensing, registration, insurance, or violation of MD Code, Transportation, Title 22 for the following offenses:
- §22-101(a). Driving with improper equipment;
  - §22-201.1. Lighted lamps required;
  - §22-201.2. Use of headlights while windshield wipers are operated under certain weather conditions;
  - §22-203(b). Headlights;
  - §22-204(f). Illumination of rear license plate;
  - §22-206. Stop lamps and turn signals;
  - §22-209. Color of lamps and lighting equipment;
  - §22-210(c). Rear red-light reflectors;
  - §22-219(a). Stoplights;
  - §22-219(g). Glare or dazzling lamp lights;
  - §22-223. Use of multi-beam road lighting;
  - §22-226(a). Number of driving lights required;
  - §22-404(a). Signs, posters, and other nontransparent materials on windshields; or
  - §22-406. Window Tinting.
- B.** In addition, officers shall not conduct a Vehicle Stop of a person for a suspected pedestrian violation under MD Code, Transportation, Title 21, for:
- §21-203(c). Crossing against a walk signal; or
  - §21-503. Crossing at other than crosswalks.
- C.** An officer who conducts a Vehicle Stop and identifies, as a secondary traffic violation, a violation of what is stated above in subsection A or B, must, for the first offense, issue a written warning; and for a second or subsequent offense, may issue a citation.

- D.** An officer may only ask for permission to conduct a consent search of a person or vehicle if reasonable articulable suspicion (RAS) or probable cause for a criminal offense arises during the stop and there is RAS to believe that evidence of the crime is in or on the persons or areas the officer is requesting consent to search. See JHPD Directive # 411, Search and Seizure.
- E.** Nothing in this subsection prohibits an officer from conducting a Vehicle Stop if the driver of a motor vehicle does not have at least one lighted headlamp.
- F.** With respect to all other traffic violations, officers shall prioritize traffic enforcement on situations where drivers are suspected of violating road rules, which pose a danger to pedestrians, other vehicles, or vehicle occupants, such as:
- Violations under MD Code, Transportation, subtitle 2 of Article 21 related to adherence to traffic signals and signs;
  - Violations MD Code, Transportation, subtitle 3 of Article 21 related to operating a vehicle on the right side of the road;
  - Violations under MD Code, Transportation, subtitle 8 of Article 21 related to excessive speed;
  - Violations under MD Code, Transportation, subtitle 9 of Article 21 related to reckless, negligent or impaired driving; or
  - Violations under MD Code, Transportation, Article 22 related to child safety restraint requirements.

## **V. Additional Enforcement Guidance**

**A. Excessive Speed Violations (CALEA 61.1.5.c)**

Drivers who disregard posted speed limits cause many motor vehicle accidents statewide. As a result, officers will monitor the speed of vehicles on campus for those violations that pose a danger to others and when necessary, uniformly enforce speed laws within JHPD's jurisdiction.

- Officers should evaluate which enforcement option is the least intrusive and most effective response to the violation considering the following factors:
  - o In those areas where crashes have occurred because of speeding;
  - o Where speeding is a danger to pedestrians;
  - o Where community members have complained about speeding; or
  - o When a speeding violation constitutes an actual hazard (e.g., almost hitting a cyclist, causing another driver to swerve, driving more than 10 mph over the posted speed, etc.).

## B. Seatbelt & Child Safety Seat Enforcement

The use of properly worn safety belts and child restraint devices, such as child safety seats or booster seats, as required by law, prevents the severe injury or death to operators and passengers involved in a motor vehicle collision. As a result, JHPD is strongly committed towards taking enforcement actions when it is the least intrusive and most effective response to violations of seatbelt and child safety laws. Officers should use every opportunity to educate the public about the importance of proper use of seat belts and installation and use of child safety seats.

## C. Driving with Suspended/Revoked License (CALEA 61.1.5.b)

- MD Code, Transportation, § 26-202 authorizes officers to arrest violators for driving with a suspended or revoked license.
- However, arrests in these situations are **not mandatory** and officers are strongly encouraged to cite the driver and assist them with finding alternate transportation and safely removing or relocating the vehicle from the roadway in lieu of making a custodial arrest. If an arrest is made, the arrestee shall be taken without unnecessary delay before a District Court commissioner, unless the arresting officer in their discretion releases the individual upon the individual's written promise to appear for trial. **Release upon the individual's written promise for trial to appear shall be the preferred response.**
- When determining whether to make an arrest or issue a citation for driving with a suspended/revoked license, officers should consider:
  - o The violator's prior driving history and the reason for the license suspension/revocation;
  - o The number of times the violator has failed to appear;
  - o The nature and severity of initial charges leading up to the violator's failure to appear;
  - o Address changes that may have led to court notices not being received by suspects; and
  - o The ability to locate the violator in the future, should they fail to appear again.
- Officers will not allow violators with suspended/revoked licenses to continue to drive.
- Officers may attempt to place effective charges against drivers if their license status cannot be determined upon initial contact but are subsequently determined to be suspended or revoked.

