


<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Traffic Records</b>	<b>NUMBER: GO 2-52</b>
<b>EFFECTIVE DATE: July 1, 2020</b>	<b>REVIEW DATE: May 5, 2020</b>
<b>AMENDS/SUPERSEDES: GO 2-52, May 1, 2019</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC: ADM.25.09</b>	

1 **INDEX WORDS**

2  
3 Data,

- 4 • Community Policing Motor Vehicle Stops  
5 • Traffic accident  
6 • Traffic enforcement

7 Reports,

- 8 • Roadway hazards  
9 • Traffic accident and enforcement

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11 **POLICY**

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13 It is the policy of the York-Poquoson Sheriff's Office to have a traffic records system and/or  
14 access to a system to be able to provide accurate information to field personnel who are  
15 performing primary traffic functions and provide compilations of data upon which management  
16 decisions may be based.

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18 **PURPOSE**

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20 The purpose of this general order is to establish guidelines and provide direction to those  
21 personnel needing to ascertain information on traffic accident data, traffic enforcement data,  
22 roadway hazards, and traffic accident and enforcement data analysis reports.

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24 **PROCEDURE**

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26 • Community Policing Motor Vehicle Stop Data  
27 ○ The following data about the person stopped shall be recorded in the Sheriff's Office  
28 RMS for all motor vehicle stops in accordance with Section [52-30.2C.](#), Code of  
29 Virginia:  
30 ▪ Race,  
31 ▪ Ethnicity,  
32 ▪ Age,  
33 ▪ Gender,  
34 ▪ Reason for the stop,  
35 ▪ Location of the stop,  
36 ▪ Whether any of the following resulted from the stop:  
37 ➤ A warning issued, either verbal or written,  
38 ✓ The substance of the warning provided.

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- A written citation or summons was issued,
    - ✓ A list of the violation(s) charged.
  - An arrest was made,
    - ✓ A written list of the crime(s) charged.
  - Whether the vehicle or any occupants of the vehicle was searched.
  - Reportable and Non-Reportable Accidents
    - Reportable and non-reportable accidents investigated by members of the Sheriff's Office will be documented on the appropriate report form.
      - This documentation will indicate:
        - ❖ The date,
        - ❖ Time,
        - ❖ Location, and
        - ❖ Types of vehicles involved in the accident.
    - All reportable and non-reportable accident reports are maintained on file in the Sheriff's Office Records Management System
      - Access is available to authorized personnel through the Sheriff's Office Records Management System.
  - Traffic Enforcement Data
    - Traffic enforcement data is maintained electronically in the Sheriff's Office Records Management System.
    - The following information is entered into the system:
      - Citation/Summons Number.
      - Individual charged or arrested.
      - Offense and offense code reference.
      - Location of offense.
      - Disposition, if known.
  - Road Hazards
    - All road hazards are reported to the 911 Emergency Communications Center and forwarded to the Virginia Department of Transportation.
      - Entries are made in a VDOT logbook, which is maintained in the Emergency communications Center.
  - Traffic Accident and Enforcement Analysis
    - Information for traffic accident and enforcement analysis reports is obtained from the Department of State Police and the Department of Transportation.