

San Jose Police Department

TRAFFIC ENFORCEMENT UNIT



PROCEDURES MANUAL

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Traffic Enforcement Goals and Objectives

Goals:

The goals of the Traffic Enforcement Unit (TEU) are to reduce traffic collisions, their resulting injuries, and to facilitate the safe and expedient flow of vehicular and pedestrian traffic. This will be accomplished by obtaining the public's voluntary compliance with traffic regulations. Objectives will be met through a combination of education, engineering referrals, and enforcement.

The Traffic Enforcement Unit is primarily responsible for vehicle code enforcement within the City of San Jose. Vehicular and pedestrian traffic is enforced through the use of targeted radar/Lidar enforcement and other specialized methods. High collision locations and causative factors are identified and targeted for selective enforcement. TEU works collaboratively with the Department of Transportation and the Vision Zero program. Citizen complaints involving chronic traffic violations are also investigated. TEU is responsible for assisting with the planning and management of special events such as parades, dignitary escorts, pre-planned large gatherings necessitating crowd and traffic control, spontaneous critical incidents, and natural disasters.

~This Procedures Manual is not intended to supersede or replace the Department's Duty Manual. Rather, it is to supplement the Department's Duty Manual with procedures that were developed specifically for the Traffic Enforcement Unit~

Objectives:

- Increase enforcement at identified high collision locations in the City based on monthly crash data with an emphasis on collision reduction.
- Reasonably issue as many citations and warnings to carry out the goals and objectives of TEU.
- Investigate requests for enforcement originating withing the Police Department, City Government, City Departments, and the community.
- Conduct traffic safety education presentations and demonstrations to meet the objectives of the Office of Traffic Safety (OTS) grant requirements.
- Provide personnel and assistance to units within the Police Department and other City Departments for special events and calls for service on a case-by-case basis.

Department Policies

Enforcement Action

The Department will take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent or frivolous excuse. At no time will an officer take into consideration race, color, nationality, age, sexual orientation, gender, disability, or religion as the sole justification for enforcement action. Enforcement action may consist of a warning, citation, and application for complaint or physical arrest (DM L 2402)

Visible Patrol

Any tendency by motorists to knowingly violate traffic laws is deterred by open and visible patrol. Normal enforcement will be conducted in such a manner. (DM L2405)

Violator Contact

Traffic violation enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases this is the only contact that a person has with our department. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. (DM L2406)

Traffic Safety Programs

The Department seeks to educate the public regarding traffic safety through educational programs aimed at exposing specific problems. Traffic accident and injury statistics are published in an attempt to affect the public's understanding of traffic enforcement. Officers, in turn, will familiarize themselves with the causes of accidents and congestion in order to better inform the public and direct their own efforts towards eliminating such cases. (DM L2407)

Selective Enforcement

The Department conducts statistical and visual surveys to determine by location, time and day of the week which violations are causing accidents. Based upon the information thus obtained; the Department deploys its personnel to those specific areas to observe violations and take enforcement action. Additionally, when the Department receives complaints of a specific problem, it specifically assigns personnel to investigate and take necessary enforcement action. (DM L2408)

Warnings

It is each officer's responsibility to recognize a violation when it is committed and to take enforcement action; however, proper enforcement does not always involve a citation. In many instances the ends of justice and the object of enforcement are adequately served by a warning. This action should not be taken except in worthy cases determined by considering the circumstances of the violation. Deliberate violations of the traffic laws do not deserve lenience. Warnings are given in a courteous manner and tone of voice. When a warning is given, it is in a firm, efficient and courteous manner. (DM L2410)

Apprehension of Speeders

Excessive speed is a major cause of accidents. The speed vehicles are traveling at the time of impact is the principal factor that determines the severity of an accident. It follows that the proper enforcement of the speed laws can make a major contribution to the reduction of the number and severity of accidents. Therefore, officers will strive to enforce vehicle speed laws as often as possible. (DM L2413)

Traffic Citations

Officers assigned to an enforcement function will enforce vehicle laws in an impartial manner. Motorists will receive similar treatment regardless of where the violation occurs. Officers will adhere to the following procedures engaged in the enforcement of vehicle laws. (DM L2501)