**D. Public Carrier/Commercial Vehicle Violations** (CALEA 61.1.5.e)

- All public and commercial vehicle regulations will be enforced in accordance with the Maryland vehicle laws and regulations.
- The officer's discretion, training, experience, and knowledge will determine the least intrusive and most effective response to be taken in case of any violations. Officers should consider factors that include, but are not limited to:
  - o Extra space and stopping requirements of oversized vehicles;
  - o Possible traffic congestion caused by improper stopping, standing, or parking of commercial vehicles;
  - o Delivery access for commercial vehicles;
  - o Severity of violations;
  - o Whether violations were willful or inadvertent;
  - o Whether violations posed immediate threats to persons or property;
  - o If enforcement actions are prompted by complaints or repeat or chronic offenders;
- Consistent with MD. Code, Transportation, § 16-813, persons licensed as commercial drivers may not drive, operate, or be in physical control of commercial motor vehicles while they have any alcohol concentration in their blood or breath. Officers will:
  - o Complete DR-102 forms when alcohol tests of commercial drivers result in findings of 0.04% or above.
  - o Complete DR-15A forms when alcohol tests of commercial drivers result in findings of 0.08% or above.
  - o For guidance on traffic enforcement related to impaired non-commercial drivers or operators of vehicles, officers shall follow, JHPD Directive #444 Driving Impaired & Under the Influence

**E. Pedestrian & Bicycle Violations** (CALEA 61.1.5.i)

The JHU Campus Community utilizes a large network of bicycle paths, crosswalks, sidewalks, or interconnecting pedestrian walkways to travel in and around campus.

- Officers will monitor pedestrian and bicycle movements to ensure compliance with the Maryland Transportation Code, especially regarding improper highway crossings by pedestrians.
  - o Alternately, officers must ensure that motor vehicles designed primarily for highway use do not impede the flow of pedestrian and bicycle traffic by blocking crosswalks, parking in bicycle travel lanes or spaces, and/or using sidewalks or walkways to access campus facilities by driving on a sidewalk campus walkway.

- Generally, officers should be more lenient in the enforcement of pedestrian and bicycle laws and more instructive in their response to pedestrian and bicyclist violators (especially youth). Pedestrian and bicycle violations should be addressed with the least intrusive and most effective response to the violation considering the applicable factors in Section I (F) and (G).

#### **F. Off-Road Vehicles**

The use of off-road vehicles is governed by MD. Code, Criminal Law, §§ 6-404 and 405, which prohibits the use of off-road vehicles on both public and private property unless it is either with the permission of the owner or is specifically permitted by law. Officers shall address such violations with the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G).

#### **G. Newly Enacted Laws & Regulations (CALEA 61.1.5.g)**

- Officers will not issue citations for violations occurring during any legally established grace periods relating to newly effective traffic laws or regulations, unless violations are serious, hazardous, or contribute to accidents and a citation is the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G).
- However, officers may consider whether a written warning is the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G) for violations of newly effective traffic laws.

#### **H. Youth Violations**

- Youths 16 or 17 years old may only be issued citations punishable by a fine.
  - o If the officer cites the youth for a Must Appear violation carrying a penalty that includes incarceration, the Transportation Article, Section, and exact wording must be documented on the Youth Custody Form in the Narrative section of the Youth Custody Form completed at the Juvenile Booking Facility.
- The District Court does not have jurisdiction over:
  - o A youth under 18 years of age alleged to have committed an act in violation of any provision of the Transportation Article or other traffic law or ordinance that prescribes a penalty of incarceration, or
  - o A child under 16 years of age alleged to have committed any act in violation of any provision of the Transportation Article or other traffic law or ordinance.

- o If a citation is issued to persons in the above categories, it should be listed on the transmittal indicating “Void – Youth” and sent to the District Court Traffic Processing Center (TPC) for ticket accountability purposes only.
- For additional guidance on addressing youth offenses, see JHPD Directive #426, Interactions with Youth.

#### **I. Government Officials**

- Maryland law does not exempt state or local officials, either appointed or elected, from federal, state, or local laws. Officers shall treat them the same as any other person.
- Members of the U.S. Congress, except in cases of treason, felony, and breach of the peace, are exempt from arrest while attending sessions of their respective houses, and in going to and returning from the same, and for any speech or debate in either house, and are not to be questioned in any other place.
- Notwithstanding, the least intrusive and most effective response to a particular violation, other than arrest, considering the factors in Section I (F) and (G) should be considered as it would be with any other person.

#### **J. Non-Residents & Military Personnel**

- Violations of Maryland Motor Vehicle Laws by non-Maryland residents and military personnel will be handled in the same manner as those by Maryland residents. Therefore, they may be warned, cited, or arrested, when it is the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G).
- Military personnel are exempt from certain licensing requirements consistent with Md. Code Transportation, § 16-102 and § 16-115, and vehicle registration requirements consistent with § 13-402.1.

#### **K. Confiscation of Motor Vehicle Administration (MVA) Documents**

- Officers will not regularly confiscate suspended, cancelled, refused, revoked, etc. drivers’ licenses, certificates of title, registration cards, or registration plates solely to return them to the MVA. However, these items may be evidence in support of specific traffic charges, MVA rules and regulations, and related laws. If confiscated, these items will be stored and released consistent with JHPD Directive #469, Property and Evidence Management.
- Officers must have clearly articulable needs to confiscate any items taken and follow the specific guidance below:

- o Fraudulent registration cards and plates and altered and forged documents will be impounded because they are essential to prosecution of these violations.
- o Suspended drivers' licenses will generally not be impounded as evidence unless charges are being placed not only for driving while suspended, but also for possession, presenting, causing to be presented, etc. suspended licenses, or other situations requiring the presentation of the licenses in court as evidence.
- o Individuals' otherwise valid driver's licenses or license plates are not usually essential elements in prosecuting violations for either item being suspended. The administrative responsibility for the return of those items rests with the individuals and the Motor Vehicle Administration (MVA).
- Officers may impound vehicle registration plates for:
  - o Suspended registrations or registrations that have been expired more than 30 days;
  - o Compulsory insurance violation flags, with control numbers and confirmed through MVA;
  - o MVA financial responsibility flags, with control numbers;
  - o MVA accounting flags, with control numbers;
  - o Maryland State Police (MSP) pick-up orders, with control numbers and its status marked as "outstanding"; and
  - o Stolen or unauthorized use of registration plates.
- P. In addition to the guidance provided in this section, officers will consider the hazardous nature of any traffic violation as a key factor in determining the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G).

