A. Policy

The Department of Public Safety does not have primary traffic enforcement responsibilities around the University campus. It is the policy of this Department, however, to take appropriate enforcement action for traffic violations which might seriously compromise the safety of pedestrians and drivers on the streets within, and surrounding the Medical University of South Carolina.

B. Procedure

1. All sworn personnel are permitted to apply professional and impartial discretionary judgment in situations involving investigatory and arrest situations (with exception to Driving Under the Influence). The use of discretion will be sharply limited in felony situations. Although discretion in many situations may be permissible, nothing in this policy should be construed as permission to disregard any state law.

2. It is the responsibility of all uniformed officers to identify and remove from the streets those drivers whose behavior indicates that they are an *immediate* danger to the public, i.e., drivers whose behavior or actions indicate serious impaired judgment and/or motor skills.

3. Traffic law enforcement will be administered by, and considered a function of the Department's uniformed patrol as a part of daily patrol activity. The mere presence of marked patrol vehicles will deter traffic violations and encourage voluntary compliance with traffic laws. The uniformed patrol officer is encouraged to park the marked patrol vehicle in a conspicuous location and in such a manner that traffic flow is not impeded. *(CALEA 61.1.6.a and b)*
4. Unmarked vehicles will not routinely be used to perform traffic enforcement and Department personnel will not routinely engage in any covert traffic enforcement activities. (CALEA 61.1.6.b and c)

5. This department will not do roadside safety checks. (CALEA 61.1.1.e and 61.1.6.d)

C. General Traffic Enforcement Guidelines

The following guidelines cannot and should not impede officer judgment. In unusual circumstances, the officer should decide what enforcement, if any, is appropriate on the basis of training, experience, common sense, and the circumstances of the incident at hand.

1. Enforcement Practice
   a. Based on the principle that an effective deterrent to traffic law violations is highly visible patrol in a distinctly marked police vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will be conducted accordingly. Officers will drive patrol vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Traffic enforcement practice to be used in and around the Medical University of South Carolina Campus will be area patrols. Area patrols refers to enforcement efforts over a number of streets, roads, and locations. (CALEA 61.1.6.a)

2. Use of Authorized Emergency Equipment

   The guidelines listed below shall govern the use of authorized emergency equipment by all officers.

   a. Emergency Blue Lights

   This equipment is used in conjunction with the siren to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. The use of the lights and siren does not assure the right-of-way, even though state law requires that emergency vehicles be yielded the right-of-way under emergency conditions. Even when both the emergency lights and siren are in simultaneous operation, officers are still obligated to drive with due regard for the safety of all persons using the street or highway. Emergency lights will be used under the following circumstances:
1) when operating under emergencies outlined in the vehicle operation policy;

2) when stopping traffic violators;

3) when assisting motorists parked/stopped in hazardous locations; and

4) when a patrol vehicle is parked / stopped on the roadway.

b. Siren

The siren is to be used simultaneously with the emergency lights when responding to emergency situations as outlined in the vehicle operation policy. The siren may be used to signal violators to stop when other means of attracting the attention of the violator have failed.

c. Hazardous Warning Lights

If both the officer’s vehicle and the violator’s vehicle are parked safely off the roadway, the officer may turn off the overhead blue lights to diminish the distracting effect on other motorists. Under these circumstances, the officer may use his deck lights, rear flashing blue lights, or the flashing hazardous warning lights.

d. Spotlight/Take-Down Lights

These lights should be used as protection for the officer, especially when dealing with known or suspected felons. For example, following a traffic stop, the spotlight may be used to illuminate the interior of the violator’s vehicle so that all occupants are kept within view and at a distinct disadvantage when looking back toward the police vehicle and officer. The officer should exercise care to avoid being silhouetted by the light. The spotlight / take-down lights should not be used routinely to signal violators to stop due to the lack of visibility from the glare created by the lights.

e. Public Address System

The public address system may be a valuable tool when stopping a traffic violator or on a suspected felony vehicle stop. The desired actions of the violator can be directed from a safe distance, minimizing the hazard to the
officer. The public address system is also valuable in directing persons when unusual conditions exist, such as notifications of evacuation during emergency occurrences.

D Procedures for Traffic Stops

1. General Procedure/Unknown Risk Traffic Stop (CALEA 61.1.7a.,b.)

Upon detection of a vehicle which an officer intends to stop for a traffic violation the officer shall immediately notify the dispatcher of his/her intention to stop the vehicle and provide the following information to the dispatcher:

a. location of the traffic stop;

b. vehicle license plate number;

c. description of the vehicle to be stopped; and

d. number of occupants inside the vehicle and description of each if possible.

2. Approaching Violators (CALEA 61.1.7a., b.)

All traffic stops should be approached with caution. No two traffic stops are exactly alike. This procedure serves as a suggested guide as to how to conduct stops of traffic law violators. It is not intended to dictate exact procedures to be followed during any traffic stop. Officers should determine the proper tactics based on their training, experience, and personal evaluation of the totality of the circumstances surrounding the stop.

3. Suggested Procedure (CALEA 61.1.7a.,b.)

a. Choose the stop location carefully, avoiding curves and intersections. Consider stop locations where adequate cover is available should its use become necessary.

b. Inform the Dispatcher of the vehicle license number, state and type, and location of the stop prior to initiation of contact.

c. Activate emergency lights, use horn, and then siren if needed, to alert the driver to stop.

d. Position the patrol car approximately fifteen (15) feet behind the stopped vehicle and offset to the left approximately three (3) feet into the traffic lane. Turn the front wheels to the left; leave the engine running and the
driver’s door unlocked. Consider who may be in the immediate area of the cruiser when leaving it unlocked.

e. Before exiting the patrol car, observe the occupant’s stopped vehicle for approximately 10-15 seconds for unusual movement.

f. At night, high headlight beams, spotlight and the takedown lights should be used to conceal the officer’s approach and movements from the violator and for visibility inside the stopped vehicle.

g. Consider weapon readiness on every stop.

h. While approaching, watch occupant(s), check for altered license tags, check trunk to see that it is closed and locked, and observe the interior for possible weapons or hidden passengers. At night, officers should avoid passing between the lights of the police vehicle and the violator’s vehicle.

i. The officer will position him/herself beside the vehicle as closely as possible, and to the rear of the driver. Be watchful of any passenger(s).

j. Keep a constant view of the violator’s hands. Have the violator reach outside (preferably with the left hand). The officer should take the driver’s license or other identification with his non-gun hand.

4. Procedure when Violator and/ or Occupant(s) Exits and Approaches the Officer:

As traffic officers know, many male violators will exit their vehicle immediately upon being stopped, sometimes before an unprepared officer has a chance to park his vehicle. This action on the part of the violator can put the officer in a disadvantageous position by being seated under his steering wheel as the violator approaches the officer’s door. The officer should practice deploying from his vehicle so that he can deploy from his vehicle during any given stop within two seconds or less. In South Carolina, the majority of officers killed during traffic stops were shot while sitting in their police vehicle on the driver’s side.

