

**City of Fayetteville Staff Review Form**

**2018-0005**

**Legistar File ID**

**1/16/2018**

**City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item**

Greg Tabor, Chief of Police

12/29/2017

Police /  
Police Department  
Division / Department

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Council approves a resolution adopting Fayetteville Police Policies 15.4, Labor Management Team; 41.3.6, Narcotic Overdose Intranasal Naloxone and 61.1, Traffic Enforcement.

**Budget Impact:**

<b>Account Number</b>		<b>Fund</b>	
<b>Project Number</b>		<b>Project Title</b>	
<b>Budgeted Item?</b>	NA	<b>Current Budget</b>	\$ -
		<b>Funds Obligated</b>	\$ -
		<b>Current Balance</b>	\$ -
<b>Does item have a cost?</b>	NA	<b>Item Cost</b>	
<b>Budget Adjustment Attached?</b>	NA	<b>Budget Adjustment</b>	
		<b>Remaining Budget</b>	\$ -

V20140710

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_


Approval Date: \_\_\_\_\_

Comments:



## CITY COUNCIL AGENDA MEMO

### MEETING OF JANUARY 16, 2018

**TO:** Mayor and City Council  
**FROM:** Greg Tabor, Chief of Police   
**DATE:** December 29, 2017  
**SUBJECT:** Police Department Policy

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#### **RECOMMENDATION:**

Council approves a resolution adopting Fayetteville Police Policies 15.4, Labor Management Team; 41.3.6, Narcotic Overdose Intranasal Naloxone and 61.1, Traffic Enforcement.

#### **BACKGROUND:**

The Fayetteville Police Department is currently in the process of reviewing policies and updating as necessary to make changes as recommended by employees and developing policies to guide employees in the use of new equipment and current practices of the department. Policy 15.4, Labor Management Team and 41.3.6, Narcotic Overdose Intranasal Naloxone are new policies. 61.1, Traffic Enforcement is an existing policy approved by the council on November 19, 2013.

#### **DISCUSSION:**

Fayetteville Police Policy 15.4, Labor Management Team is a new policy that establishes formal guidelines to an existing practice at the department. Fayetteville Police Policy 41.3.6, Narcotic Overdose Intranasal Naloxone is a new policy that addresses a current issue in law enforcement and guides employees in the use of new equipment. Fayetteville Police Policy 61.1, Traffic Enforcement is an existing policy that contains changes to meet expectations and mirror language in other existing policies.

#### **BUDGET/STAFF IMPACT:**

These policies will not have any impact on budget or staff at this time.

#### **Attachments:**

Fayetteville Police Policy 15.4, Labor Management Team  
Fayetteville Police Policy 41.3.6, Narcotic Overdose Intranasal Naloxone  
Fayetteville Police Policy 61.1, Traffic Enforcement

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 15.4 Labor Management Team (LMT)	<b>Effective Date:</b>
<b>Reference:</b>	Version: 1
<b>CALEA:</b>	No. Pages: 2

## **I. Purpose**

The purpose of this policy is to establish the composition and set forth the procedures that govern the Fayetteville Police Department's Labor Management Team (LMT). The LMT is a process of labor and management working together with a common goal of discussing and resolving mutual problems and improving their relationship.

## **II. Policy**

### **A. Composition of the LMT**

1. The LMT will consist of the Chief of Police, the Fraternal Order of Police (FOP) President, and other representatives appointed to the LMT.
2. The meetings will be co-chaired by the Chief of Police and the FOP President, or their designees.
3. Other employees of the department are welcome to attend the meetings. These employees are strictly present as observers, and they will not participate in discussions unless recognized by one of the co-chairs.