## **VI. Written Warnings**

- A. Traffic law enforcement is a continuing program of driver/passenger/pedestrian safety education. When minor traffic law violations occur, and it's the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G), officers may determine that the goal of traffic safety may be achieved through the issuance of a written traffic violation warning rather than a citation.
- B. When issuing written warnings, officers shall use the E-TIX (Electronic Traffic Information Exchange) system. When the E-TIX system is unavailable, officers shall use Written Warning Form (JHPD #076). All written warnings not entered into

E-TIX shall be entered into the JHPD RMS (Records Management Section) system.

- Officers assigned to foot, bicycle, or motorcycle patrol may issue written warnings from a warning book.
  - Any personnel not trained in the E-TIX system may issue written warnings from a warning book.
- C. Written warnings may be issued in addition to, or along with, traffic citations, SEROs, or criminal and civil citations when other chargeable violations occur.

#### **IV. Traffic Citations**

- A. The issuance of a citation is effective when it's the least intrusive and most effective response to the violation considering the factors in Section I (F) and (G).
- B. Officers will complete traffic citations (electronic and paper) in accordance with the procedures set forth in the Law Enforcement Manual (DR-24) of the Maryland Department of Transportation, MVA, and the DC/CR 90 collateral book provided by the District Court of Maryland.
- C. Officers will give violators required information relative to specific charges when they are charged.
- Violators should be instructed to carefully read the back of their citation (paper citations) or citation copies (electronic citations) for precise instructions and information.
  - When issuing a citation, officers shall explain the procedures for either paying the citation and/or requesting a court date. (CALEA 61.1.4.a; 61.1.4.c)
  - Officers shall ensure that the violator knows where to appear if the enforcement action requires a court appearance. (CALEA 61.1.4.b)
  - When a violator is released on a citation for a "Must Appear" traffic offense, officers will provide the violator with the District Court of Maryland "Notice to Appear" instructing the violator to appear before a District Court Commissioner within *seven (7)* days for a preliminary inquiry. (CALEA 61.1.4.d)
- D. A driver's refusal to sign a citation does not require and shall not result in an arrest of the driver. Writing "REFUSED" and serving the defendant with the citation(s) is sufficient for the driver to appear in court.
- E-TIX citations do not require a signature.



**E. Citations for Multiple Violations** (CALEA 61.1.5.f)

- Officers are not limited as to the number of citations that may be issued to a single violator. However, officers should use the least intrusive and most effective response to the violation, given the factors in Section I(F) AND (G) and should avoid citing many separate charges that the courts may tend to consolidate.
  - o Individual officers should consult with the on-duty supervisor when the need arises to cite a driver for three or more violations.
  
- When a single incident results in the issuance of multiple citations to a single violator, those traffic citations must be related by placing the effective citation number in the “Related Citation” box on **each** of the citations to insure they are all set for trial on the same date. The proper method of relating citations is:
  - o Each citation issued in a series must be related to the next numerically succeeding citation in the series. The last citation in the series must be related to the first citation in the series.
  - o For example, during a single incident resulting in the issuance of three citations: Citation One must be related to Citation Two, Citation Two must be related to Citation Three, and Citation Three will be related to Citation One.

**F. Distribution** - Copies of issued citations will be distributed as follows:

<b>Payable Fines &amp; Must Appear</b>		
Copy 1	COURT COPY	Submit to district/unit/section citation box
Copy 2	JHPD HEADQUARTERS COPY	Submit to district/unit/section citation box
Copy 3	OFFICER’S COPY	Stays in citation book. Officers must document circumstances related to the stop on the reverse side of the citation, as the officer shall be required to testify to the same in court.
Copy 4	RETURN TO COURT COPY	Payable – Given to driver  Must Appear – Submit to district/unit/section citation box
Copy 5	DRIVER’S COPY	Given to driver

- NOTE – If the driver is interested, officers shall leave the #4 copy of the citation with the court commissioner who will enter essential information into the automated system and place this copy in the traffic folder for trial.
- If the violation is payable, officers shall give the driver both the Return to Court Copy and driver’s copy of the citation as they contain vital information pertaining to the person’s option of appearing for the trial or paying the preset fine, thereby waiving the right to a trial.
- Officers shall instruct the driver to read the back of both copies of the citation for more information.

#### G. Voiding a Citation

- If an officer makes an error while writing a citation and the driver’s copy has been given to the driver, the citation must follow normal procedure and be disposed of in open court. The citation may not be voided under these circumstances.
  - o The Assistant State’s Attorney, on the day of trial in open court, may amend or drop the charge. The officer may then write a new citation with the correct charge.
- If the officer makes an error while writing a citation and the driver’s copy **has not** been given to the driver (the driver may have signed it), the Deputy Chief may administratively void the citation.
  - o If the officer does not mark a charge on the citation, it is not a charging document and the person will be notified that the citation is invalid and the fine shown should not be paid. These will not be scheduled for trial.
- The on-duty supervisor shall:
  - o Promptly void inaccurate traffic citations turned in by the issuing officer by writing “VOID” on the citation.
  - o Forward voided traffic citations to the Records Section.
  - o Upon review of citations, if deficiencies are noted, return them to the officer’s first-line supervisor for corrective action described below under “Supervisor Responsibilities.”
- The Records Section shall:
  - o Record the citation number on the transmittal.
  - o After review, consolidate all transmittals and citations received from officers. The original citation, and two copies of the transmittal, will be mailed to the Traffic Processing Center (TPC):

District Court Traffic Processing Center  
 2020 Industrial Drive  
 Annapolis, MD 21401

- **NOTE** - E-TIX citations cannot be voided.