Completing and Issuing Citations for Moving Violations

- The information needed to complete a citation is generally obvious. However, the following needs to be emphasized to prevent their being neglected.
- When issuing a citation to an adult or juvenile, the proper place for the court appearance must be noted by crossing out the place not applicable.
- Check "yes" or "no" in the boxes marked "Radar" and "Accident".
- When issuing a citation to a violator, the officer should explain the appearance requirements even though they are printed on the citation.
- If a citation is issued for a vehicle defect, the officer will explain that the violator must make the repairs or adjustments immediately, have the repairs verified by another officer within 10 days, and make contact with the court within 15 days of the date of issuance to ascertain if a fine is associated with the violation.
- Unsafe or overloaded vehicles are cited, and the driver advised to discontinue use of such a vehicle until the vehicle is repaired or properly equipped.
- Never attempt to tell a violator what the bail or fine is for any violation. (DM L2502)

Notes on Citations (Paper)

The officer issuing a citation may use the back of the pink copy for making notes about a violation. The pink copy remains in the Records Unit. A copy is made for the officer to use in court. The notes should include:

- Road conditions: loose material, roadwork, width, surface conditions
- The number, sex and position of passengers in the vehicle
- If radar, when the unit was last tested and found accurate and where the radar unit was located
- The address or location where the violator was stopped
- Details of the violation itself
- Pertinent remarks of the driver
- Characteristics of the driver which may help you in identifying him in court
- Your own location when the violation was observed
- Directions of travel of the officer's vehicle

Officers will record the facts present which prompted the issuance of the citation and use such records if court appearance becomes necessary. (DM L2503)

Refusal of Violator to Sign Citation

When a traffic violator refuses to sign a citation, the officer should make it clear as possible that in signing the driver is not admitting guilt but only promising to appear in court.

If the violator continues to refuse to sign the citation, the officer should call the district supervisor. The violator's refusal to sign the citation may be an emotional reaction or a personality clash with the officer, and a second officer can often restore calm and understanding to the situation and persuade the violator to sign the citation. If, after talking to the district supervisor, the violator still refuses to sign the citation, the violator should be booked, and the arresting officer should follow the procedure outlined below.

- Prepare a "Crime Report" which will include the details of arrest and a description of the violation or violations committed by the defendant.
- Note in the report that the "Crime Report" copies of the unsigned citation are to be forwarded to the Traffic Court Liaison Unit. (DM L2504)

Traffic Enforcement Operations

Daily Activity

The Traffic Enforcement Unit is tasked with specific functions and is designed to be very proactive. Enforcement teams are, by their design, meant to be very visible and active. During daily operations, enforcement officers will adhere to the following guidelines:

- Log on within one hour after briefing.
- Officers may use on-duty time to care for and maintain their motorcycles as prescribed by their supervisor.
- Officers will ensure the motorcycle parking area in the police garage is kept clean and orderly.
- Officers will write citations at a rate which will encompass all their daily activities. This requirement may be adjusted as needed by their sergeant or because of other responsibilities. **No quotas are allowed.** This is only a guideline for activity.
- Officers shall impound vehicles consistent with SJPD policy or as required by their sergeant.
- Officers shall not congregate at any location unless approved by their supervisor. A general guideline would be a maximum of three officers at one location.
- Officers shall log off no sooner than twenty minutes prior to the completion of their shift.

Enforcement Locations

Based on data received from the Department of Transportation (DOT) and the Crime Analysis Unit, traffic enforcement efforts will be directed as follows:

- Collision data and maps outlining the collisions throughout the City will be provided by the Crime Analysis Unit each month. Collision locations will be identified on a map by a series of colored dots and colored shades.
- TEU staff will identify the roadways in which the majority of the collisions have occurred. Enforcement efforts will be directed to those locations.

Activity Sheets

TEU officers will adhere to the following procedures when completing their activity sheets:

- Complete an electronic version of their previous week's activity during their first shift back after days off.
- Save an electronic copy of their activity sheet.
- TEU sergeants will adhere to the following procedures when completing their team's weekly activity sheets:
 - Review each officer's activity sheet for accuracy and thoroughness.
 - Immediately return activity sheets that need corrections or amendments.
 - Transfer the individual activity to the weekly team activity sheet.
 - Ensure the activity section accurately reflects the team's activity regarding special events, presentations, and training.
 - Save an electronic copy in supervisors folder on the "G" drive.
 - Coordinate with the SET sergeant and/or other sergeants to determine which on-scene supervisor will document a single event or presentation.