### **B. Rules of the LMT**

1. Rules will be determined by the consensus of the LMT. Refer to the current LMT Ground Rules.
2. Job titles of LMT members are not weighed as part of building a consensus on a particular topic. All LMT members are encouraged to include their opinions in discussions within the scope of the other rules in this policy.
3. There is no dress code required for the meetings.
4. All discussions shall be conducted in a professional manner.
5. Off duty non-members of the LMT will not be considered as on duty for compensation purposes.
6. All decisions shall be made by a consensus of the LMT.

### **C. Meeting Structure**

1. LMT meeting dates and times will be scheduled by the co-chairs.

2. Agenda items will be submitted in writing to the record keeper, Administrative Captain, seven days prior to the scheduled meeting.
3. If there are no agenda items set for a particular meeting, the meeting will be canceled.
4. The person submitting an agenda item(s) for the meeting shall attach a short description of the issues to be discussed.
5. Meetings shall start and end on time, unless changes are agreed upon in advance.
6. Discussion during the meeting should be centered on the issue at hand.
7. Items not set on the agenda will not be discussed unless approved by the LMT.
8. A consensus reached during a meeting cannot be changed by the disagreement of an LMT member absent from the meeting.
9. Cancelled meetings will be rescheduled by the co-chairs.

#### D. Minutes

1. Minutes shall not identify individuals and should concentrate on the discussions between the parties and the decisions made by the group.
2. Minutes will only identify, when necessary, whether a management or labor made the statement.
3. Minutes from the previous meeting will be reviewed as the first piece of business at each meeting.
4. Draft minutes will be posted on the agency drive until replaced with the approved minutes.
5. Minutes must be approved by both parties before they become final.

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 41.3.6 Narcotic Overdose Intranasal Naloxone	<b>Effective Date:</b>
<b>Reference:</b> A.C.A 20-13-1804 (Naloxone Access Act)	<b>Version:</b> 1
<b>CALEA:</b> 17.5.3	<b>No. Pages:</b> 4

## **I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures governing the utilization of intranasal naloxone administered by the Fayetteville Police Department. The objective is to reduce the number of fatalities which occur as a result of opiate overdose and protect police department employees against accidental exposure of opiates by the proper pre-hospital administration of intranasal naloxone.

## **II. DISCUSSION**

This policy recognizes the Naloxone Access Act (A.C. A. § 20-13-1804), which allows a healthcare professional acting in good faith to directly or by standing order prescribe and dispense an opioid antagonist to a law enforcement officer or agency. It allows a person acting in good faith, who reasonably believes that another person is experiencing an opioid-related drug overdose, to administer an opioid antagonist that was prescribed and dispensed by a healthcare professional under this act. Employees who administer an opioid antagonist under this act are immune from civil liability, criminal liability, or professional sanctions for administering, prescribing, or dispensing an opioid antagonist under this act.

## **III. POLICY**

Naloxone will only be deployed by Fayetteville Police Department Cardiopulmonary Resuscitation (CPR) certified employees that have successfully completed the Intranasal Naloxone Training program and have become familiar with this policy. Intranasal Naloxone will be used for the treatment of drug overdose victims. When possible, a patrol unit shall be dispatched to any call that relates to a drug overdose. The goal of the responding employee(s) shall be to provide immediate assistance via the use of naloxone where appropriate, to provide any treatment commensurate with their training as first responders, to assist other Emergency Medical Service (EMS) or Fayetteville Fire Department (FFD) personnel on scene, and to handle any criminal investigations that may arise.