Depending on the manner in which the driver of the violator vehicle exits his vehicle and approaches the officer, the officer has basically two tactical options to control the situation. One option is to check his rearview mirror, place his patrol vehicle in reverse, and back his patrol vehicle in order to create distance. His second option is to deploy from his vehicle in a rapid manner while ordering the violator driver to stop. The officer should walk back to the violator’s vehicle’s rear taillight, thus keeping the violator at a safe distance, and out of danger of traffic.
Though there may be many reasons why a violator may exit his vehicle and approach the officer during a traffic stop, some include the following:

a. The violator may be attempting to show respect towards the officer and therefore attempt to influence the officer’s enforcement decision.

b. The violator may have something in his vehicle that he does not want the officer to see or smell (examples: guns, alcohol, and drugs).

c. The violator intends to assault or kill the officer.

The officer should assess the intent of the approaching driver quickly, and react accordingly using the concept of “Courtesy with Caution!”

When the officer anticipates/observes the violator exiting his vehicle, the officer should make a reasonable request of the violator to stop and walk to the right rear of the violator’s vehicle. Any violator who does not comply with this request, and continues to advance towards the officer must be seen as a possible threat. Failure to comply with this order would be probable cause for the officer to prepare to defend himself.

Any other occupants of the violator vehicle who exit and approach the officers should be ordered to return to the violator vehicle and remain seated in the same. Should the occupant(s) fail to comply, the officer is obligated to disengage and call for backup.

If the driver is alone and continues to advance on the officer, the officer should disengage to the rear or right side of his police vehicle and prepare to defend himself.

If the occupant(s) continues to advance on the officer, the officer should disengage with his police vehicle, call for backup officers, and notify his supervisor.

While making the “reasonable requests” or issuing orders requiring compliance, the officer should do so from behind his “curtain of light” afforded by his headlights, take downs, and spotlight during a night stop. These orders should also be given behind the cover of his car door. The officer should not approach the violator or occupant(s) during this stage.

If the violator and/or occupant(s) exits his vehicle and runs from the officer, the officer should remain with his police vehicle for cover, call for backup, and notify a supervisor. The officer should not approach the violator’s vehicle or pursue the occupant(s) alone.
5. Procedure for High Risk Traffic Stop (CALEA 61.1.7.c)

A high risk traffic stop will be conducted when an officer is confronted with stopping a suspected armed subject, violent criminal, fleeing suspect, etc. where the officer reasonably believes a higher level of protection is needed.

a. The following procedure will be used to make a high risk traffic stop:

1) Choose the location carefully to avoid curves, hill crests, intersections and poorly lit areas, when possible. Consider locations where adequate cover is available.

2) Inform the Dispatcher of the vehicle license number and state, direction of travel and stop location prior to initiating the contact. If no license number is available the officer will provide a description of the vehicle and occupant(s).

3) Request backup unit(s) and, when possible, wait for the arrival of backup unit(s) prior to initiating the stop.

4) Activate the emergency lights and siren to alert the driver to stop.

5) Position the patrol car approximately twenty five feet behind the stopped vehicle. The vehicle should be positioned at a 45 degree angle to the left to provide cover for the officer. If two officers are in the vehicle, one officer should take cover behind the rear of the patrol vehicle while the other takes cover in the apex of the driver’s door.

6) The first backup unit to arrive will position itself to the right of the stopping patrol car, if possible. The second backup unit will position itself to the left of the stopping patrol car, if possible. Officers must not place themselves in the line of fire of the other officers on the scene.

7) The driver of the patrol car that initiated the stop will give all commands to the occupant(s) of the stopped vehicle.

8) Officers will position themselves in the apex of the patrol car doors, staying low for cover, with weapons drawn and aimed at the occupant(s) of the stopped vehicle.

9) At night all police vehicles will aim their spotlights at the stopped...
vehicle to provide maximum illumination of the vehicle and its occupant(s).

10) The stopping officer will verbally give the following challenge and orders to the occupant(s) of the stopped vehicle:

   a) “Don’t move! This is the Medical University of South Carolina Police Department. You are under arrest for _______. You are considered armed and dangerous. Any action you take, which is not ordered, may be considered an act of aggression.”

   b) “Extend your hands outside the window, palms facing officers, fingers spread.”

   c) “Driver put the transmission in park and turn off the engine.” (at night turn on the dome light).

   d) “Hold the car keys in your left hand out the window and drop the keys on the ground.”

b. The following procedure will be used to extract the occupants from the vehicle:

   1) Extract one occupant at a time, beginning with the driver.

   2) Order the suspect(s) out the door or side that can best be covered by officers.

   3) Order the suspect(s) to hold hands high, palms facing officers and fingers spread. NOT hands on head with fingers spread.

   4) Order the suspects to kick the door closed immediately after exiting the vehicle.

   5) Order the suspect to step away from the vehicle and halt.

   6) Order the suspect to turn around slowly in a full circle while the officer makes a visual check for weapons. Order the suspect to slowly raise the shirt or jacket above the head while turning.

   7) At night order the suspect(s) to face headlights of patrol car(s) to limit the suspect’s night vision.
8) Order the suspect to “step to your left until I tell you to stop”.

9) Order the suspect to back toward the sound of the officer’s voice. Remain behind cover. And give the suspect directions.

c. The following procedure will be used to control suspects:

1) One cover officer assists the contact officer. All other cover officers maintain target acquisition on other known locations of suspects (their vehicle) or their last known location (where they ran).

2) Contact officer places the suspect in a disadvantageous position - either kneeling or prone.

3) With the contact officer in a position of cover and maintaining target acquisition on the suspect, a cover officer advances to a position of triangulation.

4) With the cover officer now providing target acquisition the contact officer handcuffs, searches and secures the suspect.

d. The following procedure will be used to clear the suspect vehicle:

1) After all known suspects have been extracted, challenge again. “You in the vehicle, come out of the _____ door with your hands held high. Do it now.”

2) Continue to challenge the suspect to act as a distracter and to mask the sounds of the approaching forward observer (contact officer).

3) The forward observer should first seek to clear the suspect vehicle from an elevated position.

4) The forward observer will then approach the engine block of the suspect vehicle.

5) The forward observer will then quietly conduct “quick peek” checks of the interior of the suspect vehicle without using a flashlight or touching the vehicle.

6) The forward observer then covers the trunk of the suspect’s vehicle from a position forward of the trunk hinge.
7) The contact officer then approaches the vehicle with the keys, unless an electric trunk release is available. The contact officer approaches the same side of the suspect’s vehicle as the forward observer and gets down below the bumper of the vehicle. At that time the contact officer opens the trunk and rolls back towards the cover officer.

8) The cover officer may then open the trunk to check for additional suspects.

e. If a suspect is located the following procedure will be used:

1) The forward observer should not attempt to engage the suspect unless the suspect attempts to engage the officer(s).

2) The forward observer should first seek cover.

3) The forward observer then communicates the location of the suspect he has discovered to the other officers.

4) The cover officer(s) then challenge the remaining suspect(s) to come out.

5) Once all suspects and the suspect vehicle have been secured the officer(s) will notify the communications center that the scene is secure and the suspects are in custody.