#### **H. Supervisor Responsibilities**

- Review traffic citations to ensure legibility, accuracy, and completeness.
- Review traffic citations to determine whether the stop and subsequent actions were lawful and whether the decision to cite versus issue a warning is consistent with the core principles of non-discriminatory policing and least-intrusive response.
- If citations are found to be illegible, incomplete, or missing information, return them to the officer and instruct the officer to add any missing information to the notes section of the officer's copy.
- Conduct coaching, training, and remediation when necessary to ensure subordinates complete traffic citations as outlined in this policy.
- If a stop appears to be unlawful, unconstitutional, or bias-based, or if information appears to be deliberately omitted from the citation, take corrective action and make a BlueTeam entry.

#### **I. Traffic Citation Control (CALEA 82.3.4)**

- Supervisors issuing Maryland Uniform Complaint and Citation (DR-049) forms to officers will complete the JHPD Citation Accountability Log (JHPD #194), documenting the issue date, receiving officer, and citation numbers issued.
- The Logistical Services Assistant will monitor the issuance of Maryland Uniform Complaint and Citations (DR-049) verifying the accuracy of entries in the JHPD Accountability Log (JHPD #194) against stock.
- Maryland Uniform Complaint and Citation (DR-049) books are secured in the supply cabinet in the officers' room by the Logistical Services Assistant until issued by a supervisor.

### **V. Safety Equipment Repair Order (SERO)**

- A.** In accordance with Md. Code, Transportation § 23-105, officers may issue a Safety Equipment Repair Order (SERO) to the operator of a vehicle that is observed to have defective or non-functioning equipment, if it's the least intrusive and most effective response to the particular violation in light of the factors in Section I (F) and (G).
- The issuance of a SERO will be in accordance with policies and procedures established by the MSP.
  - Copies of the "Guidelines for the Issuance and Certification of Safety Equipment Repair Orders" are available from the MSP Quartermaster Division. Additional details about issuing a SERO can be found on the MSP website ([www.mdsp.maryland.gov](http://www.mdsp.maryland.gov)).

- NOTE: A written warning may also be issued as an alternative to a SERO.
- B.** A SERO may be issued for defective safety equipment on all classes of permanently Maryland-registered motor vehicles, trailers, and semi-trailers, except those bearing the following type of license plates:
- Historic license plates (1985 and older);
  - Street Rod license plates (Class “N”);
  - Interchangeable license plates (dealer, recycler, transporter, finance company, or special mobile equipment);
  - Temporary registration plates; and/or
  - Out-of-state registered vehicles and any other vehicle without a permanent registration may not be issued a SERO for defective equipment.
- C.** Upon observing a vehicle with defective equipment or mechanism(s), officers may conduct a Vehicle Stop of the vehicle and issue the operator a SERO if it’s the least intrusive and most effective response to the violation considering the factors in Section I (F) AND (G). Multiple equipment infractions may be noted on one SERO. Combination vehicles (e.g., tractor/trailer) shall be issued separate SEROs, reflective of the license plate corresponding to the part of the vehicle with an infraction.
- D.** SEROs may be issued using MSP Form 157 and the E-TIX system.
- **If using MSP Form 157:**
    - o After the operator signs the SERO, give the violator the yellow, gold, and buff copies.
    - o Yellow copies will be retained by inspection stations or police agencies completing inspections.
    - o Gold copies may be retained by owners.
    - o Owners are responsible for ensuring buff copies are mailed to MSP.
    - o White copies will be forwarded to the Records Unit within 72 hours (about 3 days) of issuance. Applicable information will be entered into RMS by Records Unit personnel prior to forwarding originals to MSP.
    - o Officers are required to place the completed race-based traffic decal on the back of the white copy of the SERO before submitting it to the Records Unit.
    - o Officers may retain the pink copies.

- **E-TIX** - If using the E-TIX system to issue a SERO, one copy of the SERO will be printed for the violator. The Maryland Title and Vehicle Identification Number (VIN) must be entered into the E-Tix system.
- E.** Officers shall advise the violator that defective equipment must be repaired within ten (10) days from the date of the SERO issuance.
- Failure to correct the defective equipment will result in the suspension of the vehicle's registration.
  - Instructions are printed on the reverse side of the copies.
    - o NOTE – Officers shall not direct or suggest any specific place where a vehicle may be repaired or inspected.
- F.** If an error is made that renders the SERO unusable or inaccurate, adhere to the following:
- Complete an Administrative Report (JHPD #095) requesting that the unusable SERO be voided.
  - Attach copies 1, 3, 4, and 5 to the Administrative Report.
  - Submit the Administrative Report and the unusable copies to their supervisor.
  - Write “VOID” on copy 2 and retain it.
- G.** Officers may certify SEROs only when defects are marked with an asterisk (\*). SERO violations that are not marked with an asterisk must be certified at a Maryland inspection authorized and licensed by the Automotive Safety Enforcement Division, MSP.
- When certifying a SERO, officers shall visually inspect the identified defective equipment on the vehicle and verify the repair has been satisfactorily made.
  - Officers shall confirm that the vehicle to be inspected is the vehicle listed on the SERO via the vehicle identification number (VIN), license plate, etc.
  - Certification of the SERO can only occur while the officer is on-duty.
  - If the defective equipment has been corrected, officers shall certify the SERO by providing their signatures, sequence number, department code, and date of certification.
  - Officers shall advise the owner/operator to forward the effective copy to the MSP.
  - If the defective equipment does not meet the established equipment standards, officers shall advise the operator/owner to correct the equipment and shall not sign the SERO.