#### IV. DEFINITIONS

- A. Opiate: An opiate is a medication or drug that is derived from the opium poppy or that mimics the effect of an opiate (a synthetic opiate). Opiate drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce sleep. Police often encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone (Oxycontin®, Percocet®, and Percodan®) and hydrocodone (Vicodin®).
- B. Opioid Antagonist: Any drug that binds to an opioid receptor and blocks or inhibits the effects of opioids acting on the receptor and that is approved by the United States Food and Drug Administration for the treatment of an opioid-related drug overdose.
- C. Naloxone: Naloxone is an opioid antagonist that can be used to counter the effects of opiate overdose. Specifically, it can displace opioids from the receptors in the brain that control the central nervous system and respiratory system.
- D. Medical Control Physician: The Medical Control Physician (MCP) shall be a designated Medical Doctor who is licensed to practice medicine in the State of Arkansas. The Fayetteville Police Department shall maintain an affiliation with the MCP. The Chief of Police or his designee shall periodically consult with the MCP to review overall training, equipment, procedures, changes to applicable laws and regulations and/or the review of specific medical cases. At his/her discretion, the MCP may assist in training members of the Fayetteville Police Department.
- E. Universal Precautions: Universal precautions shall mean equipment that is provided to employees of the Fayetteville Police Department which may include but not limited to nitrile protective gloves, eye protection, respirator masks, and Tyvek® protective suits.

#### V. PROCEDURE

When an employee of the Fayetteville Police Department arrives at the scene of a medical emergency prior to the arrival of EMS, and reasonably believes the person is suffering from an opiate overdose, which may be indicated by, but not limited to:

- A. breathing very slow or not breathing;
- B. blue or purplish lips or fingernails;
- C. limp;
- D. pinpoint pupils;
- E. vomiting or gurgling; and/or failing to respond.

Employees shall take the following steps when administering intranasal naloxone.

- A. Prior to the assessment of a person, universal precautions should be employed by responding employees.
- B. Employees should conduct a medical assessment of the person to determine if he/she is possibly encountering an opiate overdose based upon an initial assessment or

witness accounts to include statements made by witnesses or family members about drug use.

- C. If the employee reasonably believes there has been an opiate overdose, the naloxone kit should be used.
- D. The employee shall use the intranasal mist to administer a four (4) milligram intranasal dose of naloxone to one (1) nostril.
- E. The employee should observe for 2-3 minutes, and if no response, administer a second four (4) milligram intranasal dose of naloxone to the opposite nostril for a complete dosage of eight (8) milligrams.
- F. Employees should be aware that a rapid reversal of an opiate overdose may cause projectile vomiting by the person and/or violent behavior.
- G. The person being treated should continue to be observed and treated as the situation dictates.
- H. The treating employee shall ensure an EMS response, informing them about the treatment and condition of the person.
- I. The employee shall not relinquish care until relieved by a person with a higher level of training.

Police canines in the course of their duties may be exposed to an opiate and experience an overdose. Employees shall take the following steps when administering intranasal naloxone to police canines.

- A. An employee who reasonably believes a police canine is experiencing an overdose should use a naloxone kit.
- B. The employee shall use the intranasal mist to administered a four (4) milligram intranasal dose of naloxone to one (1) nostril.
- C. The employee shall obtain medical treatment for the police canine as soon as possible.

## **VI. REPORTING**

- A. The treating employee shall report each intranasal naloxone deployment to the Criminal Justice Institute's Naloxone Reporting Tool at the website <https://surveys.afmc.org/surveys/?s=MTLY7L93WW>.
- B. A case report of the event shall be completed by the treating employee prior to the end of his/her shift. The report shall detail the nature of the incident, the care given, the fact that intranasal naloxone was deployed, and confirmation the incident was reported to the Criminal Justice Institute.
- C. The patrol captain will assist the overseeing physician with a review of all overdose reports where intranasal naloxone was used.