Appearances and Requests From Other Agencies

- Any TEU member who wishes to donate his/her time while in uniform and operating a TEU motorcycle or other vehicle, must complete a Request for Public Appearance form (201-14). The officer's sergeant will review the form and forward it to the Unit Commander.
- Any requests from other units within the Department that require enforcement teams to redeploy will be cleared through an on-duty sergeant, the Unit commander or his/her designee.
- Any formal requests for TEU assistance from outside agencies or other City departments will be cleared through the Unit Commander or his/her designee.

Special Paid Event Staffing

The TEU has historically participated in specialized enforcement campaigns. The events that are managed by TEU will be staffed with a preference toward current TEU members; however, other Department members may be used at the discretion of the Unit Commander or his/her designee. TEU officers who do not perform at a level consistent with the requirements outlined in these campaigns may be excluded.

Other small-scale requests for TEU officers do occur. The SET sergeant, or his designee, shall maintain a list of TEU members that will be offered these assignments in a Unit seniority callback procedure. This will ensure fairness as members enter and exit the Unit. Once the list has been exhausted, it will repeat.

Callback Procedures

Officers may be subject to callback due to various events. Callback procedures are set forth in the MOU guidelines, but as members of TEU (Special Operations Division), being subject to callback is part of your duties, regardless. By accepting a position in TEU, you could be subject to callback despite the MOU guidelines, although the Unit will attempt to follow the MOU guidelines as situations allow.

Emergency Response

In the event of a major emergency that results in a breakdown in communications via cellular phone or radio, on-duty TEU members will immediately respond to the TEU office. Upon their arrival at the office, members will standby for the following:

- Direction to assist the community or other patrol officers at a certain location.
- This direction may come from the commander of the TEU, the highest ranking TEU sergeant, or any on-duty captain or division commander.

Electronic Citation Protocol

Officers will use the electronic citation device whenever possible and only utilize paper citations when an electronic citation device replacement is not available. Officers will be assigned the following E-cite equipment upon entering the TEU:

- One electronic cite handheld device.
- One portable printer with batteries.

Officers are responsible for maintaining the E-cite equipment in proper working order. If the E-cite hardware does not function properly, immediately report this to the Systems Unit. Officers will obtain a replacement for the non-functioning piece of equipment.

Officers will review their citations in the field, each day, to ensure accuracy and to reduce the need for amendments and/or dismissals.

DISMISSAL OR VOIDING OF CITATIONS

Officers may request that citations be dismissed or voided whenever one or more of the following circumstances exist:

- It is later determined that the facts did not give rise to probable cause (example: The officer originally believed the posted speed was 30 m.p.h. and later learned it was 35 m.p.h.)

- The information that was provided to the officer is later found to be incorrect (example: It is later learned that the cited individual provided false ID).
- A clerical error was made at the scene and the citation was not used (example: After issuing the citation, while still at the scene, the officer discovers that the wrong section was used).
- Justice would be better served by dismissal or voiding (An appropriate explanation is required).
- When dismissing or voiding a citation that has already been issued, or when receiving a court notice for a previously issued citation, the following procedure will be adhered to:
 - Obtain and include the name, current address, D.O.B. and driver's license number on the Form 200-15(b).
 - Complete the Form 200-15(b) and attach the citation to be dismissed or voided to the form (this must include the approval of both the officer's immediate supervisor and a commanding officer).
 - If a court notice has been received, complete the form with the information provided on the court notice.
 - The requesting officer shall provide a brief explanation as to why they are seeking a dismissal of the citation.
 - The requesting officer will then have an immediate supervisor review the facts of the request and receive either approval or disapproval of the dismissal or voiding.
 - The supervisor reviewing the request will then ensure the signed dismissal form and, when appropriate, citation are forwarded to the Court Liaison Unit, Bureau of Investigations.

Officers will avoid advising motorists that citations will be dismissed or voided. A statement to the effect that the courts will decide the issue is appropriate. (DM L2507)

Amending Citations

Officers may amend a citation in accordance with the following procedure:

- Complete the Form TR-100 (including the "Defendant's Address" box) and attach the citation to be amended to the completed form.
- Use TR-100 forms with the yellow shaded box for traffic citation amendments.
- Use TR-100 forms with the pink shaded box for criminal citation amendments heard at the Hall of Justice.
- Use TR-100 forms with the green shaded box for criminal citation amendments heard at the Family Justice Center Drug Court.
- Use TR-100 forms with the blue shaded box for juvenile traffic citation amendments.

