


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "MOTOR VEHICLE STOPS"	ORDER NUMBER: 40-4
		PLEAC STANDARD: 2.4.1 A,B,C,D,E	PAGE 1 OF 4
RE-ISSUE DATE: 7/25/2017	EFFECTIVE DATE: 5/13/2011	ANNUAL REVIEW DATE: MAY	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY OR PURPOSE

- 1.1 The regulation of traffic, for the safety of the community, is a primary objective and responsibility of the Pittsburgh Police. All police officers are trained in traffic laws and regulations. All officers are expected to enforce traffic laws in a firm, fair, impartial, and courteous manner.
- 1.2 It is the policy of the Bureau of Police that officers shall consistently take the necessary steps to minimize the dangers involved in making traffic stops for the protection of the officer, the motorist and other users of the highway. In reviewing the guidelines contained within, all officers must be constantly mindful that there are no "routine" traffic stops.

2.0 DEFINITIONS

- 2.1 High Risk/Felony Stops – Where the officer has reason to believe there is a potential for danger.
- 2.2 Unknown Risk Stop – All other motor vehicle stops

3.0 STOPPING TRAFFIC VIOLATORS

- 3.1 Although it is recognized that varying conditions, including, but not limited to roadway construction, volume of traffic and the urgency of making vehicle stops may necessitate certain deviations from the following procedures, these procedures should be followed when possible.
- 3.2 Officers shall perform vehicle stops only when they have articulable and reasonable grounds to suspect that a violation of the motor vehicle code has occurred or they have objective facts that create a reasonable belief that criminal activity is afoot.
- 3.3 Once an initial decision has been made to stop a motorist, whenever possible, [REDACTED]
- 3.4 When a location has been selected for the stop, the officer shall notify communications of the following:
 - 3.4.1 The location of the stop.
 - 3.4.2 The license number of the vehicle.
 - 3.4.3 A description of the vehicle.
 - 3.4.4 The nature or reason for the stop.
 - 3.4.5 The race, sex and number of occupants when possible.
 - 3.4.6 [REDACTED]
- 3.5 [REDACTED]
- 3.6 [REDACTED]
- 3.7 [REDACTED]
- 3.8 When conducting a traffic stop where the operator is driving with a suspended, revoked or cancelled license, officers will abide by the Pennsylvania Vehicle code 6309.2 Immobilization, towing and storage of vehicles for driving without operating privileges or registration and will tow and impound the vehicle. This includes any traffic stops involving drug arrest-
- 3.9 Officers are required to call out on all traffic stops and complete the traffic stop form as required in section 8.0 of this policy. [REDACTED]

4.0 **APPROACH AND CONTACT WITH THE OPERATOR**

4.1 [REDACTED]

4.2 When initiating contact with the operator, the 9 Step Protocol (Verbal Judo) protocol is suggested (with the addition of step 4, if/when applicable):

1. Greeting (*Good evening, sir*)
2. Introduction (*My name is Officer Smith with the Pittsburgh Police. . .*)
3. Reason for Stop (*The reason you are being stopped is . . .*)
4. Inform operator that the traffic stop is being audio and video recorded. (See PBP 69-1 Sec 5.2 Mobile Visual/Audio Recording Equipment (MVR).
5. Any Justified Reason? (*Is there any justified reason why you . . .*)
6. Request Driver's License (*May I have your driver's license? Remember to ask for Driver's License separately from Registration and Insurance Information, as they are usually kept in different locations.*)
7. Request Registration and Insurance Information (*Sir, do you have registration and insurance information? If so, where are they located?*)
8. Decision (*The officer will have the discretion to issue either a warning or a citation. The officer should advise the operator whether or not a citation will be issued. If a ticket is issued, ask the operator to sign receipt of ticket.*)
9. Close (*Should be quick, effective and efficient. Advise the right to appeal if cited.*)

4.3 When returning to the police vehicle to write the citation or conduct necessary police business, [REDACTED]

4.4 The officer should avoid reaching into the suspect's vehicle while the engine is running.

4.5 [REDACTED]

4.6 During the stop, and at the officer's discretion, the violator should remain in his/her motor vehicle while the officer writes the citation or conducts other business. When writing the citation, the officer will:

- 4.6.1 Check all license, registration and operator's information, if needed.
- 4.6.2 Check wants and warrants for the vehicle and operator.