6. Uniform Traffic Tickets

   a. Use discretion when issuing traffic tickets for moving and equipment violations. The issuance of a traffic ticket is applicable to those hazardous violations that could contribute to or result in a vehicle accident.

   b. Public carrier/commercial vehicles shall be subject to the same treatment as other motorists.

   c. At the time a motorist is issued a citation, the issuing officer will advise the motorist whether court appearance is mandatory, and the court date as scheduled by the officer. Prior to the release of the motorist the officer will tell motorist where and when to appear in court. Motorist will be informed whether he may enter a plea. The motorist will be informed how to pay the fine by mail or at the court. The motorist will be informed as to where the bond may be posted. (CALEA 1.2.6, 61.1.2.b, 61.1.4.a.b.c.d)
d. The records clerk will complete a uniform traffic citation review at the end of each calendar year. The review will be submitted to the Director by the last day of January following the end of the calendar year. The summary will contain: (CALEA 61.1.1.b)

1) number of citations issued
2) type of violations
3) number of actual arrests made
4) compare collision data and enforcement activities data (CALEA 61.1.1.c)

7. Warnings (Verbal/Written) (CALEA 1.2.6)

a. A verbal warning may be issued by officers in response to traffic law violations. The issuance of a verbal warning in such cases is strictly discretionary and should be practiced based on the judgment of the officer. (CALEA 61.1.2.c)

b. No officer of this Department shall issue a written warning in response to any violation of traffic laws. Officers are allowed to issue written warnings for parking violations.

c. Warnings will not be issued for violations such as Driving Under the Influence and Driving Under Suspension.

8. Arrest resulting from Traffic Stops: (CALEA 61.1.2.a)

All officers are permitted to apply professional and impartial discretionary judgment in traffic situations involving investigative and arrest procedures with exception to the following violations:

a. General Sessions Court offenses;

b. driving under the influence;

c. driving under suspension, when it can be reasonably established that the subject is under suspension;

d. for traffic violations committed while in commission of other crimes and are companion cases to criminal violations which necessitate a physical arrest; and
e. any case in which the subject cannot be properly identified

9. Officers/Violator Relations: (CALEA 61.1.8)

a. Traffic law enforcement is one of the routine tasks performed by patrol officers, but for the violator it is frequently an emotional experience. Officers should be aware of these conditions, should strive to make each contact educational, and leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.

b. Traffic stops have two objectives which the officer seeks to achieve. The first objective is to take appropriate enforcement action and the second is to favorably alter the violator’s future driving behavior. This requires a thorough understanding of human relations and demands flexibility of the officer.

Once the officer has stopped the violator and approached to a point where communication can begin, the officer/violator relationship is activated. The following procedures are recommended to minimize conflict which may develop between the officer and the violator and assist in achieving the two objectives:

1) Be alert at all times for the unexpected, but do not be obviously apprehensive.

2) Be sure the observations of the violation were accurate without reservations.

3) Present a professional image in dress, grooming, language, bearing, and emotional stability.

4) Be prepared for the contact by having the necessary forms, if they are to be used, immediately available.

5) Decide on the appropriate enforcement action based upon the violator’s behavior, not his/her attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator.

6) Greet the violator with appropriate title and in a courteous manner.

7) Ask for and accept the violator’s driver’s license and registration,
if needed.

8) Inform the violator of the traffic law he/she has violated and the intended enforcement action; the violator should not be kept in suspense.

9) Attempt to obtain another document of identification if the driver has no driver’s license.

10) Allow the driver to reasonably discuss the violation.

11) Complete the forms required of the enforcement action.

12) Make sure the violator knows when and where to appear if the enforcement requires a court appearance. Explain any alternatives to the violator, but do not predict the actions of the court. (CALEA 61.1.4.a.b.c.d)

13) Be alert for any stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.

14) Return the violator’s driver’s license, registration, his/her copy of the citation, and a court information form; and

15) Assist the violator in safely re-entering the traffic flow.

10. Special Processing Requirements

a. Non-Residents: (CALEA 61.1.3.a)

Traffic violators who are not residents of the State of South Carolina will be afforded the same rights and courtesies as the residents of this state.

b. Juveniles: (CALEA 61.1.3.b)

Section 20-7-410 of the South Carolina Code of Laws states “Magistrate Courts, Municipal Courts, and Circuit Courts of the State shall have concurrent jurisdiction with Family Court” in handling juvenile traffic offenders. Juvenile traffic offenders will be issued a courtesy summons in lieu of taking the juvenile into custody. Juveniles charged with DUI will be administered breath testing and released to a parent or guardian. The juvenile’s drivers license will be taken by the arresting officers and it will be sent to the S.C. Department of Public Safety.
c. Legislators: (CALEA 61.1.3.c)

Members of the state legislature will be given the same professional courtesy as other citizens of the State of South Carolina. There is no legislative immunity.

d. Foreign Diplomats/Consular Officials: (CALEA 61.1.3.d)

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction afforded to duly accredited diplomatic officers, their families, official staff, and servants, who are not nationals nor a permanent resident in the receiving state. They are protected by unlimited immunity from arrest, detention or prosecution with respect to any civil or criminal offense under current US Law (22 U.S.C. 254). If a diplomat is stopped for Driving Under the Influence, he/she may be detained until he/she is no longer impaired, or he/she is picked up by a responsible party. At no time will a diplomat be placed under arrest.

e. Military Personnel: (CALEA 61.1.3.e)

As a general rule, no physical arrest will be made of a military person going to, remaining at, or returning from his/her duty station. However, on occasion it will be necessary to issue a traffic citation, effect a physical arrest, or investigate a traffic accident involving a member of the armed forces.

11. Road Blocks: (CALEA 41.2.3)

It is the policy of this Department that roadblocks will not be used, e.g., to stop a fleeing felon. This Department will block off streets in response to the following: road hazards; crime scene control; special events; natural and man made disasters, VIP visits, and requests for assistance consistent with and provided for in our Mutual Aid Agreements. The proceeding is accomplished by the use barricades, stationary marked patrol vehicles, and/or the assignment of uniformed patrol personnel. The use of Department Administrative Personnel, Command Staff Personnel, Dispatchers, and University Physical Plant Personnel is authorized to augment patrol staffing at the time of an event.

12. Speed Measuring Devices: (CALEA 61.1.9)

The use of speed measuring devices will not be used by Departmental personnel.
13. **Driver’s License Re-examination Referrals:** *(CALEA 61.1.12)*

In some instances, officers may observe drivers who have suspected incompetence because of physical or mental disability, disease or other conditions which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a person will, on Departmental stationary, write a letter requesting re-examination to:

Drivers Improvement  
Post Office Box 1498  
Blythwood, SC 29016

The officer should provide information about the driver and justification for the request for re-examination. This request shall be reviewed by the Patrol Commander prior to mailing.

14. **Selective Traffic Enforcement Actives:**

   a. The department does have accident reporting responsibilities on the streets surrounding the University campus. The Operations Support Commander will review and analyze all reports of accidents occurring in Medical University parking lots and garages. The Operations Support Commander will conduct an annual traffic collision analysis. A written review will be submitted to the Director by the last day of January following the end of the calendar year. *(CALEA 61.1.1.a)*

   b. The department does not have primary traffic enforcement responsibilities on the streets within and surrounding the University campus. Any Uniform Traffic Tickets issued will be logged in the records section.

   c. General, the department will not engage in covert traffic enforcement activities. During times when traffic congestion is anticipated, such as special events, sporting events concerts, etc., officers are encouraged to be visible to the public and deter potential traffic violators. Sworn officers and State Security officers may be deployed to ensure that traffic flow is not impeded and emergency vehicle access is not obstructed. *(CALEA 61.1.1.d and .e)*

   d. If the department receives a complaint(s) concerning traffic law violation(s), the Dispatcher will dispatch an officer to the area. If the violation(s) are alleged to have occurred on a city street, the Charleston Police Department will also be advised. If a pattern of complaints develop, or if multiple accidents have occurred, the Patrol Commander will evaluate and determine if selective traffic enforcement is necessary.
(CALEA 61.1.1.f). The Patrol Commander will notify shift personnel of
the situation and the course of action to be taken. The Charleston Police
Department will be advised if persistent complaints are received for
violations on city streets. (CALEA 61.1.1.d and .e)