- Route the completed Form TR-100 and attached citation to the OSSD Warrants Unit.
- The OSSD Warrants Unit shall route the top (white) copy of the TR-100 form with the citation to the court and mail the bottom (yellow) copy to the recipient of the citation. (DM L2506)

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[REDACTED]

Holiday Staffing

The following TEU rules and guidelines will be adhered to regarding staffing on nationally recognized holidays:

- If a national holiday falls on a workday (Monday through Friday), any member of TEU will not be precluded from working a full ten-hour day if he/she chooses.

For a unit member to work in the capacity as a Traffic Enforcement Officer on a holiday, the following must exist:

- The TEU commander may waive these requirements at his/her discretion.
- The team that chooses to work will conduct their normal high collision location enforcement operations unless otherwise directed by the TEU

commander.

- If there are not enough willing personnel to work on the holiday to constitute a functional team, TEU personnel will not be denied the right to work their scheduled shift.
- Any TEU members who do not wish to take T.O. or vacation on a nationally recognized holiday will advise their supervisor at least one month prior to the date of the holiday.
- The TEU Commander will provide the names of the officers who are willing to work on said holidays to the BFO Administrative staff, who will assign TEU personnel to augment the number of patrol personnel who wish to utilize vacation or T.O. for a given holiday.
- BFO Administrative personnel will make every effort to accommodate the work shift that is desired by the TEU personnel who wish to work on such holidays.

Radar/Lidar Equipment

- Officers who check-out a radar or lidar device will be responsible for the entire unit – some units may be issued with a carrying case; tuning forks are issued with all radar units.
- All officers shall utilize radar holders; when not in the immediate vicinity of their motorcycles, officers will secure the devices in their locked holders or saddlebags.
- Any malfunction of radar or lidar equipment will be reported to SET sergeant.
- The SET team will be responsible for coordinating all radar and lidar repairs, calibration, and related documentation.
- After an officer turns in a malfunctioning unit, the officer will be assigned a replacement by the SET team.
- Officers will not borrow an unassigned radar/lidar without approval of the SET team.
- If proof of radar/lidar calibration is needed for court, officers should request a certified copy of the document from the SET team.

Response to Collisions and Other Incidents

The mission of the Traffic Enforcement Unit is to reduce the citywide collision rate through engineering, enforcement, and education. Time spent writing collision reports takes away from the Unit's enforcement and educational efforts. To carry-out the Unit's mission and maximize our efforts, the following guidelines regarding our response to collisions will be adhered to:

- Enforcement of traffic laws is the primary goal of the Traffic Enforcement

Unit.

- TEU officers will not respond to non-injury collisions unless: they are directed to do so by a TEU supervisor, flagged-down by a citizen or they on-view the collision.
- If a request is made for a TEU response to any collision, it will only be made through, and approved by a TEU supervisor or his/her designee.
- If a Patrol supervisor or Division Commander requests a TEU response to a major injury collision, fatal collision, or traffic control assignment, a TEU supervisor must approve the response with his/her team to assist Patrol with the incident.
- TEU will continue to assist Patrol with any large-scale emergency situations that require additional personnel.
- When a request for assistance results in a disagreement between a TEU supervisor and a Patrol supervisor or commander, the TEU supervisor will abide by the wishes of the Patrol personnel. The TEU commander will be notified of the request and will resolve the issue at a later date.

TEU Shift Bid

The following procedures will be adhered to regarding the annual shift bid for TEU:

- TEU will strictly adhere to the current BFO rules and regulations when it comes to shift bid. Each shift prior to shift bid, a memorandum is issued from the Office of Chief.
- The bid will occur on the same Wednesday, every year, as utilized by the BFO Administrative Unit, unless a change is authorized by the Unit Commander.
- In accordance with SJPOA MOU, officers and sergeants will bid by their departmental seniority, not by TEU seniority.

If, after the process has been closed, an officer has a hardship and feels a change of assignment will remedy their situation, the officer will submit a written request through their sergeant to the Unit Commander – each request will be evaluated on a case-by-case basis.

Uniforms and Safety Equipment

All TEU personnel will wear the approved uniform and all listed safety equipment, when operating a police motorcycle or assigned a TEU vehicle-Pursuant the Department's Uniform Manual.