## **VII. EQUIPMENT AND MAINTENANCE**

- A. Uniform employees whose normal duties / assignments may require them to respond to overdose incidents shall be required to carry or have immediately available their issued naloxone kit. Uniform employees are exempt from this requirement:
  - 1. By directive from the Chief of Police or his designee; or

2. If there is no method to keep the naloxone kits within the required temperature range. These assignments include, but are not limited to: motorcycle patrol, bike patrol, foot patrol, and employees working special events.
- B. When conditions exist to keep the naloxone kits within the required temperature range, all other department personnel who are issued naloxone kits shall have their kits immediately available.
  - C. It shall be the responsibility of each employee to inspect their assigned naloxone kit prior to the start of each shift to ensure the kit is intact.
  - D. If a naloxone kit is damaged, lost, stolen or defective, the employee shall submit a memorandum through his/her chain of command.
  - E. The Administrative Lieutenant will track damage, lost, stolen or defective equipment.
  - F. Naloxone kits must not be stored in direct sunlight and must not be stored in temperatures below 59 degrees Fahrenheit or above 86 degrees Fahrenheit.
  - G. The Evidence Manager will maintain an inventory documenting the quantities and expirations of naloxone replacement supplies, and he/she will keep a log documenting the issuance of replacement units.

## **VIII. REPLACEMENT**

- A. Employees shall notify the Evidence Division personnel and their supervisors via email when a naloxone kit has been used.
- B. The Evidence Division personnel or a department supervisor will be responsible for replacing naloxone kits that have been used, damaged, lost, stolen or defective.

## **IX. TRAINING**

- A. Employees shall receive a standardized training course with the curriculum developed by the Criminal Justice Institute prior to being allowed to carry and use naloxone.
- B. Employees shall receive refresher training every two years.
- C. The Training Division shall develop the naloxone training curriculum, ensure employees are qualified as a trained overdose responder, and maintain all trained overdose responder training records.
- D. Training is mandatory for all sworn personnel, employees assigned to the Evidence Division, crime scene technicians, and other employees as directed by the Chief of Police or his designee.

## **X. MEDICAL CONTROL PHYSICIAN RESPONSIBILITIES**

The Medical Control Physician, who must be an Arkansas state-licensed physician, will:

- A. Provide clinical consultation, expertise and oversight of medical issues related to the Intranasal Naloxone Program;
- B. Approve training program content and protocols as needed, in consultation with the Fayetteville Police Department Training Division supervisor;
- C. Approve and provide ongoing supervision of the trainers;
- D. Approve affiliated prescribers;
- E. Review reports of all administration of Intranasal Naloxone with the Fayetteville Police Department patrol captain as needed; and
- F. Oversee procurement of naloxone.



# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 61.1 Traffic Enforcement	<b>Effective Date:</b> November 19, 2013
<b>Reference:</b> 61.1.11, 61.3	<b>Version:</b> 2
<b>CALEA:</b> 61	<b>No. Pages:</b> 6

## **I. Purpose**

The purpose of this policy is to establish the procedures that enable the Fayetteville Police Department to execute its traffic related responsibilities and services. The department's activities are specifically directed toward reducing violations through preventive patrol and active enforcement, and our standards govern the relationships that exist with motorists, pedestrians, courts, and prosecutors.

## **II. Policy**

### **A. Traffic Enforcement**

1. The prevailing goal of the Fayetteville Police Department's traffic enforcement efforts shall be the reduction and prevention of traffic collisions. The following measures shall be taken with that goal in mind [CALEA 61.1.1]:
  - a. The patrol captain or designee will periodically review and compare traffic collision data [CALEA 61.1.1 a].
  - b. The patrol captain or designee will oversee compilation and review of traffic enforcement activities data using the department's traffic records system [CALEA 61.1.1 b].
  - c. The patrol captain or designee will compare collision data with that of traffic enforcement activities data with the overall purpose to develop the best implementation of selective traffic enforcement [CALEA 61.1.1 c].
  - d. Traffic complaints taken from the public shall also be taken into consideration.
  - e. Areas and specific times of the day and week where multiple collisions have occurred or where complaints have been validated shall be identified. Information will be provided by the patrol captain or his designee to the patrol lieutenants who shall oversee selective assignments of enforcement personnel. [CALEA 61.1.1 d] Traffic enforcement personnel may be assigned with the purpose of combating the problem areas identified [CALEA 61.1.1 e].
  - f. The patrol captain or his designee will evaluate these areas where selective traffic enforcement assignments were made and identify and document reductions in traffic collisions and traffic complaints [CALEA 61.1.1 f].