- H. Supervisors shall:
- Review copy 1 of the SERO for accuracy and completeness. Upon approval, place it in a designated SERO repository.
  - Acknowledge, by signature, Administrative Reports requesting authorization to void a SERO due to error.
  - Place Administrative Reports and voided SERO in a designated SERO repository.
- I. All SEROs, including voided SEROs, should be forwarded to the Automotive Safety Enforcement Division, MSP.

## VI. **Request for Driver Re-Examination** (61.1.11)

- A. Pursuant to MD. Code, Transportation, § 16-207 and COMAR (Code of Maryland Regulations) 11.17.01.01, an officer may request the re-examination of a driver, if they reasonably believe that the licensee is unfit, unsafe, or otherwise not qualified to be licensed to operate a motor vehicle, via State of Maryland Motor Vehicle Administration Request for Re-Examination of Driver (MVA DC91) or electronically using the E-TIX system. Any such request must be approved by a supervisor and must be documented in an incident report.
- B. The form is self-explanatory; however, any observations to support the request must be documented so that reasonable grounds for the re-examination can be conclusively established.
- The issuing officer and the on-duty supervisor must sign the form.
  - Supervisors will forward re-examination requests to MVA and retain the file copy for three years.

## VII. **Electronic Traffic Information Exchange (E-Tix)**

- A. The E-TIX software, within the Delta+ system, was developed by the MSP as an electronic method of issuing citations, written warnings, and SEROs.
- The E-TIX system includes the Delta+ software installed on Mobile Data Terminals, and the “Slick Ticket” hardware which incorporates a thermal printer and a scanner in an over-the-seat style carrier.
- B. Only officers who have attended an approved MSP training program are authorized to use E-TIX. Completion of Uniform Complaint and Citations, Warnings, and SEROs will comply with this training.
- C. No modifications or alterations may be made to any piece of the E-TIX system. This includes both the software and hardware.

- D.** Only the issued thermal paper, which has been approved by the District Court of Maryland, will be used in the “Slick Ticket” printer.
- E.** E-TIX software and equipment will be managed and maintained by the Information Systems Unit.
- F.** The E-TIX process will be managed by the Records Section, which will:
- Be responsible for liaising with the MSP and the District Court; and
  - Supply the E-TIX paper.
- G.** Officers will be required to fill out all mandatory fields before issuing citations, warnings and/or SERO within E-Tix. The software will also prompt the officer to indicate whether the violation contributed to an accident; and
- If the Vehicle Stop is a “reportable stop” referring to the data required to be reported for racial profiling reporting in accordance with MD Code, Transportation, § 25–113.
  - If an officer answers affirmatively to the “reportable stop” question within E-TIX, they are also required to answer the question whether a search was conducted.
    - o If a search was conducted of the vehicle and/or person, officers are required to complete all fields regarding the search.
    - o This may be done immediately after the stop, or when prompted at the end of shift, when shutting down the E-TIX software.
- H.** If E-TIX software is unavailable while an officer is on a Vehicle Stop with a violator and the officer intends to issue a written warning, citation, or SERO, the officer will issue a hand-written warning, citation, or SERO to the violator using issued warning, citation, or SERO books. An officer will not, later, submit an electronic version into E-TIX of a written warning, citation, or SERO.
- I.** If an officer is unable to print an electronic citation, warning, or SERO, after it has been submitted during a Vehicle Stop with a violation due to equipment malfunction, the officer will:
- Request that another officer equipped with Electronic Citation Software and Hardware respond to the scene to print the citation, warning, or SERO from another computer;
  - Request that the violator respond back to the station and print the citation, warning, or SERO from there;
  - Print the citation, warning, or SERO later and personally deliver it to the violator; or
  - Only if the other options are unsuccessful, print the citation, warning, or SERO and send it to the violator via certified mail.

## **VIII. Directed Traffic Enforcement** (CALEA 61.1.1.a-f)

- A. JHPD directs its traffic enforcement activities to target violations and traffic safety concerns which have been identified through an analysis of traffic violations and collision data obtained from:
- The Maryland Automated Crash Reporting System (ACRS);
  - Traffic Assessment
  - Other JHPD databases, including CAD/RMS
  - Traffic complaints from community members
- B. Components of JHPD's directed traffic enforcement program include:
- **Data Analysis:** Compiling, reviewing, and comparing traffic enforcement and traffic collision data from JHPD's CAD/RMS. This includes temporal, geographic, and causative factors that include but are not limited to:
    - o Types of collisions
    - o Kinds of vehicles involved
    - o Volume of traffic
    - o Locations of violations and collisions
    - o Environmental factors
    - o Day of the week
    - o Hourly distribution of collisions
  - **Enforcement Activities: Implementing directed enforcement activities in areas identified as high collision or traffic violation areas.**
    - o Enforcement at these locations will be focused on collision-causing violations.
    - o High-collision locations will be identified through analysis of traffic collision data.
    - o Days and times that collisions most frequently occur will be identified in traffic analysis reports. Officers should be deployed to concentrate on days/times when collisions or traffic problems most frequently occur.
    - o Officers are deployed for selective traffic enforcement to achieve an agency goal of protecting life and property.
  - **Evaluations:** The Patrol Commander is responsible for ensuring that a documented annual review of selective enforcement activities is conducted. Additional evaluations and analysis may be conducted to address or study immediate concerns.
- C. The Patrol Commander manages and coordinates JHPD's directed traffic enforcement program. Related duties and responsibilities include, but are not limited to:



- Developing and prioritizing directed enforcement operations and projects;
  - Assigning or authorizing directive enforcement projects;
  - Ensuring directed enforcement activities are effectively documented; and
  - Ensuring periodic reports are prepared and distributed to facilitate the evaluation of selective enforcement activities.
- D.** The Records supervisor will ensure that traffic accident and enforcement reports can be generated from CAD/RMS data on an as-needed basis.
- E.** Directed enforcement activities will not be self-initiated, but must be assigned, pre-planned, or pre-authorized by supervisors or commanders. When conducting directed enforcement activities:
- The BPD Traffic Section will be notified of Directed Traffic Enforcement activities planned by the JHPD and enforcement efforts shall be coordinated, whenever possible.
  - Supervisors will ensure the activities are conducted as assigned, approved, and documented effectively.
  - Officers will request and Communications personnel will create a CAD (Computer Aided Dispatch) event number for each selective enforcement assignment and note the type or nature of the assignment, such as speed enforcement, seatbelt enforcement, seatbelt checkpoint, crosswalk enforcement, etc.
  - Officers will transmit to Communications all related contact and enforcement actions initiated during directed enforcement assignments.
  - Ensure separate event numbers or case numbers are generated for each enforcement action taken during any directed enforcement assignment.
  - Officers will not be reassigned from selective enforcement activities to other calls except in emergency situations or unless ordered by a supervisor or commander.
  - Communications personnel will leave initial CAD events open and active until they are instructed to close the events because all related activities have been completed.
  - Officers will complete any required activity or after-action reports.

## **IX. Traffic Direction & Control** (CALEA 61.3.2)

- A.** Traffic control ensures an orderly flow of traffic, prevents congestion, and ensures the safety of all motorists, pedestrians, and other highway users. To ensure public safety, an officer may manually direct or control the flow of traffic.

**B.** Situations in which an officer may be required to manually regulate traffic flow include:

- Traffic accident scenes
- Fire scenes
- Special law enforcement operations
- Hazardous situations on or near the roadway
- Special events (parades, special assignments, sporting events, etc.)

**C.** Traffic contingency plans will be developed for special events in accordance with JHPD Directive #487, Security for Special Events.

**D. Equipment/Uniforms**

- Any JHPD officer manually directing traffic will wear the issued reflective safety vest. (CALEA 61.3.2.e)
- Whistles enhance traffic directions given by officers and should be used whenever practical. They should be used judiciously and not to indicate frustration.
- Uniform hats will be worn during traffic direction activities except during high winds, or when the situation's exigency precludes wearing uniform hats.
- Officers should use flashlights with traffic wands to direct traffic during times of low light or unfavorable weather conditions.
- During all traffic control functions, officers shall take care to ensure that private vehicles, including volunteer fire personnel, are not parked in a manner that could interfere with emergency operations or access of emergency vehicles.

**E. Directing Traffic Manually**

Officers observing roadway hazards, obstructions, or other traffic challenges will stop, investigate, and aid when feasible.

- When directing traffic, officers should use uniform hand signals that are clear and easily understood to help drivers and pedestrians understand how to properly and safely follow manual traffic directions.
  - o Officers and aides should stand where they can clearly see traffic and be seen by drivers.
  - o To stop traffic, officers should look directly at the oncoming driver and raise an arm with the hand extended and palm toward the moving traffic to be stopped.
  - o To start traffic, officers should extend their arm and hand and bring their hand sharply in the direction that traffic is to be moved.

- When whistles are used, officers should:
  - o Give one long blast to stop traffic;
  - o Give two short blasts to start traffic; and
  - o Sound multiple short blasts to get the attention of drivers or pedestrians who do not initially respond to given signals.

**F. Temporary Traffic Control Devices** (CALEA 61.3.2.d): The circumstances warranting traffic control are diverse and differ widely from incident to incident. To provide the most effective traffic control services, officers engaged in manual traffic control will evaluate the scene, establish effective traffic control, and if necessary, use:

- **Flares** Officers may use road flares to direct traffic in limited situations while being careful to avoid burning themselves, others, or causing damage to property.
  - o Officers will not use flares during hazardous or explosive incidents or conditions.
- **Traffic cones** - Officers should use traffic cones rather than road flares as much as possible.
  - o Warning triangles, signs and/or barricades.
- Patrol vehicle with emergency equipment activated.

**G. Manual Operation of Traffic Control Devices** (CALEA 61.3.2.c)

- When a traffic signal malfunctions or a stop sign is found to be missing or damaged, officers shall take effective action to ensure adequate warning to motorists and to provide manual traffic control, if necessary, until the signal or sign has been repaired, or other arrangements have been made for traffic control.
- In the event a temporary traffic control device is warranted, officers will advise the Communications Center of the type and quantity of traffic control devices requested and the location needed. The on-duty Communications Specialist will notify the effective campus partner or agency and request that the sign(s) be provided at the specified location. (61.3.2.d)
- Officers who have been suitably trained may operate automated traffic signals in manual or flash mode when the signals are malfunctioning or when manual operations would facilitate traffic flow during special events.
- Officers shall not attempt to adjust or repair traffic signals.

**H. Assistance to Motorists and Pedestrians**

- Officers shall assist motorists and Pedestrians in accordance with JHPD Directive #445, Assistance to Roadway Users.

**I. Accident, Fire, Emergency, and Disaster Scenes (61.3.2.a)**

- Traffic control at the scene of an emergency involving a response from Fire/Rescue personnel will be coordinated with campus facilities, public works, or assisting fire and police personnel.
- Officers will direct and control traffic at accident, fire, emergency, and disaster scenes to:
  - o Cordon off incident scenes;
  - o Establish and maintain ingress and egress routes for fire and other emergency vehicles;
  - o Develop and implement detour routes; and
  - o Keep unauthorized vehicles and persons from incident scenes.
- o Officers shall notify Communications when incidents require closing one or more traffic lanes and what detours are being established.
  - o Implement traffic controls at key intersections to facilitate emergency-related traffic.