- Team sergeants may select to have their team in a BDU style of uniform, as necessary, for their team's responsibilities on any given day.
- Polo shirts will only be worn by training staff when training in the

“grinder” environment.

- The Unit Commander may mandate the wearing of a certain uniform for certain functions. All TEU members will have both authorized uniforms ready for use, as needed.
- When operating their motorcycles, all TEU personnel will wear the Department issued helmet – with the chinstrap fastened. Helmets should not be left on unattended motorcycles parked in public areas that would compromise their security unless they are secured by a Unit-purchased helmet-lock.
- All motor officers will wear protective eyewear when riding their motorcycles; exceptions may be made due to weather or other conditions which may affect the vision of the operator.
- All motor officers will wear Unit approved gloves while operating their motorcycles.
- Outside of certain training conditions, all motor officers will wear Unit approved boots when operating their motorcycles. This is pursuant to the SJPD Uniform Manual.

Issuance of Safety Equipment

The Department provides all motor officers the following equipment at the indicated rate. Specifications will be pursuant to the Department’s Uniform Guidelines and the San Jose Police Department’s Duty Manual.

- **Breeches:** “Motorport” Kevlar Breeches, Blue, with white full-length pant stripe. Two pairs will be issued at the time of entry into the Unit.
- **Boots:** Upon entrance into the Unit, (1) pair to be purchased by the Unit. Any additional fees associated with custom fitting or maintenance (re-sole) will be the expense of the officer. A second pair of boots will be purchased by the Unit at the 2 ½ year mark, or when pre-approved by the Unit Commander.
- **Helmets:** Upon entrance into the Unit, each motor officer will be issued one helmet with a microphone-headset; helmets will be replaced after two-and-a-half years. Upon receiving a new helmet at the mid-point of a TEU assignment, the old helmet will be submitted to the SET team for training purposes. If an officer is involved in a collision, the issued helmet will be replaced.
- **Eyewear:** Upon entrance into the Unit, each motor officer will be authorized to purchase one pair of clear lens eyewear and one pair of tinted lens eyewear. The department will reimburse the officer up to \$150 for a pair of clear lens glasses and \$175 for a pair of tinted lens glasses. If the member opts to purchase a more expensive brand of eyewear, the member will pay the difference. If an officer requires a

prescription within their eyewear, the Department will reimburse up to \$150 for the frames and \$150 for the clear lens and \$220 for tinted lens. If an officer elects to purchase more expensive eyewear beyond the maximum provided by the Department, this amount will be assumed by the officer. Whether the officer purchase is above or below the maximum, the officer will purchase the eyewear of their choice. The officer will obtain a receipt from the vendor where the eyewear was purchased. The officer will complete a fiscal reimbursement form. The officer will submit the reimbursement form and receipt to the Fiscal Unit to receive the proper reimbursement, as outlined in this document. The reimbursement will be placed on the officer's paycheck once it has been fully processed.

- Eyewear damaged during the course and scope of an officer's duties will be replaced after a review by the Unit Commander. TEU members will document the details of the damage on a City memorandum.
- Lost eyewear will only be replaced after conference with the Unit Commander. The details of the loss will be documented on a City memorandum. The loss will be evaluated consistent with current City policy.
- **Gloves:** Upon entrance into the Unit, each motor officer will be allotted one pair of summer and one pair of winter gloves. Thereafter, summer gloves will be replaced as needed and winter gloves after two-and-a-half years. Gloves will be purchased by the officer who will then submit for reimbursement through the Fiscal Unit. The departments reimbursement amounts are \$50.00 for a pair of summer gloves and \$80.00 for a pair of winter gloves. If an officer elects to purchase a more expensive brand of glove, the officer will pay the difference. After the officer purchases their desired glove, the officer will complete a request for reimbursement form. This form will be submitted to the Fiscal Unit along with the receipt for the purchase. The officer will be reimbursed on their paycheck up to the maximum allowed as listed above.

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]



Computer and Email Responsibilities

In an effort to be more efficient, the TEU has moved toward a paperless system for reporting and communication. Although electronic communication does not take the place of face-to-face verbal communications, there are times when it is necessary for supervisors to send officers email to communicate non-urgent messages. TEU personnel are required to adhere to the following procedures:

- Check their City email each day they report to the office. This can occur anytime during their regularly scheduled shift.
- If necessary, officers are to acknowledge all messages in a timely manner.

