



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 42	<b>Subject:</b> Traffic Enforcement	<b>Effective Date:</b> 05/26/1998
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

### I. Purpose

The purpose of this directive is to define the University of Pennsylvania Police Department's (UPPD's) policy governing the use of Traffic Violation Reports (TVR's) as a law enforcement tool, as well as to provide guidelines for uniform traffic law enforcement actions.

### II. Policy

It is the responsibility of every sworn UPPD uniformed police officer to be familiar with and to enforce the Vehicles Law of Pennsylvania and the Philadelphia Traffic Code within the jurisdictional area of the UPPD. The issuance of TVR's should be viewed as a tool to assist officers to do their law enforcement job more effectively and shall be accomplished objectively and without favor

Traffic law enforcement involves all activities or operations that relate to observing, detecting and preventing traffic law violations and taking the appropriate action under the circumstances. Traffic enforcement not only involves arrests and citations but also includes warnings to drivers and pedestrians that help prevent them from committing minor violations.

Traffic enforcement may react to observed violations, at accidents, in response to community concerns, or may be proactive to prevent traffic violations. However, overzealous enforcement without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and poor relations between the department and the community. The emphasis of an officers' traffic enforcement is placed on violations that contribute to accidents and that prevent hazards to vehicular and pedestrian traffic.

Therefore, it is policy of the UPPD to issue all uniformed officers a Traffic Citation (TC) book and Parking Violation (PV) book to be used in accordance with this directive. Traffic law enforcement shall be performed professionally and courteously, and with a view towards educating the public and preventing hazards.

### III. Scope

This directive shall affect all sworn police officers.

#### IV. Definitions

- A. **Parking Violation (PV):** The parking violation issued against vehicles parked for violations of the Philadelphia Traffic Code to include vehicles parked over meter time, in restricted areas, or where parking is otherwise prohibited. PV's are accountable to the Philadelphia Parking Authority.
- B. **Traffic Citation (TC):** The citation issued to an owner or operator of a motor vehicle for violations of the Commonwealth of Pennsylvania Vehicles Law to include moving violations, as well as violations as to registration, equipment, and insurance. TC's are accountable to the Philadelphia Traffic Court.
- C. **Traffic Violation Report (TVR):** A report for any violation of statute, ordinance, or legally authorized regulation relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles. TVR's include both the Traffic Citation (TC) and the Parking Violation (PV).
- D. **Towing Company:** Any person, partnership, corporation, fiduciary, association or other entity owning, operating, or conducting the business of towing.
- E. **Disabled Vehicle:** A motor vehicle which has been damaged or rendered inoperative or unsafe to drive as the result of wear and tear, mechanical failure, collision or accident.
- F. **Rotational Tow System:** A method of selecting a towing company from an authorized list for the purpose of towing a vehicle from one point to another. Once the assignment is made, that towing company rotates to the bottom of the list.

#### V. Procedures

- A. Requisition of TVR's
  - 1. The UPPD Traffic Court Liaison Officer (TCLO) will prepare and submit the requisition for all TVR books.
  - 2. Requisitions for TC's require preparation of a memorandum, in duplicate, addressed to the Commanding Officer of the Philadelphia Traffic Court Liaison Unit requesting the number of TC books necessary.
    - a. Upon presentation, traffic court liaison personnel will sign and record on the original, and the copy of the memorandum, the beginning and ending citation numbers of those books issued.

- b. Traffic court will retain the original memorandum. The copy will be returned to the TCLO along with the citation books.
    - c. The copy will be retained and filed by the TCLO.
  - 3. Requisitions for PV's require a telephone call from the TCLO to the Manager of Ticket Operations, Philadelphia Parking Authority, at 215-977-7254, requesting an order of PV books.
    - a. Upon receipt of the PV books, the TCLO will ensure that the books received coincide with the receipt from the Philadelphia Parking Authority.
    - b. The TCLO will make a copy of the receipt and file same.
  - 4. The TCLO is responsible for the integrity and security of all unissued TVR books.
- B. Internal Control of TVR's (PennComm Center Police Supervisor Responsibilities)
  - 1. PennComm Center Police Supervisors have the following responsibilities concerning the issuance of TVR books:
    - a. Shall maintain a sufficient supply of TVR books (not to exceed twenty (20) TC and twenty (20) PV books) in the designated PennComm Center storage area. The PennComm Center Police Supervisors will notify the TCLO by E-Mail to replenish the supply of TVR books as needed.
      - 1) PennComm Center Police Supervisors shall check the TVR control logs, at the beginning of each tour of duty, to ensure they correspond with the remaining TVR books.
      - 2) PennComm Center Police Supervisors shall enter the "Next TC Book #" and "Next PV Book #" on the bottom of the Summary Sheet (UPPD-8) at the end of each tour of duty.
    - b. Shall be responsible for issuing TVR books to officers upon request.
    - c. Ensure all TVR books are distributed to officers in strict numerical order starting with the lowest number.
    - d. The issuing PennComm Center Police Supervisor will ensure the requesting officer signs and dates the Philadelphia Traffic Court's control log form (75-189) for TC's or the un-numbered control log provided by the Philadelphia Parking Authority for PV's.
    - e. Shall return all completed control logs to the TCLO for review and filing purposes.