E. Uniform Enforcement Guidelines

1. Driving Under the Influence (Alcohol or Drugs)/Enforcement and Arrest
   Procedures: (CALEA 61.1.5.a, 61.1.11)

   The Department is committed to the strict enforcement of driving under the
   influence laws, and every officer shall do everything reasonable within his/her
   power to detect, apprehend, and prosecute DUI offenders.

   a. Uniformed patrol officers will stop a vehicle when there is reasonable
      cause to believe that the driver is under the influence of alcohol or drugs.
      This may be determined by erratic vehicle operation and/or other
      observations made by the officer.

   b. After the vehicle has stopped, the officer should observe the general
      appearance of the subject, listen to their speech, and smell for the odor of
      an alcoholic beverage. This may indicate that the subject has consumed
      enough alcohol or drugs to impair their ability to drive a motor vehicle.
      Complete a DUI observation sheet, Attachment 1.

   c. The officer may administer field sobriety tests (as prescribed by the South
      Carolina Department of Public Safety, Criminal Justice Academy Training
      Division) in order to better determine the level of the subject's impairment.

   d. Subjects arrested for DUI must be taken promptly to the Charleston
      County Jail or to the Charleston Police Department for the administration
      of a breath test unless it is determined that the subject is in need of
      medical attention. All breath testing will be video taped and the tapes will
      be handled as evidence. Breath testing will be administered by a certified
      Data master operator in accordance with SC Code of Law 56-5-2950 and
      South Carolina Law Enforcement Division (SLED) guidelines and
      regulations regarding breath testing.

   e. Upon completion of the breath test one copy of the results will be given to
      the subject, one copy of the results will be given to the arresting officer,
      and one copy of the results will be given to the test operator.

   f. In circumstances where the violator requests a second test to be
      administered, the violator will be transported to the closest medical facility
for a blood test at his/her own expense.

g. In cases in which the violator is unable to provide an acceptable breath sample because of a mouth injury, unconsciousness, death, or for any other reason considered acceptable by licensed medical personnel, a blood sample may be obtained, sealed, and preserved as evidence for analysis by SLED. Blood samples may only be drawn by medical personnel in a licensed medical facility.

h. Blood specimens must be refrigerated until analyzed. If the officer cannot transport the specimen directly to SLED, the on-duty investigator will be called and the specimen will be refrigerated in the Evidence Room. Proper chain of custody procedures will be followed throughout.

i. If the officer has reasonable grounds to believe that the violator is under the influence of drugs, other than alcohol, the officer may order that a urine specimen be taken for testing. The subject must have first been administered a breath test and the results must have been less than .08 blood alcohol content (BAC). Subjects with a BAC of .08 or greater, may not be required to submit to urine or blood testing. Urine samples may only be taken by medical personnel in a licensed medical facility. Urine samples must be refrigerated. Storage procedures for urine and blood are the same.

j. If a blood or urine sample is taken, the officer must complete the SLED Urine/Blood Collection Report and distribute copies as indicated on the report, including the copy to the medical facility. This form is contained in the SLED Urine/Blood Collection Kit and may be obtained from the Training Officer or Staff Inspector.

k. In circumstances where the violator’s BAC level exceeds .35, the violator should be retested as soon as possible to determine whether his/her BAC level is increasing or decreasing. If it is found that the violator’s BAC level is rising, immediate medical attention must be provided. In all instances where an officer believes that a violator is experiencing medical difficulty as a result of consumption of alcohol or drugs the officer must arrange medical assistance.

1) Upon arresting a subject for Driving Under the Influence, the subject's vehicle will be inventoried and towed in accordance with Departmental policy.

m. In addition to the above procedures, the state has passed new legislation requiring specific actions for DUI cases as follows:
1) For persons 21 years of age or older:

a) Once the defendant is taken into custody, and charged with a DUI / Drug violation. They must be advised of Miranda Warnings. Once in the data master room and on camera the subject will again be advised of Miranda Warnings and advised of his/her implied consent rights. Have the subject sign the Miranda Warning/Advisement of Rights Form provided by the Datamaster Technician. Give the subject the yellow copy and return all other copies with your paperwork.

b) You will complete the affidavit for failure to produce a video tape. The affidavit will be provided to you by the Data Master Operator. Always check section I.a if you are unable to video tape the BAC you must complete section II. Video tapes are available in the communication center. Remember to handle all tapes as evidence.

c) If the subject refuses to blow or blows a level of .15 or higher, the arresting officer MUST take the subject's driver's license, (S.C. License only). Complete the S.C. Department of Public Safety Notice of Suspension Form. Have the subject complete the hearing request section and sign the form. Once the form has been completed give the blue copy to the subject, staple the subject’s driver’s license to the yellow copy and turn the form in with your work. Charge the subject with DUI.

2) Subject is under 21 years of age

For subjects under 21 years of age, charged with DUI or has been stopped for any valid reason and the officer has probable cause to believe the driver is under 21 years old and has consumed alcohol, the officer may order a breath test. If the subject refuses to blow or blows a .02 or more the officer will take the subject’s driver’s license (S.C. License only). Complete the S.C. Department of Public Safety Notice of Suspension Form. Have the subject complete the hearing request section and sign the form. Once the form has been completed give the blue copy to the subject. Staple the subject’s driver’s license to the yellow copy and turn the form in with your paper work. Charge the subject with S.C. 56-5-2930 if
BAC level is .05 to .09 and you have PC to establish DUI or the BAC is .10 or greater. If BAC level is .02 to .05 charge with S.C. 56-1-286, 20-7-8920 or 20-7-8925 as appropriate.

2. Driving Under the Influence (Alcohol/Drugs)/Precaution Procedures
   a. Those individuals who are cited for DUI or other charges listed above will be scheduled to appear before the Judge Coker in no less than ten business days nor more than 30 days from the date of the offense.
   b. Officers should create a file containing an incident report, a completed Datamaster Test Report (if any), a refusal report form (if any), urine/blood collection report with SLED Lab Analysis report (if any), a booking report, a certified driver's record DUI observation sheet, Implied consent right form, Affidavit for failure to produce a video tape, S.C. DPS Suspension notice (if issued) and an impound/inventory report for the subject's vehicle. (CALEA 61.1.5.a, and 61.1.11)

3. Alcohol / Drug Enforcement Countermeasures Program (CALEA 61.1.10)
   a. Statistics indicate that most alcohol / drug-related accidents occur in the late evening and early morning hours - mostly on weekends. Officers are encouraged to actively patrol the streets surrounding the University campus during these hours to detect impaired drivers. (CALEA 61.1.1.e)
   b. Training will be offered to Department employees covering the recognition of impaired drivers and the administration of field sobriety tests.
   c. The Patrol Commander will maintain a relationship with the Traffic Division of the Charleston Police Department. If requested, Departmental officers may participate in alcohol enforcement checkpoints that may be conducted within close proximity to the University campus, if approved by the Chief.