Time Off/Vacation

There are certain duties and assignments that require the efforts of the entire Unit. The Unit Commander and SET staff will make every effort to give sufficient notification in order to allow TEU personnel to plan time off and vacations around these events.

Restricted Dates

- The SET staff will list the upcoming events on the message boards in the office and will make every effort to provide advanced notice to all Unit personnel. Some of these operations occur at regular intervals (i.e. Cinco de Mayo and DUI Checkpoints) while others occur on short notice (i.e. protests and demonstrations).

Exceptions to this rule will be considered by the Unit Commander on a case-by-case basis.

Time Off Procedures

- All time off and vacation shall be requested through the officer's supervisor.
- The supervisor will verify the staffing level for the requested period on the

- watch list and note it on the appropriate date(s).
- Exceptions to the minimum staffing level will be addressed with the Unit Commander.
 - Officers requesting beginning or end of shift T.O. will do so through their supervisor.
 - If that officer's supervisor is not available, the requesting officer will contact another supervisor, not another TEU officer.

Modified Duty

When TEU officers work in a modified-duty capacity for any length of time, they will adhere to the following:

- At the start of their shift, report to the SET Sergeant or any designated TEU supervisor.
- Assist SET staff with answering the phone lines and taking messages.
- Assist SET staff with any long-term projects in a manner to be determined by the SET sergeant.
- Assist SET staff with other ongoing programs and duties.
- Completing the daily mail runs
- The modified-duty officer's supervisor will give the SET sergeant, when possible, prior notification when an enforcement officer will be working in a modified capacity.
- In the absence of the SET sergeant or other supervisor, the modified-duty officer will work at the discretion of any other TEU supervisor.
- Any disciplinary issues that arise regarding the modified-duty officer's performance will be addressed by the officer's assigned supervisor.

School and Neighborhood Enforcement (SNE) Duties and Responsibilities

While collision zone enforcement efforts are meant to reduce injury and fatal collisions, the SNE program addresses quality-of-life issues in the City's school and neighborhood zones. The operational guidelines are as follows:

- Each enforcement sergeant will evaluate the traffic request and the most appropriate course of action to address the traffic complaint.
- Upon the completion of the traffic request, each enforcement sergeant shall log the request for future reference.

Weapons Inspection

A TEU motor officer is constantly exposed to the elements. The weapons carried by motor officers need to be cleaned and inspected at a more frequent rate than those of other Department members. The following guidelines shall be followed at each team training session:

- ALL TEU members will follow the Department required range qualifications schedule. Range qualifications must be current.

- A TEU supervisor will inspect each officer's handgun.
- A TEU supervisor will inspect any rifle carried by an officer.
- The cleanliness and functionality of any firearm will be noted within the officer's inspection sheet.
- Any deficiencies will be brought to the attention of the officer's supervisor.
- The officer will be directed to address the deficiencies immediately following the scheduled training session.
- Before going into service, the officer will have the firearm re-inspected by their supervisor or the supervisor in charge of that officer during that next shift.
- For officer safety reasons, if a question arises regarding the functionality of the weapon, the officer will be directed to deliver it to the Range for further inspection.
- Chronic deficiencies will be dealt with on a case-by-case basis to be determined by the officer's supervisor.

End of TEU Assignment

Upon completion of a member's assignment in the Unit, all serviceable helmets, boots, and breeches will be returned to the SET sergeant for additional training purposes. Additionally, the following items will be returned to the SET sergeant or the Unit's administrative officer:

- Office and vehicle keys
- Credit card(s)
- Radar/Lidar units and equipment
- Setcom units
- Electronic citation devices and equipment
- Any other equipment deemed necessary