**J. Adverse Weather and Road Conditions (61.3.2.b, 61.4.2)**

- Officers will promptly advise Communications of adverse road or weather conditions that may create traffic congestion or motorist hazards. Information to be provided includes locations, hazard type, and other information which might assist in determining effective responses.
- Adverse road and weather conditions include, but are not limited to:
  - o Roadway damage;
  - o Lack of, or damage to, roadway safety features such as traffic control devices, guardrails, roadway center and edge striping, etc.;
  - o Downed power lines;
  - o Water main breaks;
  - o Construction areas;
  - o Snow, icing, or flooding;
  - o Other natural or human-caused obstructions; and
  - o Defective roadway lighting.
- An officer may temporarily close a roadway when it is hazardous due to snow, ice, debris, water over the roadway, or other hazard, after notifying the Baltimore City Department of Transportation through the Communications Center.
- When adverse weather conditions occur causing hazardous driving and/or roadway conditions, officers will evaluate the situation and arrange for effective traffic control or maintenance.

- o If traffic or other safety conditions permit, officers and aides will remove debris or hazards from traveled portions of roadways and ensure proper JHU departments or local agencies are notified for further removal. If conditions are such that officers or aides cannot remove debris, they will take necessary steps to minimize the hazards in addition to ensuring effective JHU departments or local agencies are notified.
- Officers will direct traffic at necessary locations until effective temporary traffic controls can be placed or hazards are eliminated. This does not include instances where the weather causes many locations to become hazardous or when directing traffic would be unnecessarily hazardous to employees.

## **X. Speed Measuring Devices (61.1.8)**

- A. All radar and LIDAR (Light Detection and Ranging) devices are used by JHPD for speed measurement to identify those motorists who are not traveling safely in or around the campus and ensure compliance with this Directive and the standards set forth by the National Highway Transportation Safety Administration (NHTSA) and the International Association of Chiefs of Police (IACP). (61.1.8a)
  - For the purposes of this Directive, LIDAR and LASER have the same meaning.
- B. Only certified radar/LIDAR operators or officers in radar operator training are permitted to operate JHPD's radar/LIDAR units.
- C. JHPD shall designate a supervisory or administratively ranked officer to serve in an ancillary capacity as the Radar/LIDAR Supervisor. Duties and responsibilities of the Radar/LIDAR Supervisor include, but are not limited to:
  - Reviewing radar/LIDAR operator's activity reports;
  - Maintaining centralized operator activity reports;
  - Processing maintenance requests; and
  - Ensuring maintenance, damage, and repair information is recorded or maintained.
- D. **Operations (61.1.8.b)**
  - Officers will conduct operational tests as detailed in training for that specific device prior to enforcement activity. Any device which fails these operational tests will not be used until corrective action has been taken and the device is operating properly.
  - Acceptable use of speed measuring devices includes, but is not limited to:
    - o Public safety education and enforcement of traffic violations identified by public complaints.

- o Speed reduction efforts in high-traffic collision areas, as identified in the Traffic Collision and Enforcement Analysis.
- o Traffic enforcement in areas where speed violations are known to be prevalent.
- Radar/LIDAR operators are responsible for ensuring equipment operation is consistent with the training, NHTSA standards, and specific equipment operating instructions.
- Radar enforcement will not be conducted during inclement weather or at locations which present unsafe environments for officers or members of the public.

**E. Maintenance/Calibration** (61.1.8.c, d)

- All speed measurement devices will be calibrated annually.
- Calibrations will be scheduled by the Radar/LIDAR Supervisor. Officers with radar units installed in their assigned departmental vehicles are responsible for complying with all instructions from the supervisor regarding delivery of the unit for calibration.
- Calibration records will be maintained by the Radar/LIDAR Supervisor. Copies of the calibration records will be available for court testimony upon request.
- When officers discover problems with the speed measuring equipment or its operation, the use of that equipment will be discontinued, and the problem brought to the attention of the Radar/LIDAR Supervisor as soon as practical.
- Maintenance records will be maintained by the Radar/LIDAR Supervisor.

**F. Training** (61.1.8.e)

- Officers will receive training and certification in speed measuring devices prior to being authorized to utilize the equipment for traffic law enforcement purposes.
- Only officers who have successfully completed training in radar/ LIDAR devices and are certified in their operation be issued radar/LIDAR units.
- Operators must conduct the minimum radar/LIDAR operation hours as established by the Radar/LIDAR Supervisor to retain their program certifications.
- Operator training will meet or exceed current NHTSA standards. Proficiency with the device is demonstrated through both written examination and observed performance evaluations.

- Officers will not write Maryland Uniform Complaint and Citations (DR-049) for violations for which probable cause was derived from the device's use unless certified through training.
- Officers will maintain copies of their certificate/and or certification card for court testimony purposes.
- Officers will use speed measuring devices in conformance with their training.

## **XI. Vehicle Escorts** (61.3.3)

- A. Legitimate requests for scheduled escort services include those associated with funerals, dignity motorcades, oversized vehicles, construction vehicles, and vehicles with hazardous or unusual cargos.
- B. When practical, requests for vehicle escorts will be forwarded to the bureau commander responsible for evaluation and approval of the patrol function, if the purpose for the escort is consistent with JHPD's mission and values.
  - On-duty patrol supervisors may evaluate and approve escorts when time constraints prohibit command notifications.
- C. Planning considerations for special escorts include, but are not limited to:
  - Coordinating all the escorts for minimal interference with normal traffic;
  - Establishing trip routes and maximum speeds in advance;
  - Establishing point traffic control as effective at locations along the scheduled route; and
  - Designating officers to oversee the escorts based on the complexity of the escort;
- D. Emergency (lights and sirens) escorts of non-emergency vehicles are generally prohibited unless the escort:
  - Has command approval; and
  - Has sufficient personnel assigned to lead and follow the escort, and control busy and/or red light-controlled intersections.
- E. Employees may conduct routine, non-emergency escorts of motorists who are lost or are not familiar with how to get to their intended destinations within the Campus Area. Supervisors or commanders may also approve these types of escorts to nearby, off-campus locations.