4.7 Once the citation is written, [REDACTED], and will quickly, but accurately, explain the following to the operator:

- 4.7.1 The nature of the charges against the operator
- 4.7.2 The procedure for entering a plea or paying the fine either by mail or in person at Traffic Court
- 4.7.3 Request that the operator sign the citation in the proper section acknowledging receipt of the citation
- 4.7.4 Verbally provide the name and badge number of the officer if requested by the operator
- 4.7.5 Any other information the operator needs to know prior to release

5.0 **RESPONSIBILITIES OF BACKUP OFFICERS**

5.1 [REDACTED]

5.2 [REDACTED]

[REDACTED]

6.0 STOPPING VEHICLES BY NON-UNIFORM PERSONNEL

6.1 A non-uniformed officer may make a traffic stop if the unmarked vehicle is properly equipped with lights and siren. In addition to complying with all of the provisions of this General Order (40-4), a non-uniformed officer must:

6.1.1 Activate both emergency lights and siren before initiating the traffic stop; *and*

6.1.2 Contact Communications and provide all of the information concerning the stop (as per Section 3.4)

6.1.3 The non-uniformed officer must have ID readily available and observable, and

6.1.4 [REDACTED]

7.0 HIGH RISK VEHICLE STOPS

7.1 The following procedures are to be employed when an officer initiating a traffic stop has reason to believe that criminal activity is afoot and the occupants may be armed and dangerous.

7.2 Once the decision has been made to stop a potentially dangerous motorist, the officer shall notify communications of the following:

7.2.1 The location of the stop.

7.2.2 The license number of the vehicle.

7.2.3 A description of the vehicle.

7.2.4 The nature or reason for the stop.

7.2.5 The race, sex and number of occupants when possible.

7.2.6 A unit (s) shall respond to assist officer (s).

7.3 [REDACTED]

7.4 [REDACTED]

7.5 [REDACTED]

7.6 [REDACTED]

7.7 [REDACTED]

7.8 [REDACTED]

7.9 [REDACTED]

8.0 WRITTEN RECORDING OF TRAFFIC STOPS

8.1 Each traffic stop shall be recorded on the Traffic Stop Report (PBP Form #2.1).

8.1.1 All blocks must be completed.

8.2 The Traffic Stop Report will be submitted at the end of each officer's tour of duty along with the Daily Activity Report for review by the Shift Lieutenant.

8.3 The Shift Supervisor (s) will be responsible for ensuring that the Traffic Stop Report is submitted daily, and that all required blocks are completed.

8.3.1 The shift supervisor will verify this has been completed by signing the Traffic Stop Report in the appropriate block.

9.0 UNIFORMITY IN APPLICATION OF VEHICLE CODE ENFORCEMENT

9.1 Physical arrests

9.1.1 DUI arrests will be made according to PBP General Order 44-7. (*See PBP 44-7 DUI Arrests and Rule 130*).

9.1.2 There may be other incidents in which a violator should be physically arrested. The decision to make a physical arrest should be based upon sound legal principles as opposed to peripheral issues such as the driver's conduct during the traffic stop.

9.2 Traffic citations and parking citations

9.2.1 A traffic citation may be issued to all violators who jeopardize the safety of vehicular and pedestrian traffic, including hazardous moving violations, and operating unsafe and/or improperly equipped vehicles.

9.2.2 The decision to issue a traffic citation or a parking citation should be based upon sound legal principles as opposed to peripheral issues such as the driver's conduct during the traffic stop.

9.3 Written warning/equipment repair card

9.3.1 All written warnings and equipment repair orders should be issued with the Pennsylvania Department of Transportation's MV-433a card.

9.3.2 A written warning is a proper alternative to a traffic citation for minor non-hazardous violations and may be used based on the individual officer's discretion, professional judgment, training, and experience.

9.3.3 An equipment repair order is a proper alternative for officers to use for minor equipment violations and for operators who do not have in their possession their driver's license, registration card, and/or insurance card.

9.3.3.1. Violators issued an equipment repair card should have the proper response to the repair card explained to them in order to avoid a traffic citation or citations.

9.3.3.2. Equipment repair cards that require a time period to respond shall be monitored for return compliance. If the required action(s) are not completed within the required time period, a citation or citations for the violation shall be filed.

9.4 Verbal warning

9.4.1 A verbal warning is appropriate when the violator commits an act that may be due to ignorance of Pennsylvania law or local ordinances that may be unique or a violation of which the driver may not be aware.

9.4.2 A verbal warning is also appropriate as an alternative to a traffic citation or written warning for minor violations based on the officer's discretion, professional judgment, training, and/or experience.

9.5 Traffic Ordinance Violations

9.5.1 Traffic ordinance violations shall be instituted on a non-traffic citation.

9.5.2 As per Section 6301 of Title 75 of the Pa Vehicle Code, when a violation is chargeable under Title 75, and a City of Pittsburgh Ordinance, the Vehicle Code charge shall supersede the ordinance violation; except parking violations.

Approved By:



Scott Schubert
Chief of Police