Statement of Purpose:

This procedure defines the chain of command in the Traffic Unit and the authorized traffic-related duties and responsibilities of the specific member of the Volunteers in Police Service (VIPS) program. Authorizing specific VIPS program members to perform traffic-related duties in intended to divert secondary traffic duties to appropriately trained civilian volunteers to allow sworn Police Officer to perform primary traffic duties more efficiently. Directing specific parking and traffic-related issues to member of the Traffic Unit is intended to enable member of the Department with specialized training and experience to review and respond to those issues.

Lexipol Policy:
Lexipol Policy 375 Volunteers in Police Service
Lexipol Policy 516.7 Parking citations

Procedure:
- The officer in charge (OIC) of the Traffic Unit is the designated Traffic Sergeant. As such, officers and VIPS assigned to the Traffic Unit or Traffic Unit activities are the supervisory responsibility of the Traffic Sergeant. The Traffic Sergeant may delegate the supervisory responsibility for those officers and VIPS to the assigned traffic officer. In the absence of the Traffic Sergeant or his/her designee, the supervisory responsibility for those officers and VIPS lies with the Watch Commander.
- Traffic Unit personnel should ensure that appropriate Watch Commander, normally the Day shift Watch Commander, is advised of any special assignments or duties they are assigned or performing.
- The duties and responsibilities of the designated Traffic Unit VIPS (King Units) should include, but are not limited to:
  - Calibration of Preliminary Alcohol Screening (PAS) devices every 10 days, while keeping the sworn PAS coordinator abreast of the process.
  - Vehicle abatements and tows.
    - Vehicle abatement tows do not require a case number on the CHP 180. The documentation is referenced by the last two digits of the calendar year of abatement and word “abate,” e.g. 13-ABATE
    - The CHP 180 form related to a vehicle abatement tow may be submitted to the contract tow company before the tow is completed. Because there may be delay in the vehicle abatement tow, the CHP 180 form may not be immediately submitted to Dispatch; however, on a daily basis the vehicle abatement tow completed CHP 180 forms should be picked up from the designated vehicle abatement contract tow company and returned to the Department for filing at
the front desk. All other CHP 180 forms related to vehicle tows completed by any King Unit shall be submitted to Dispatch as soon as reasonably possible, but no later than before the King Unit goes off duty.

- **Section 4462 of the CVC.**
  - Towing and impound of vehicles in violation of the section.
  - Completion of all the appropriate forms including the CHP 180 and booking property into EIS.
  - Submission of the documentation to a sworn Police Officer member of the Traffic Unit for review and approval.
  - If the King Units come across a plate with false tabs they will determine if the RO is local and potentially able to be contacted.
  - If the plate returns local and specifically near the location of the vehicles current position then the King Units will remain in the area and request a patrol unit to respond to investigate the crime. The King Units will later remove the tab and contact the DMV to determine what vehicle the stolen tab was originally assigned to. They will remove the tab and provide it with this information to the officer investigating the case.
  - If the plate returns out of the area and is still expired over six months, it is not reasonable to assume we will be able to confirm who placed the false tabs on the vehicle and therefore the vehicle will be towed by the King Units. The King Units will remove the tab prior to towing and book it into evidence.

- **Towing and impound of unoccupied vehicles in violation of CVC 22651(o).** Reasonable discretion should be exercised regarding towing vehicles in violation of CVC 22651(o). Yellow tags may be issued as a warning but are not a requirement.
  - King Units shall not issue citations for CVC 4000(a).
  - When a vehicle is towed per CVC 22651(o) King Units will complete the CHP 180 and turn it into Dispatch.

- **Enforcement of all violations delineated on the Department’s “notice of Parking Violations” forms.** With the approval of the Traffic Sergeant enforcement of specific additional parking violations may be authorized.
  - “No Parking Zone” violations shall be enforced in accordance with the current Department policy related to “No Parking”

- **Pro-active self-initiated response or Dispatch initiated response, to traffic-related issues including, but not limited to, parking complaints, road hazards, traffic control and direction, and assistance at traffic collision scenes.**
  - Assistance at traffic collision scenes should be provided to minimize the need for an additional Police Officer at the scene.
  - King Units shall not respond in a Code 3 mode to any traffic collision; however, King Units may activate the overhead emergency lighting on a police vehicle while positioned at a traffic collision scene to enhance visibility and safety.

- **King Units should operate the designated VIPS marked department vehicle, if available, or the designated VIPS unmarked Department vehicle, if available and appropriate. However King Units may as an alternative operate a marked Department vehicle, including a Department vehicle with full emergency lighting.**
Dispatch should use the same “status check” or “safety check” protocol and procedures for King Units on patrol, during a citizen contact, or when assigned a call for service, as used for sworn members of the Department.

Initial reviews and administrative hearings regarding parking citations shall be conducted in accordance with Lexipol Policy 516.7.

This Standard Operating Procedure was approved and distributed for training by:

Joe Allen
Commander

Jerel Haley
Chief of Police

Attachments: (NONE)