4. Driving Under Suspension or Revocation: (CALEA 61.1.5.b)
   The officer is frequently in the position of encountering drivers, following the detection of a traffic violation or other contact, who are unable to produce a valid driver’s license. This could be the result of various actions not only of the driver, but of the court and/or the Department of Public Safety.
   a. Officers will check or request the Dispatcher to check, through the
computer, by name, and date of birth or driver’s license number for the current status of driving privileges. If the violator has a valid license, then the officer’s actions should be dictated by the initial violation or contact. The officer may issue a citation for no driver’s license in possession.

b. If the driver does not have a valid driver’s license the officer should determine if the violator was ever issued a license through this state or their state of residency. If it can be determined that no license was ever issued, the officer will cite for no driver’s license, unless circumstances warrant a physical arrest. For Example, no positive identification of the driver, General Sessions Charges, DUI, etc.

c. If the violator was issued a license in this state or their state of residence and the violator’s driving privileges have been revoked or suspended, the officer will cite for driving under suspension and will make a physical arrest. The physical arrest can be waived by the officer if the officer has reason to doubt the accuracy of the computer check of the violator’s driving record.

d. If there is a doubt about the correct status of a license suspension, the officer will cite and release the driver in lieu of physical arrest. If further investigation reveals the suspension is more than first offense, an arrest warrant can be obtained for the subject.

5. Speed Law Violations: (CALEA 61.1.5.c)

The Department does not own, employ, or maintain any form of speed measuring device. Officers should, however, consider a driver’s speed as an element of more serious violations, i.e., reckless driving, DUI, etc.

6. Hazardous Violations: (CALEA 61.1.5.d)

Officers will enforce hazardous violations that may endanger students, faculty, staff, and visitors on the streets surrounding the University campus. Hazardous traffic law violations are defined as those violations of any law or regulation affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. There are two types:

a. Unsafe behavior - an action or omission not in compliance with traffic law which is hazardous even when vehicles, streets or highways, and people involved are in a legal condition, e.g., reckless driving, disregarding a traffic signal, etc.; and

b. Unsafe condition - causing or permitting an illegal and possible hazardous
condition of:

1) a driver or pedestrian in traffic, eg., intoxicated pedestrian, etc;

2) streets or highways used by traffic, eg., throwing nails on highways, etc;

3) vehicles used in traffic, eg. faulty brakes, faulty exhaust, etc.

7. Equipment Violations: *(CALEA 61.1.5.f)*

Minor equipment violations, such as a light out, lights not flashing, no license plate light, etc., will receive a verbal warning unless the officer has prior knowledge that the subject had been warned previously for the same violation. When a vehicle is found to be in violation of several equipment requirements or a serious violation such as no brakes, a citation may be issued for the most serious violation. This action should be taken even when each violation independently is worthy of only a verbal warning. Only one citation will be issued for such multiple equipment violations. Equipment violations that do not immediately threaten the safety of the public will not be a priority for Department personnel.

8. Public Carrier/Commercial Violations: *(CALEA 61.1.5.g)*

Public carriers and commercial vehicles will be treated the same as the general motoring public. Uniform enforcement policies and procedures delineated in this directive are applicable to the commercial carrier.

9. Non-Hazardous Violations: *(CALEA 61.1.5.h)*

Officers may issue citations for littering violations. Generally, other minor traffic infractions should be resolved by a verbal warning.

10. Multiple Violations: *(CALEA 61.1.5.i)*

   a. When multiple violations are observed which can be classified separately as having distinctly different elements, they shall be dealt with independently. A motorist stopped for following too closely and subsequently found to be operating without a driver’s license may be issued two separate citations.

   b. In situations where two violations are similar to the extent that the elements of one are included in the other law, only the most serious violation will be charged. A motorist who has been charged with DUI
would not be charged with operating left of center of the roadway and/or speeding if these offenses occurred concurrently with and are important factors in the charge of DUI. Do not cite for lesser included offenses.

c. A verbal warning may be issued at the officer’s discretion for a non-hazardous violation in conjunction with another citation for a more hazardous moving violation. For example, a verbal warning for no driver’s license in possession may be issued when a subject has been stopped and given a citation for disregarding a traffic signal.

11. New Laws and Regulations: (CALEA 61.1.5.j)

It is the policy of the Department to issue warnings for a period of thirty (30) days after a new traffic law becomes effective in lieu of special orders to the contrary. When new traffic control devices have been erected or installed, warnings shall be issued for at least thirty (30) days from the time of installation.

12. Violations Resulting in Traffic Accidents: (CALEA 61.1.5.k)

a. Departmental officers may issue traffic citations for violations that result in motor vehicle accidents on a city street.

b. If the accident occurred on private property of the University, a Departmental officer may issue a traffic citation for those violations he has witnessed on university property.

13. Off-road and Recreation Vehicles: (CALEA 61.1.5.e)

Off-road vehicles will not be permitted on the property of the Medical University of South Carolina without prior authorization.

14. Pedestrian and Bicycle Violations: (CALEA 61.1.5.l)

The traffic of pedestrians and bicycles is a major safety concern around the University campus. Therefore, officers will take appropriate action when and where pedestrian or bicycle violations are observed. Enforcement actions will be commensurate with the nature and seriousness of the violation. Generally, only verbal warnings will be issued for such violations.

F. Vehicle Impounding and Towing Procedures:

These guidelines will pertain to the removal or towing of vehicles that are illegally stopped, standing, or parked; stolen or abandoned; and/or in the custody of the Department. When a vehicle is towed without the owner’s consent, a 10-28 will be run...
tow truck operator. A PSD-11 will state that the vehicle has been towed, with a copy of the completed Towing Observation Sheet attached. The PSD-11 and the Towing Observation Sheet will be placed in the Read File.

Any employee who tows or impounds a vehicle will complete the “Vehicular Towing sheet” (Attachment #2). This form should be filled out completely and should include any damage to the vehicle. Paperwork will be turned in with your daily reports. Registered owners are required to obtain a release from the department prior to picking up their vehicle.

1. Illegally Parked Vehicles: (CALEA 61.1.13 and 61.4.3.b)
   a. Departmental officers will ticket all illegally parked vehicles. Vehicles may be towed if the drivers can not be found to move the vehicle and if:
      1) parked so that it impedes the operation of emergency equipment;
      2) parked so that it impedes pedestrian or vehicular traffic;
      3) parked in a fire lane or at a fire hydrant;
      4) parked in a manner that creates a safety hazard;
      5) abandoned; (CALEA 61.4.3.a)
      6) parked blocking any service area, parking spaces, driveways or trash dumpsters; and
      7) when towing is requested by parking management.

2. Vehicle Impounding Incident to Arrest (CALEA 61.4.3.b)

   At the time of every arrest in which a vehicle is involved, the arresting officer shall determine if the vehicle should be impounded. If it is deemed necessary to impound the vehicle, the following procedures shall apply:
   a. After the subject has been arrested and any allowable searches of the vehicle have been completed, not less than two personnel shall complete a written inventory of the vehicle at the scene.
   b. All property contained within the vehicle, including the trunk and glove compartment areas, shall be inventoried. Locked and sealed luggage, boxes or other containers may not be opened, but will be appropriately described and identified. If personnel have cause to believe that there is a
threat to the safety of the public, officers shall notify appropriate Department personnel and secure the area.

c. After the inventory has been completed, the officers will release the vehicle to the towing company and shall submit the inventory record and the impounding record to their supervisor for proper filing.

d. The arrested subject shall be provided a receipt for any property removed from the vehicle by Departmental personnel.