2. Officers of the Fayetteville Police Department are required to take appropriate enforcement actions incidental to traffic law violations and ~~should~~ shall do so in a firm, fair, and impartial manner. Officers have the discretion to address traffic violations committed by residents and non-residents through warnings, citations, and physical arrests. It shall be at the officer's discretion as to which approach is taken where most traffic violations are concerned. Warnings may be issued when circumstances warrant, especially in the case of inadvertent violations. In the majority of cases, the issuance of a traffic citation is applicable for most minor traffic violations. A physical arrest is the preferred method in all cases where sufficient probable cause exists that an operator of a motor vehicle is DWI or DUI [CALEA 61.1.2, 61.1.3a].
3. This policy establishes procedures for officers in their response to violators of specific types of classifications [CALEA 61.1.3]:
  - a. It is the policy of Fayetteville Police Department that in the case of traffic violations involving juveniles, juveniles may be warned, ticketed, or arrested if justified. Warnings may be issued when circumstances warrant, especially in the case of inadvertent violations. The issuance of a traffic citation is applicable for most minor traffic violations. A physical arrest is the preferred method in all cases where sufficient probable cause exists that a juvenile is DWI or DUI. For arrest protocol, officers shall follow the protocol set forth in 44.1.1 Juvenile Operations Policy [CALEA 61.1.3 b].
  - b. By law, members of the United States Congress and the Arkansas Legislature are immune from arrest during their attendance at the session of their respective houses of the legislature and when going to and returning from these sessions, except in cases of treason, felony, and breach of the peace. Officers should exercise good judgment and discretion when facing traffic violators that fall in this category. [CALEA 61.1.3 c].
  - c. Actions that may be taken regarding foreign diplomats, consular officials, and their staff members depend on the person's status. All persons who may have a legitimate claim to some sort of immunity should carry diplomatic identification issued by the U.S. State Department. It is the expectation of the Fayetteville Police Department and this policy that all dealings with such persons shall be handled with courtesy and respect and an awareness of the importance of avoiding an incident that will reflect unfavorably on our city, state, and country. Diplomatic and Consular Privileges differ upon category. If enforcement action is considered justified and required, a traffic citation is the preferred release method. Each category of official may be issued a traffic citation; however, certain categories of officials cannot be arrested or prosecuted due to immunities. ~~Officers and supervisors faced with criminal charges on these officials should contact supervisory personnel of our Criminal Investigation Division for guidance~~ [CALEA 61.1.3 d]. Officers faced with the potential for criminal charges on these officials shall contact supervisory personnel to determine the appropriate course of action. If an arrest is legal and warranted, the supervisor should ensure consular notification is followed as described in Fayetteville Police Policy 1.2.1 (Limits of Authority) [CALEA 61.1.3.d].
  - d. Military personnel may be issued warnings, traffic citations, and may be arrested under the same circumstances as other violators in most cases. In cases where military personnel are legitimately in transport to an active duty station under orders

of their commanding officer and when a physical arrest is at stake, officers **should shall** consult their supervisor. The supervisor will assist in making an appropriate determination based on a review of the military person's paperwork, communication with commanding officers that may apply, and review of Arkansas State Law 16-81-102 where immunity to arrest may apply [CALEA 61.1.3 e].

4. Officers of the Fayetteville Police Department will utilize electronic ticketing, when possible, at the time motorists are charged with violations. Fayetteville Police support personnel will provide patrol continued support in the operations of electronic ticketing. Officers shall provide the following information to motorists relating to the specific charge [CALEA 61.1.4]:
  - a. Court appearance date [CALEA 61.1.4 a.];
  - b. A determination of optional or mandatory nature of court appearance by the motorist [CALEA 61.1.4 b.];
  - c. Notice of whether the motorist is allowed to pay the fine by mail or at the police department [CALEA 61.1.4 c.], and;
  - d. Other pertinent information that must be provided to the motorist prior to release [CALEA 61.1.4 d.].
  