Motorcycle Operation

Motorcycle Inspections and Appearance

- Each officer is expected to keep his/her assigned motorcycle clean and free of excess oil, grease, dust, and dirt. The motorcycles will be waxed – on a routine basis – to preserve the paint and create the maximum cosmetic appearance.
- To present a standardized appearance, each motorcycle will be unmodified. Jackets and other personal belongings that will not fit in the saddlebags may be carried in a black bag attached to the motorcycle by black cords or webbing (the TEU commander may allow exceptions for Special Events).
- All motorcycles will be inspected by Unit sergeants at each training session.
- If, during an inspection, an officer's motorcycle does not meet the standards of the Unit regarding cleanliness and appearance, that rider will have until the start of the following work shift to present the motorcycle for re-inspection to the TEU commander or that officer's sergeant.
- If an officer routinely shows a lack of care for the appearance and maintenance of their assigned motorcycle, that officer may be required to present his/her assigned motorcycle to the TEU commander for a bi-weekly inspection until the TEU commander is satisfied that the standards of the Unit are met.
- If, during an inspection, an officer's motorcycle is found to be deficient regarding safety issues, that rider will immediately return their bike to the garage in a manner deemed safe by the TEU commander or the officer's sergeant.
- TEU sergeants will document each rider's adherence to these listed requirements in the officer's annual performance appraisal.
- These guidelines will also apply to an officer that has been assigned a pool motorcycle.

Quarterly Motor Qualifications

All motor officers and sergeants must qualify each quarter. Only the TEU Commander can approve exclusion to the qualification exercises prior to the scheduled qualification.

Standards for the mandatory skill tests are based on the California P.O.S.T. standards for motorcycle officers:

- Officers must pass mandatory exercises with a minimum score of 70%:

- Road Course: Officers must pass three out of four runs at a selected site.
- Thirty (30) mph cone weave: Officers must pass seven out of ten runs.
- Forty (40) mph braking exercise: Officers must pass seven out of ten runs.

In the event an officer fails to qualify during a quarterly test, the following rules will apply:

- The officer will receive immediate remedial training from a member of the training staff and will be given an opportunity to re-qualify. (This does not count as a second attempt to qualify).
- If the officer again fails to qualify, the rider will be escorted back to the PD by a member of the training staff and will be restricted from riding his/her assigned motorcycle without supervision
- The officer will be given up to twenty (20) hours of additional training before making a second attempt to re-qualify.
- If the officer fails to re-qualify after the additional twenty (20) hours of raining, that officer will not be permitted to ride their assigned motorcycle away from the training site.
- The officer will be given an additional twenty (20) hours of training before being required to attempt to pass the qualification course for a third time.
- If the officer fails a third attempt to pass the course, that officer's supervisor will write a special evaluation documenting the aforementioned training and riding deficiencies; with the concurrence of the TEU Commander, a transfer out of the Traffic Enforcement Unit will be recommended.

**All officers who miss a quarterly qualification will be required to attend a make-up session that will be scheduled for two weeks after the primary qualification date. It is the responsibility of the absent officer's sergeant to ensure that the officer attends this make-up qualification. **

Off-Duty Riding of Motorcycles

Off duty riding of SJPD motorcycles is prohibited except under the following circumstances:

- Court appearances resulting from an on-duty action.
- Response to an emergency / natural disaster.
- Delivering or picking-up a motorcycle to or from an authorized maintenance appointment.
- Traveling to – or returning from – an authorized Secondary Employment Unit assignment (if prior to, or immediately following a unit member's work shift).

- If the motorcycle will assist the officer in accomplishing his/her SEU or authorized assignment, and after the officer has received the authorization from his/her supervisor.

Service and Repairs

Maintenance of Motorcycle

Officers shall check their motorcycle for any leaks or unusual wear conditions daily. Officers are responsible for performing or causing to be performed the following maintenance tasks:

- Check the oil level and adjust daily.
- Check the cold tire pressure weekly.
- Check the tires weekly to detect wear or other unsafe tire conditions.
- Ensure proper preventative maintenance schedule is maintained.

Service and Repair of Motorcycles

When an officer's assigned motorcycle is in need of repair/service, the officer is to complete a "Work Order" form and turn it the sheet into the garage supervisor.

The officer will be issued a "spare" motorcycle while waiting for service/ repair of their primary motorcycle.

Department members should utilize the SET team to determine completion date of requested service/repairs and not seek updates directly from the mechanic or garage personnel.

If an officer is dissatisfied with the work performed, the officer shall contact a TEU supervisor and not engage in a debate with the mechanic. When an officer and mechanic disagree as to the serviceability of a motorcycle, the TEU commander or team sergeant shall evaluate the motorcycle to determine if the motorcycle is in serviceable condition. If officers want their motorcycles to be serviced while they are absent, they shall coordinate with the mechanic. The motorcycle keys will be left with the motorcycle in order for the service to be performed.