## **XII. Traffic Safety Education Materials** (61.4.4)

- A. JHPD will provide traffic safety educational materials to the JHU community to support enforcement efforts, enhance public understanding of traffic safety, and achieve voluntary compliance with traffic laws and regulations.
- B. The Logistics Officer is responsible for:
  - Maintaining JHPD's central supplies of traffic safety education materials.
  - Ensuring an effective supply of traffic safety education materials is available to officers and to members of the public.
- C. Officers are responsible for having and distributing traffic safety education materials as reasonable and prudent during their routine duties and/or while participating in activities consistent with JHPD Directive #425, Community Policing and Problem Solving.

## **XIII. Traffic Engineering** (61.3.1)

- A. Johns Hopkins Facilities Management & Real Estate is responsible for administering JHU's institutional traffic engineering plan.
- B. The Baltimore City Department of Transportation has the traffic engineering responsibilities for city-owned and -maintained roadways.
- C. The Patrol Commander will serve as JHPD's liaison to the effective traffic engineering organizations and is responsible for:
  - Referring complaints or suggestions concerning traffic engineering deficiencies to effective organizations.
  - Collecting and transmitting accident and enforcement data to effective organizations through the ACRS reporting system.
  - Referring persons with traffic engineering concerns to the effective department or agency.
- D. Officers will:
  - Contact Communications to have immediate notifications made to effective agencies whenever traffic engineering deficiencies are discovered that pose immediate hazards to persons or property; or
  - Submit written or email accounts through their chain of command to the patrol commander when they become aware of traffic engineering deficiencies that are not immediate hazards, but may require examination by traffic engineers.



#### **XIV. Reporting & Documentation**

- A.** All Vehicle Stops will be reported and documented in accordance with the applicable state reporting requirements and those set forth in JHPD Directive #409, Field Interviews, Investigative Stops & Pat-Downs.
- B.** Per its MOU with BPD, JHPD shall report all traffic enforcement statistics to BPD, including Vehicle Stop data.
- C.** Reporting using the E-TIX system:
- All Vehicle Stops as defined by MD. Code, Transportation, § 25-113 will be reported by the involved officer in Delta + using the “Reportable Stop Data Entry” section under the “Reporting” tab.
  - Delta + transmits this collected data to MSP, which forwards it to the Maryland Justice Analysis Center, Department of Criminology and Criminal Justice, University of Maryland, College Park.
  - If multiple citations, warnings, or SEROs (in any combination) are issued to the same driver, only one “Reportable Stop Data Entry” submission will be completed.
  - When the Vehicle Stop is conducted using the E-TIX system, demographic information of the violator is automatically collected and transmitted. There is no separate action required of the officer to collect demographic information when using the E-TIX system.
    - o For the purposes of this Section, Vehicle Stops **will** include stops based on the use of radar or LIDAR technology.
- D.** It is the officer’s responsibility to obtain all required information for all Vehicle Stops, regardless of enforcement action and:
- Complete reports according to the reporting requirements for Vehicle Stops set forth in JHPD Directive #470, Field Reporting System.
  - Accurately enter all required data in the Reportable Stop Data Entry section of Delta+, if not automatically collected through E-TIX.
  - When paper citations, warnings, or SEROs are completed outside of the E-TIX/Delta+ system, submit all forms (originals and copies) to their supervisor daily at the conclusion of their shift.
  - Submit a copy of the Traffic Data Collection Form (JHPD #174) along with all other required reports, to the States Attorney’s Office whenever a Vehicle Stop results in a must-appear offense or arrest. This form is discoverable pursuant to the Maryland Rules, Rule 4-263.

- E.** It is the supervisor’s responsibility to ensure the reporting and documentation requirements for vehicle stops set forth in JHPD Directives #409, Field Interviews, Investigative Stops & Pat-Downs and #470, Field Reporting System are completed; and:
- Ensure officers are collecting and submitting the required data for all Vehicle Stops.
  - Review the submitted paperwork for completeness and accuracy to ensure that officers are properly recording data.
  - Issue positive corrective action to subordinates as needed.

## Policy Enforcement

<b>Enforcement</b>	Police Department managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit.

## Related Resources

<b>University Policies and Documents</b>
<p>Conduct &amp; Responsibility #106, Fair &amp; Impartial Policing  Operational Procedure #409, Field Interviews, Investigative Stops &amp; Pat-Down  Operational Procedure #411, Search &amp; Seizure  Operational Procedure #424, Arrests &amp; Alternatives to Arrest  Operational Procedure #426, Interactions with Youth  Operational Procedure #445, Assistance Roadway Users  Operational Procedure #446, Vehicle Towing &amp; Storage  Operational Procedure #447, Parking Enforcement  Operational Procedure #469, Property &amp; Evidence Management</p>
<b>External Documentation</b>
<p><a href="#">Maryland Code of Transportation</a>  Md. Code Criminal Law, §§ 6-404-405  Maryland Rules of Civil Procedure, Rule 4-263.  Code of Maryland Regulations Title 11, Section 11.17.01.01.  <a href="#">Maryland Motor Vehicle Association Forms</a>  <a href="#">Maryland Motor Vehicle Association, Information for Law Enforcement.</a>  <a href="#">Maryland State Police</a>  Memorandum of Understanding Between the Johns Hopkins Police Department and the Police Department of Baltimore City</p>

<b>Police Department Forms and Systems</b>
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

**Contacts**

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Policy Clarification and Interpretation			

DRAFT