5. It is the goal of this policy to provide officers with a consistent approach toward traffic law violations [CALEA 61.1.5]:
  - a. It is the policy of the Fayetteville Police Department to aggressively enforce situations involving the operation of a vehicle by a driver under the influence of alcohol or drugs. A physical arrest is the preferred method in these situations. Officers will be guided by Fayetteville Police Policy 61.1.11 DWI, DUI [CALEA 61.1.5 a.].
  - b. Officers encountering operators driving with a suspended or revoked driver's license based on a previous DWI are encouraged to make a physical arrest. Operators whose license has been suspended for other reasons may be issued a citation, but officers should ensure they don't continue to drive the vehicle [CALEA 61.1.5 b.].
  - c. Officers of the Fayetteville Police Department shall be afforded discretion when deciding upon speeding violations. Officers may give consideration to weather conditions, the subject's manner of driving, traffic volume, location of the offense, and any pedestrian location in determining the appropriate course of action [CALEA 61.1.5 c.].
  - d. Officers should be attuned to other hazardous violations that can result in motor vehicle collisions, injury, and death. Officers are asked to remain alert and to take appropriate actions with violators [CALEA 61.1.5 d.].
  - e. Officers should be attuned to non-hazardous and non-moving violations. In these types of cases, officers are afforded discretion in ensuring violators understand the laws [CALEA 61.1.5 h.].
  - f. Officers must also be prepared to deal with off-road vehicle violations. In these situations, officers must weigh potential impacts of the vehicle's actions, city ordinances, and state laws [CALEA 61.1.5 e.].

- g. Officers should be mindful of equipment violations of operators and be willing to take enforcement action. In many of these cases, operators in these situations may be displaying an overt disregard for the law and safety of others [CALEA 61.1.5 f.].
  - h. In dealing with commercial vehicle violations, officers should be mindful of state laws regarding commercial drivers' licenses. Officers may utilize the Arkansas State Police, the Arkansas Highway Police, and the Department of Transportation [CALEA 61.1.5 g.].
  - i. Officers may encounter violators that have violated multiple laws. This is often the case involving DWI offenses. Officers should be mindful of these different violations and cite or warn accordingly while documenting the various violations [CALEA 61.1.5 i.].
  - j. Officers ~~should~~ shall understand that newly enacted laws and regulations will occur. The department's administration and supervisors will assist in identifying these newly enacted laws and introduce them during shift briefings, via email, and with new policies when necessary. Supervisors ~~should~~ shall keep an open mind with newly enacted laws and show a willingness to discuss them with their subordinates [CALEA 61.1.5 j.].
  - k. Officers are expected to stay informed of current traffic law. Officers shall understand the difference between primary and secondary violations listed in state statutes and will not stop a vehicle based solely on a secondary violation.
  - l. Investigating officers will have discretion and make all reasonable attempts to establish fault in motor vehicle collisions and may issue a citation or make a physical arrest when warranted [CALEA 61.1.5 k.].
  - m. Officers should be familiar with state laws and city ordinances that govern the movement of pedestrians and bicycles. Officers are afforded the discretion to issue citations when practical and to take opportunities to educate persons when in the best interest of the safety of that person and the public [CALEA 61.1.5 l.].
6. The following will govern traffic law enforcement practices for the Fayetteville Police Department [CALEA 61.1.6]:
- a. Officers assigned to patrol will perform area traffic patrol assignments within their assigned patrol beats (area, line or directed) [CALEA 61.1.6 a.].
  - b. Officers are permitted, independently or through orders, to conduct stationary observation of traffic. This can be conducted in either covert or overt fashion [CALEA 61.1.6 b.].
  - c. Officers will use standard marked patrol units when making law enforcement traffic stops. Unless exigent circumstances are present, unmarked vehicles shall not be used to make law enforcement traffic stops [CALEA 61.1.6 c.].
7. The majority of violators contacted by police may be ordinary citizens who may form their opinion of the police department based on this one encounter. Officers shall engage in a professional manner in their contacts [CALEA 61.1.8]:
- a. Officers shall professionally and courteously identify themselves by full name and department, state the reason for the stop, and when possible, provide written identification.