Vendors

If the mechanic decides the motorcycle needs to be serviced by a vendor, the mechanic will advise the officer of the method of delivery. If the mechanic advises the officer to ride the motorcycle to the vendor, a copy of the completed work order shall accompany the motorcycle. Officers will not contact a vendor absent garage supervisor approval. Officers will not make any equipment/accessory purchases for TEU motorcycles from vendors. Any requests for additional equipment/accessories for TEU motorcycle must

be brought to TEU commander for approval prior to any purchase.

Pool Motorcycle Checkout Procedures

CHECK OUT PROCEDURE

- Contact SET team for available “Spare/Pool” Motorcycle.

CHECK IN PROCEDURE

- Return the key to SET team member.
- Advise the designated SET team member if the spare has service or a mechanical issue need.

Motorcycles Inclement Weather Use

Riding in inclement weather:

- At all times, the riding of motorcycles during adverse weather conditions should be avoided.
- A TEU supervisor or the Unit commander will evaluate and authorize exceptions to this policy.
- When road conditions are deemed to be too hazardous for motor officers to ride their motorcycles in order to conduct enforcement operations, they will check-out a patrol car.

Misuse

- Deliberate abuse of, or disregard for an assigned motorcycle may result in discipline.
- Disregarding the instructions of a supervisor, garage personnel, or authorized dealer’s service personnel – regarding the care and maintenance of a motorcycle may also result in discipline.

The following rules will be adhered to when a motor officer checks-out a patrol car:

- Under no circumstances are motor officers to take patrol vehicles without the authorization of the garage staff. If a dispute arises due to a vehicle assignment, motor officers are to notify their sergeant for resolution.

Police Motorcycle Take Home Policy

The Traffic Enforcement Unit mission is to enforce traffic laws throughout the City of San Jose. Peak enforcement times are during the morning and afternoon commute. Maximizing the officers time on the roadway is essential in conducting high visibility proactive enforcement during these peak hours and reducing collisions throughout the City. TEU now has an essential role in the City’s Vision Zero program. Keeping officers in these high collision areas as much as possible

during their regularly scheduled shift is crucial for traffic safety and calming. Allowing officers to take home their city motorcycle is an efficient way to accomplish this goal. This deployment method reduces overtime and keeps officers on the City streets as much as possible during their allotted ten-hour shift. Enabling officers to respond directly to OTS operations and brief in the field, provides maximum enforcement time at any given location in the City.

Officers can take police motorcycles to and from work under the following conditions:

- Must be up to date on all motor training and qualifications.
- Officer must keep motorcycle in proper working order which includes, but not limited to cleanliness and keeping up to date with all maintenance schedules.
- TEU officers will be required to be in full uniform while riding their motorcycle and be prepared for duty.
- TEU commander and/or sergeant can alter this privilege based on the needs of the Unit. The officer's work performance and/or the officer's residence proximity to the police department will also be considered.
- Motorcycle must be stored inside a secured garage at the officer's residence.

Special Event Team Duties

The Special Events Team (SET) will be responsible for all non-enforcement duties. The purpose of this team is to relieve the Unit's enforcement personnel of any duties that do not relate to the enforcement of traffic laws. The following is a list of the SET's duties and responsibilities.

- Accuracy checks of all the Department's PAS devices - to be conducted every ten (10) days.
- Management and reporting of all TEU Grants.
- Planning and supervision of all protests, demonstrations, and other major events approved by TEU commander.
- High school presentations, which include DUI crash trailer presentations and Every 15 Minutes.
- Coordination of all dignitary and funeral escorts.
- Maintenance, repair, and calibration of all radar and lidar devices assigned to the TEU and BFO.
- Coordination and instruction of the departments POST certified radar and lidar course.

- Writing and administration of all entry level tests for the TEU.
- Management of TEU vehicle and motorcycle fleet.
- Distribution and collection of all equipment for TEU personnel.
- Maintenance and repair of specialized equipment such as: DUI checkpoint vehicle, DUI trailer, radar and changeable message board trailers, and the crash trailer.
- Planning and execution of the departments DUI checkpoints.
- Maintenance of the Unit's website, to be coordinated through the Department's webmaster.
- Maintenance of the TEU office.
- Assist the TEU Commander with the completion of the quarterly program management reports.
- Responsible for assisting the TEU Commander with the development and maintenance of any new programs.