3. Stolen vehicles

When a stolen vehicle is recovered and towed at the direction of this agency, the supervisor will within 48 hours notify the owner that the vehicle has been recovered, provide the owner with the location of the vehicle and explain the daily storage charges will begin to accrue if the vehicle is not reclaimed within seven day of the towing date.

4. Towing/Impounding Records: (CALEA 61.4.3.c)

Records of all vehicles removed, stored, or towed will be maintained by the Department. These records will be maintained by the Patrol Commander for a period of two years.

5. Release of Towed/Impounded Vehicles

a. "A Vehicle Release Authorization Letter” will be used to clear the vehicle for release to the registered owner or authorized user. The Vehicle Release Letter will be completed when:

1) the vehicle is no longer required for use as evidence; and/or

2) all encumbrances or holds have been satisfied.

b. The Vehicle Release Authorization Letter may be completed by any officer; however, the signature of a Staff Officer (lieutenant or above) is required prior to issuance.

c. Once completed, a copy of the signed Vehicle Release Authorization Letter will provided to the owner or authorized user to present to the impound/two yard. The original Vehicle Release Letter will be forwarded to the Operations Commander for inclusion as outline in item #4 above.

G. Safety Committee / Traffic Safety Education: (CALEA 61.4.4) (CALEA 61.1.10)
1. As part of the Department’s alcohol countermeasures program, the Crime Prevention Officer will participate in University presentations advocating traffic safety and the mature management of alcohol. Community presentations will target the student population and will cover topics such as the effects of alcohol, protection against impaired drivers, and the current state penalties for a conviction of driving under the influence. Traffic safety materials will be made available to the public during these presentations.

2. The Medical University of South Carolina has a “Safety Committee” to study issues affecting the safety and security of students, faculty, staff, and visitors. The committee will make recommendations to the city of Charleston on matters relating to traffic engineering, traffic control, roadway modifications and other transportation issues which may impact the University community. The Department of Public Safety will be represented on this committee and offer input on issues relating to law enforcement. (CALEA 61.3.6)

H. Traffic Accidents: (CALEA 61.2.2)

It is the policy of the Department of Public Safety to investigate collisions that occur on the University campus and surrounding city streets. Accidents will be investigated and classified in accordance with the South Carolina Departments of Public Safety Uniform Traffic Accident Report Instruction Manual.

1. Response to Traffic Accident Scene

   a. Officers will be dispatched and respond to the below listed types of traffic accidents which occur on the property of the Medical University of South Carolina. With the exception of death or serious injury officers will investigate the accident and complete a TR-310. The following are some, but not all, traffic incidents handled by officers:

      1) death or serious injury - request assistance from Charleston PD; (CALEA 61.2.1.a, 61.2.2.a)
      2) hit and run; (CALEA 61.2.1.c, 61.2.2.b)
      3) impairment of operator due to alcohol or drugs; (CALEA 61.2.1.d, 61.2.2.c)
      4) damage to vehicles or property; (CALEA 61.2.1.b, 61.2.2.d)
      5) hazardous materials; (CALEA 61.2.1.e, 61.2.2.e)
6) disturbances between principals; (CAlea 61.2.2.f);

7) major traffic congestion as a result of the accident; (CAlea 61.2.2.g)

8) damage to vehicles to the extent towing is required; and (CAlea 61.2.2.h)

9) occurrence on private property. (CAlea 61.2.1.f)

b. The officer will first determine if fire suppression or emergency medical service is needed. If there are injuries, the officer should notify the dispatcher as to the number of personal injuries (PIs), and the nature or extent of the injuries. Administer basic first aid that is within the realm of the officers’ training. (CAlea 61.2.3.b)

c. The first officer to arrive at the scene will be the “investigator in charge”. A supervisor may assume this duty or transfer the duty to another officer. (CAlea 61.2.3.a)

d. Officers will take oral and/or written statements from witnesses and occupants of the vehicle(s). In major accidents, involving death or serious bodily injury request assistance from Charleston PD. (CAlea 61.2.3.d)

e. Officers shall protect the accident scene until the completion of the investigation. (CAlea 61.2.3.e)

f. If the occupants of a vehicle are taken to a medical facility, an officer will take appropriate steps to safeguard the property of the victim(s). This may include taking the property into custody for “safekeeping”. (CAlea 61.2.3.f) The property should be stored as evidence and the appropriate form should be utilized. (CAlea 61.2.3.f)

g. In some instances, officers will be requested to respond to accidents occurring on city streets. These instances will be handled by the responding officer with this agency as the lead agency in all such cases. Charleston City Police Department may be called to assist if necessary.

h. If a vehicle owned, leased, or operated by the Department is involved in an accident, the Highway Patrol will conduct the investigation.

2. Reporting/Investigation of Traffic Accidents

Officers who are dispatched to or are at the scene of a traffic accident on
University property should report and investigate the accident in a thorough and professional manner. The TR 310 form will be used to report traffic accidents to the Department of Public Safety. An investigation will be conducted for the following types of accidents that occur on the University campus:

a. Death/Serious Injury: (CALEA 61.2.3.a)

In situations when an accident causes serious injury or death, the Charleston Police Department will conduct the investigation. The on-duty investigator should assist. Officers should make every effort to preserve the accident scene and gather witnesses.

b. Property Damage/Private Property: (CALEA 61.2.1.b)

In situations involving property damage, the officer will investigate the scene, interview all occupants of the vehicle(s), and any witnesses. The officer will take photographs with the digital camera if the officer estimates the property damage to be over $100.00 and statements. An investigator should be contacted for collisions resulting in significant damage to University property.

c. Hit and Run Accidents: (CALEA 61.2.1.c)

The accident will be processed by the responding officer. The Charleston City Police may be called for assistance if necessary.

A TR-310 revised 1/01, South Carolina Uniform Traffic Accident Report, will be completed for all accidents reported to Public Safety. The only exceptions will be for vehicles that have been removed from the scene, the property damage is under $1,000.00, there are no injuries or deaths, or there is no suspect information. NOTE: A TR-310 will always be completed if a Hit and Run occurs on a city street.

A Form 309/SR-21 will be completed for all accidents reported to Public Safety if the vehicle has been removed from the scene, the property damage is under $1,000.00, there are no injuries or deaths, or there is no suspect. The 309/SR-21 Form is to be completed by the driver and the officer will write an incident report titled Information Only. If the vehicles were moved out of the lane of traffic but still at the scene, a TR-310 will be completed. When the TR-310 is completed, no other report is required. If the vehicles were moved do your diagram and narrative according to the information you received from the drivers. You are allowed to use your opinion when checking the contributed to the accident block. However, your diagram and narrative must support each other and
your decision.

d. Impairment Due to Alcohol and or Drugs: (CALEA 61.2.3.d)

The officer will investigate the accident scene and gather any physical evidence. Drivers suspected of being intoxicated should not be allowed to leave the scene. The officer should test the driver and follow the procedures outlined in the Department’s Guidelines pertaining to Driving Under the Influence.

e. Hazardous Materials: (CALEA 61.2.3.c, 61.2.1.e)

When an officer determines that a scene involves hazardous materials or fire he/she will immediately notify the Charleston Fire Department, and University Safety personnel.

f. Vehicles removed from the scene:

When the vehicles have been removed from the scene officers will not investigate the accident, an SR-21 form will be issued. A PSD-17 will be completed to document the incident. Vehicles moved out of the traffic flow but still at the accident location are not considered removed from the scene.

