

SHREVEPORT POLICE DEPARTMENT GENERAL ORDER

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ISSUED BY: Michael VanSant	DISTRIBUTION: All Personnel	REVISION DATE: AUG 30, 2006	PAGE 1 OF 3 PAGES
SUBJECT: TRAFFIC CITATIONS, ISSUING OF			
INDEX: CITATIONS, ISSUING OF TRAFFIC TICKETS, ISSUING OF TRAFFIC CITATIONS; BOOKING, REFUSAL TO SIGN TRAFFIC CITATIONS			

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The purpose of this directive is to establish guidelines for the issuance of the Uniform Traffic Citation and the practical enforcement of traffic laws.

II. POLICY:

It is the policy of the Shreveport Police Department to promote public safety through effective traffic enforcement. Traffic stops made by members of the department shall be based solely on violations observed or reported and shall not be based on the vehicle occupant's race, ethnicity, gender, or economic status. Race, ethnicity, gender, or economic status shall not be a factor in determining the existence of probable cause to justify the detention of an individual or the investigatory stop of a motor vehicle. **Racial profiling is prohibited.**

III. DEFINITION:

Racial profiling is defined as the detention, interdiction, or other disparate treatment of an individual on the basis of the Racial or ethnic status of such individual.

IV. GUIDELINES:

- A. The uniform traffic citation will be used when charging a person with a moving violation or non-moving violation of traffic laws and ordinances.
- B. Citation books are issued to officers by the Clerk of Court's Office.
- C. Traffic Violation Stops:
 1. When an officer is going to stop a traffic violator, the officer shall get out of service with the dispatcher giving the description and license number of the vehicle; race, sex, and number of occupants in the vehicle, if possible; and the location where the vehicle is to be stopped.
 2. Circumstances may dictate that the initiating officer request a second officer to respond on the traffic violation. Listed below are reasons why a second officer may be needed.
 - a. Experiences of the past tend to show that what appears to be only a traffic violator has sometimes been a very dangerous criminal.
 - b. Questioning of a traffic violator may reveal circumstances indicating criminal activity.
 - c. Number of occupants may dictate the need.
 3. The officer shall initially use red lights and sound the horn to stop the violator. If the violator fails to stop, the red lights and siren shall be used.

4. The violator should be stopped at a location most favorable to the officer and in a well-lighted area, if possible.
 5. Officers shall attempt to stop the violator out of the normal flow of traffic. Violators should be removed from major thoroughfares and heavily traveled streets while citations are being written.
 6. When stopping traffic violators, the police vehicle should be one car length to the rear and centered on the left rear taillight of the vehicle stopped.
 7. The officer should attempt to remain in the police vehicle until the dispatcher has checked the license number in the computer. The dispatcher will respond on the license check as soon as possible.
 8. Approach the vehicle cautiously.
 9. Immediately identify yourself and advise the driver of the reason for the stop. Remain courteous; this may be the only contact some citizens have with police officers.
 10. Check the subject through the computer if circumstances warrant.
- D. Traffic Violations Observed While in Private Automobiles:
1. Officers operating a private automobile shall not conduct traffic stops. If an officer does observe a traffic violation and believes that it is necessary to have the vehicle stopped, he/she shall report the violation; give a description of the vehicle, driver, and a direction of travel to Dispatch via telephone or portable police talkie for enforcement action. The reporting off-duty officer shall serve only as a witness to on-duty personnel.
- E. Traffic Stops in Unmarked Police Units
1. Officers operating unmarked police vehicles may make traffic stops if a violation is observed, however the unmarked vehicle shall be equipped with emergency signaling devices.
 - a. If an officer makes a vehicle stop in an unmarked police vehicle, he or she shall be in uniform. **Exception:** the Special Response Team (SRT) members and Narcotics Officers are not required to be in full uniform, but shall wear attire clearly identifying them as **Shreveport Police Officers**.
 - b. No officer in an unmarked unit shall engage in any vehicle pursuit. If the traffic stop progresses to the level of a pursuit situation, the operator of the unmarked unit will summon the assistance of on duty personnel with marked units.
- F. Issuing Citations:
1. A separate citation shall be issued for each violation.
 2. The citation shall show the violator's current home address, business address (school, if a student), and home and business telephone numbers.
 3. The appropriate city ordinance or revised statute number for the violation shall be entered on the citation. The city ordinance number should be used when there is one applicable. If there is not a city ordinance number applicable to cover the particular violation, the appropriate revised statute number shall be used.
 4. Traffic violators determined not to have a valid driver's license shall be advised of the procedures regarding issuing of the citation, to include booking and fingerprinting procedures.
 - a. Officers may obtain thumb prints from violators who do not have a valid driver's license, but who can be identified through other means, in lieu of requiring them to engage in full booking procedures.
 - b. The right thumb print shall be placed on the back of the court copy of the issued citation. Only the right thumb print shall be used, unless circumstances are present and noted.

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c. Juvenile offenders shall only be printed for a felony offense.

G. Refusal by Violator to Sign Citation:

1. If an officer, of any rank, attempts to issue a traffic citation to an adult violator, but the adult violator refuse to sign the citation, the officer shall write "Refused to Sign" in the appropriate signature space, issue the citation, and release the violator.
 - a. The only exception will be when the violator has no identification in their possession, or cannot be identified through other means, it will be necessary to book the adult violator to comply with identification procedures.
2. If the violator is a juvenile, the Louisiana Children's Code, Articles 804 (3), 814 and 953, prohibits juveniles from being taken into custody for traffic violations unless the violation is covered under Chapter I, Title 14 of the Louisiana Criminal Code. Accordingly, a juvenile may be taken into custody for:
 - a. Vehicular homicide.
 - b. Vehicular negligent injuring.
 - c. Operating a vehicle while under the influence of alcoholic beverages or any controlled dangerous substance.
 - d. Reckless operation of a vehicle or hit and run driving when approval is granted by a supervisor.
 - e. Therefore, if the juvenile refuses to sign the traffic citation and the violation is not covered under Chapter I, Title 14, simply write "Refused to Sign" in the appropriate space and issue the ticket. Do not take the juvenile into custody in such situations.

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