~~Officers should extend a customary greeting to each person on stops, and officers should identify themselves by name and jurisdiction and explain the reason for the stop.~~

- b. Officers should afford the person the opportunity to provide their explanation of their driving behavior.
  - c. Officers should ~~attempt to~~ politely ask for the person's identification and remain courteous while projecting a professional demeanor during the interview or questioning.
  - d. Officers ~~should~~ shall minimize conflict with the violator while facilitating a professional interaction.
8. Routine enforcement, collision reporting, and investigation activities frequently lead to the discovery of drivers who have suspected incompetence, physical or mental disability, disease, or other conditions that might prevent the person from exercising reasonable care over a motor vehicle. An officer having grounds to believe a driver is incompetent shall forward report documentation with an attached letter to Arkansas Driver Control of the Office of Driver Services [CALEA 61.1.12].
9. Parking enforcement of the Fayetteville Police Department will be carried out in the following categories to include routine patrol, parking complaints, traffic hazards, and special events [CALEA 61.1.13]:
- a. Officers assigned to patrol ~~should~~ shall use sound judgment and appropriate discretion when encountering parking violations of their own observation ;
  - b. Officers responding to a complaint of a parking violation ~~should~~ shall first investigate to determine the validity of the complaint and take appropriate action (warning, citation, towing, etc);
  - c. Officers responding to a complaint where a traffic hazard exists shall attempt to locate the operator to remove it before towing the vehicle;
  - d. Officers may often encounter parking violations during special events. Generally, the supervisor in charge of the event will have contingency plans for parking issues in areas of our venues. Officers ~~should~~ shall report newly found parking issues during the special event.
- B. Safety Checkpoints - Roadside safety checks when used will be part of a directed patrol assignment. They are required to be planned and supervised by a ranking officer of this department [CALEA 61.1.6 d.].
1. Checkpoints are an effective means of enforcing the laws of the State of Arkansas while protecting all motorists. Safety Checkpoints will be conducted within the following parameters:
    - a. Each checkpoint must be conducted in a location furnishing adequate visibility for motorists traveling in either direction. When considering the location, the consideration for officer and public safety is paramount.
    - b. A pull-off area safe zone will be established for vehicles traveling both directions.
    - c. Marked units with activated emergency lights will be stationed at each end of the checkpoint area.

- d. A supervisor of the department will be required to administer the safety check point.
2. Officers assigned to a safety checkpoint will abide by the following rules:
- a. Officers are required to wear reflective vests.
  - b. Officers are to cautiously approach all vehicles and to be alert to suspicious movements and actions of the occupants.
  - c. Officers will allow the driver and occupants to remain inside their vehicle unless their removal from the vehicle is necessary due to facts leading the officer to reasonably suspect that: a crime has been or is being committed; the person presents some danger to the officer or others; or the person is armed and presently dangerous.
  - d. Officers are instructed to advise the driver of the vehicle, "This is a police safety checkpoint."
  - e. Officers should then check the vehicle operator's driver's license and vehicle registration.
  - f. Officers should take any action deemed necessary or appropriate.
  - g. Officers should close the stop by thanking the vehicle operator for his cooperation and by promptly releasing the vehicle and occupants unless an arrest is made.

Note: It should be noted that in the case of working in conjunction with the Arkansas State Police, the requirements set forth in this policy meet the requirements of the Arkansas State Police.