3. Follow-up of Traffic Accident Investigations: (CALEA 61.2.4)

The investigating officer is responsible for any follow-up investigation, including: formal written statements from witnesses and occupants, further collection of physical evidence, expert or technical assistance, accident reconstruction, vehicle inspections, and/or the preparation of formal written reports.

4. Traffic Control at Accidents Scenes

   a. The officer shall park his/her police vehicle in the lane of traffic with blue lights activated, so as to warn on-coming traffic in both directions of the accident, keeping in mind officer safety and the safety of others involved.

   b. Until vehicles are removed from the scene, the officer should direct pedestrians and vehicles around the scene to ensure the safe flow of traffic.

   c. Officers will assist other responding emergency and support vehicles, such as ambulances, fire, and tow trucks to insure safety.
d. Officers must be aware that other drivers and pedestrians will often divert their attention to the accident scene, rather than the directions given by officer(s).

e. Traffic control will be continued until the roadway is cleared, or until the officer is relieved. (CALEA 61.3.2.a)

f. Manual direction of traffic by officers will be handled in a manner that would enable drivers and pedestrians to recognize and respond to verbal and gestured motions. The officer may use verbal and/or whistle commands to enhance the physical gesture.

1) **TO STOP TRAFFIC:** Extend the arm outward with the palm facing the car to be stopped.

2) **TO START TRAFFIC:** Start from the stop position, swing the arm upwards (from the elbow down) toward the direction in which traffic is to flow.

3) **RIGHT TURNS:** Gesture to the driver by extending the arm toward the direction in which the turn is to be made.

4) **LEFT TURNS:** These turns are to be made only when there is a gap in the traffic or oncoming traffic is completely stopped. Point in the direction of the turn when such movement can be made safely.

5) Officers will utilize flashlights with the traffic wand and or light sticks while manually directing traffic during the hours of darkness or under conditions of limited visibility due to weather conditions. (CALEA 61.3.2.b)

6) Whistle commands: (CALEA 61.3.2.b)

   - **TO STOP TRAFFIC:** One long blast.
   - **TO START TRAFFIC:** Three short blasts.
   - **TO GET ATTENTION:** Several rapid, short blasts.

I. **Reflective Outerwear**

   All patrol vehicles will have a high visibility vest available. The vest will be used
whenever an officer is manually directing traffic. (CALEA 61.3.2.g)

J. Traffic Signal Boxes

Any traffic problem arising from a malfunctioning traffic signal shall be brought to the attention of the appropriate agency. The Charleston Police Department will be notified if manual operation of signals is warranted. (CALEA 61.3.2.e)

K. Temporary Traffic Control Devices

Generally, temporary traffic control devices will be used only in pre-scheduled special events or road construction projects. Traffic cones, barricades, portable temporary stop signs and other signs may be used. (CALEA 61.3.2.f)

L. Critical Incident (CALEA 61.3.2.c)

1. Officers at the scene of a Critical Incident will assess the hazards and take action to minimize damage to property or life, to include directing traffic and/or evacuating the immediate area.

2. Officers will assist the on-scene agencies to insure the scene is clear for emergency vehicles and restrict the entry of unauthorized vehicles or pedestrians.

3. Officers will provide perimeter services to allow unrestricted access to the scene by fire and other emergency vehicles.

4. The Department will coordinate with the Charleston Fire Department, Charleston County Emergency Medical Services, and the Charleston Police Department. (CALEA 61.3.2.c)

M. Adverse Weather and Road Conditions

Adverse road conditions may arise from many situations. These situations may include accidental hazards, such as downed power lines and debris, or natural causes, such as fog, rain, etc.

1. Officers will be cognizant of changing weather conditions so emergency measures can be taken, if warranted. Upon discovery of a hazardous road condition, the officer will notify his/her Supervisor, communications and the appropriate agency.

2. An officer may be utilized to provide on scene traffic direction. (CALEA 61.3.2.d, 61.4.2)

N. Escort Assistance (CALEA 61.3.3.a.,b.)
1. Scheduled Escorts
   a. Legitimate requests for scheduled law enforcement escort services include, but are not limited to, those associated with parades and other traffic escorts of public officials or dignitaries, oversized vehicles, vehicles with hazardous or unusual cargo, etc. The Patrol Commander or his designee must approve all scheduled escorts.
   b. If an escort is authorized, the trip route will be established in advance. The coordination of the escort will be assigned to a specific supervisor or officer. The coordinator will set the pace of the escort in accordance with prevailing conditions and under no circumstances exceeding the posted speed for any segment of the route.
   c. The coordinator will terminate the escort and resume normal vehicular operation when, in his/her opinion, conditions are such that continuation of the escort would constitute an unacceptable risk to the public. (CALEA 61.3.3.a)

2. Emergency Escorts
   Emergency vehicles will not be escorted by officers. Officers will not escort any civilian or civilian vehicle on an emergency run. (CALEA 61.3.3.b)

O. Traffic Engineering
   1. All complaints or suggestions from the public or officers regarding traffic engineering deficiencies will be forwarded to the appropriate agency. (CALEA 61.3.1.a)
   2. Copies of all traffic accident reports will be forwarded to the South Carolina Department of Public Safety on a weekly basis: (CALEA 61.3.1.b)

P. Assistance for Stranded or Disabled Motorists
   1. Officers will have the motorist complete the release form prior to rendering any non-emergency assistance. The officer should verify ownership of the vehicle.
   2. Officers should take precautions to insure the safety of the motorist. The motorist should be asked to remain off the roadway. Any employee assisting disabled motorists should utilize a reflective vest when traffic conditions exist.
3. When the officer is on the roadway, emergency lights may be used to indicate to other drivers that there is a hazard on the roadway. The patrol vehicle should be positioned accordingly.

4. Officers will provide general assistance to disabled motorists, to include the following:
   a. Jump starts;
   b. Vehicle lock-out services; and
   c. Changing of flat tires. (CALEA 61.4.1.a)

5. Officers may make minor mechanical repairs, if the repairs are within his/her realm of ability. (CALEA 61.4.1.b)

6. Officers may assist in providing fuel for disabled motorists. Officers should only use containers designed for the transport of fuel.

7. When a motorist requests his/her vehicle to be towed, the officer will inquire as to which towing service is desired. If the motorist has no preference, the officer will provide the names of several towing services and the motorist may choose from them. The motorist will be provided with transportation to a safe location or the officer will notify a friend or family member of the motorist to pick him/her up at a specified location. (CALEA 61.4.1.b.c)

Q. Emergency Assistance to Motorists

1. If an officer discovers a medical emergency, he/she will obtain as much information as possible and contact the dispatcher to request medical assistance. Officers will provide basic life support until medical assistance arrives.

2. If an officer discovers a vehicle fire, he/she will notify the dispatcher of the location and request the fire department. Officers will secure the scene to protect the public from harm and may attempt to extinguish the fire with the fire extinguisher in their vehicle.

3. Officers will be extremely cautious when a situation is discovered which may involve hazardous materials. When officers suspect that hazardous materials are involved, identification of the materials should be made from a distance (when possible) by obtaining information from the container placards and giving this information to the dispatcher. Officers should also utilize the Hazardous Materials Identification Manual issued by the Division. The Dispatcher officer will notify the appropriate agency to respond to the incident location. Upon the
arrival of the fire department, officers will be responsible only for the outer perimeter security and traffic control. *(CALEA 61.4.1.d)*

**R. Parking Enforcement: (CALEA 61.1.13)**

Officer will enforce the parking regulations of the Medical University of South Carolina. Particular attention will be given to violations that impede handicap access and violations that may impede emergency vehicle access and operation.

1. Officers will be issued a parking ticket book by the Shift Supervisor. The officer must record his/her name and ticket book numbers on the parking ticket ledger.

2. Officers will not involve themselves in confrontations with anyone. In cases of disagreement, the officer will contact their Supervisor. It is the policy of the Medical University of South Carolina, Department of Public Safety that officers will not void parking tickets. Violators will be referred to Parking Management at MUSC, between 0800-1600 hours, Monday-Friday. Violators will not be sent to Parking Management, but will be advised to contact Parking Management via telephone. Department of Public Safety officers are prohibited from dismissing any ticket. To resolve conflicts outside of the established adjudication process: violators may be referred to the Patrol Commander, or Director of Public Safety if, in the opinion of the officer, the voiding of a ticket is necessary. The Senior Shift Supervisor should assume this responsibility in the absence of the above personnel. Once the ticket is issued to the violator or placed on the vehicle, officers are prohibited from taking that ticket back. This procedure is not intended to, nor does it prohibit and officer from not completing the preparation of a parking ticket if circumstances dictate. Under no circumstances will a member of this Department void a ticket issued by Parking Management.

a. Anyone receiving a parking citation on the Medical University campus has the right to appear before the Hearing Officer within 10 days for an appeal. On the Medical University campus, patients may bring the citation to Hospital Safety and Security desk or Admitting Office for immediate assistance, or call the Office of Parking Management (792-3665) for information and assistance. **NOTE:** Assistance does not mean you will VOID the citation. Contact your Supervisor if appropriate.

b. At MUSC, hearings are conducted from 1530-1630 on Tuesdays and Wednesdays, and from 0800-0900 hours on Thursdays in the Office of Parking Management on the 2nd Floor of Parking Garage II on President Street. Visitor parking is available in the Garage during Hearing Hours, ask for assistance at the booth on President Street.

3. Vehicles may be towed in accordance with the Department of Parking

**POLICY AND PROCEDURE # 79**
Management’s Traffic Enforcement Policy.

S. **Courtesy Escorts**

To insure the safety of students on the University campus, the Department will provide limited courtesy escorts to students, staff, and visitors traveling on campus. Emergency calls for assistance will always take priority over courtesy escorts.

1. When receiving a request for a courtesy escort, the Dispatcher will dispatch the call to an available unit. If the requested escort is for a short distance, a walking or bicycle escort may be provided.

2. The primary purpose of the courtesy escort is to provide a safe means of travel for the student, staff and visitor. The officer may be required to transport luggage or equipment. The escort service should not be abused.

3. When the officer is transporting a subject of a different gender than his/her own, off campus, the officer will notify the dispatcher of the beginning and ending mileage of the escort.

Attachments:

Attachment #1 - DUI Observation Checklist
Attachment #2 - Towing Observation Sheet
MEDICAL UNIVERSITY of SOUTH CAROLINA
DUI OBSERVATION SHEET

SUBJECT:

NAME: LAST _______________ FIRST _______________ MI
ADDRESS: STREET _______________ CITY _______________ STATE
ZIP

LOCATION of INCIDENT:
STREET _______________ CITY _______ STATE _______ ZIP

ARRESTING OFFICER:
NAME: LAST _______________ FIRST _______________ MI
AGENCY: MUSC - PSD

OBSERVATION of SUBJECT:

ALCOHOL ODOR OF BREATH  (CIRCLE ONE)
NONE WEAK MODERATE  STRONG

COMMENTS:

CONDITION of EYES:  (CIRCLE ONE)
BLOODSHOT  WATERY  SLEEPY

COMMENTS
COLOR OF FACE:  (CIRCLE AS APPROPRIATE)
NORMAL  FLUSHED (RED)  PALE (WHITE)

COMMENTS
SPEECH:  (CIRCLE AS APPROPRIATE)

POLICY & PROCEDURE #79  35
NORMAL SLURRED STUTTERING MUMBLING CONFUSED INCOHERENT

COMMENTS

ATTITUDE: (CIRCLE AS APPROPRIATE)
POLITE INSULTING COOPERATIVE INDIFFERENT SULLEN

COMMENT

DEXTERITY: (CIRCLE AS APPROPRIATE)
CLUMSY UNSURE NEEDS ASSISTANCE PASS OVER ITEMS

COMMENTS

CLOTHING: (CIRCLE AS APPROPRIATE)
ORDERLY CLEAN DISARRANGED TORN BLOODY SOILED

COMMENTS

EXITING THE VEHICLE (CIRCLE AS APPROPRIATE)
NORMAL UNSTEADY STAGGERING NEEDED ASSISTANCE

COMMENTS

STANDING: (CIRCLE AS APPROPRIATE)
NORMAL SWAYING STAGGERING FALLING NEEDS ASSISTANCE

COMMENTS

SENSATION OF TIME AND SPACE: (TWO QUESTIONS)
A. DO YOU KNOW WHERE YOU ARE?
B. DO YOU KNOW WHAT TIME IT IS?

DILATION AND CONTRACTION OF PUPILS: (CIRCLE AS APPROPRIATE)

POLICY & PROCEDURE #79
NORMAL     FAST     NONE
COMMMENTS
WALKING:       (CIRCLE AS APPROPRIATE)
UNABLE     SWAYING     STAGGERING     FALLING
COMMMENTS
FOLLOWING INSTRUCTIONS:       (CIRCLE ONE)
YES             NO
COMMENTS
ROMBERG:        (CIRCLE AS APPROPRIATE)
NORMAL     SWAYING     STAGGERING     FALLING
COMMMENTS
FINGER TO NOSE:        (CIRCLE AS APPROPRIATE)
RIGHT HAND:      SURE     UNCERTAIN     MISSED
LEFT HAND:        SURE     UNCERTAIN     MISSED
COMMMENTS
Medical University of South Carolina  
Department of Public Safety  
Towing Observation Sheet

Date : __________ Time: __________ Location of Vehicle: __________

Vehicle Make: __________ Vehicle Model: __________ Vehicle Color: __________
Vehicle Year: __________ Vehicle License #: __________ License State/Year: __________
Decal #/Year/Color: __________ / __________ / __________ Temporary Permit #: __________
(If Available): Owner’s Name: __________
Phone#: __________ Address: __________

Reason for towing Vehicle: __________
Stolen ☐ Parking Violations ☐ Abandon ☐ Other ☐

Vehicle Condition: (Any item checked NO make comments on reverse side of this sheet.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window Glass &amp; Wipers</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tires, Spare, &amp; Rims</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Hub Caps</td>
<td>☐</td>
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</tr>
<tr>
<td>Bumpers (Front &amp; Rear)</td>
<td>☐</td>
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<tr>
<td>Antenna (Front &amp; Rear)</td>
<td>☐</td>
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<tr>
<td>CB Antenna</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Hood Ornaments</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Vehicle Body Condition (Shade Damaged Areas)