### C. Preparation And Issuance of TVR's

1. Upon receipt of a TVR book, the officer will:
  - a. Examine each book received to ensure that all TVR's are present and in consecutive order. If defective, return immediately to the issuing PennComm Center Police Supervisor for replacement. If correct, record the required information on the front cover of the book.
    - 1) TC books contain twenty (20) citations per book.
    - 2) PV books contain twenty-five (25) tickets per book.
2. In accordance with Title 75, Vehicle Code of Pennsylvania, only officers in full uniform, and on duty, may issue TC's and PV's.
3. When preparing a TVR, the officer will **print** all required information in the spaces provided using a black ballpoint pen. After completing the TVR, check all copies for legibility and completeness.
4. Follow the block by block instructions to properly prepare TVR's.
5. When preparing both TC's and PV's, the issuing officer **must** enter a complete description of the incident in the remarks section of the TVR (i.e., officer's observation point/location at time of stop, etc.).
6. Whenever an officer issues a TC for 1501-A (unlicensed driver) or 1543-A (license suspended/ revoked), a Bureau of Motor Vehicles (BMV) check will be made via computer and a copy of the computer printout of the check will be attached to the "Police" copy of the TC.
7. Officers shall have the violator sign the citation(s) prior to issuance. If a violator refuses to sign the TC(s), explain in the remarks section.
8. Whenever a motorist refuses to accept the TC, or the TC is otherwise not immediately deliverable to the motorist (such as when a vehicle is clearly observed and identified in violation of a traffic law, but is not able to be stopped), the circumstances shall be clearly explained in the remarks section of the TC. The entire TC shall be submitted to the TCLO who shall be responsible for mailing the defendant's copy of the TC to the owner of record for the identified motor vehicle.
  - a. The issuing officer will immediately notify his/her supervisor of the need to mail a violation.

### D. Parking Violations

1. When enforcing parking violations, particularly in residential areas, the officer should first attempt to correct a parking violation. The owner may be contacted between 8:00am and 8:00pm if the vehicle is parked close to the owner's residence. If compliance is not achieved, a Parking Violation should then be issued.
2. In "no parking zones", if an immediate hazard is caused by the violator, a parking ticket is in order. A concerted effort to contact the owner of the vehicle should be attempted before the vehicle is towed.
3. Blocking a roadway is sufficient reason for the vehicle to be towed if the operator cannot be located in a timely manner.

E. Uniform Enforcement Policies for Traffic Violators

1. Uniform enforcement of traffic laws is important if motorists are to enjoy safe driving within the University community. Common sense and good judgement by the officer in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the community's confidence in traffic enforcement.
2. The ultimate goal of traffic law enforcement is the voluntary compliance with traffic laws and regulations. To achieve this goal, the following procedures shall be followed:
  - a. It is the policy of the UPPD to actively enforce the laws pertaining to driving under the influence of alcohol or controlled substances. Officers will generally arrest any driver found to be in violation of this law. Arrest will be made on the totality of the situation, including the officer's observation of the driver's operation of the vehicle, the driver's appearance/actions during the officer's initial interview, and subsequent field sobriety tests.
  - b. Officers frequently encounter operators 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 Bureau of Motor Vehicles.
    - 1) The officer should initiate a computerized check by name, and date of birth requesting the current status of operating privileges. If the operator has a valid license, the officer's actions should be dictated by the initial violation or contact.
    - 2) If the operator does not have a valid driver's license (confirmed via computerized check), the officer should determine if the violator was ever issued a license through their state of residency. If it can be determined no license was ever issued, the officer should cite for no operator's license.
    - 3) If the operator was issued a license in this state or their state of residence, and the operator's driving privileges have been revoked or suspended, the officer may cite

for no operator's license or driving under suspension on the scene, or wait for confirmation of the license status. If the operator's suspended license is seized, the officer shall complete an "Acknowledgement of Seized/Surrendered Driver's License/Vehicle Registration" form (DL-640), and a copy shall be provided to the operator.

- 4) In either case, the driver should not be allowed to drive from the location of the traffic stop (Title 75, Section 1574), and other arrangements should be made (i.e. another licensed driver in the vehicle).
- 5) If there are doubts concerning the correct status of a license suspension and verification cannot be gained within a reasonable period of time, the officer should release the driver until verification is obtained. A citation can then be issued upon receipt of confirmation.
- 6) A physical arrest of the driver is not warranted for a violation concerning the operator's driving privileges. However, if there are other circumstances present, i.e. misdemeanor or felony offenses or active warrants on the operator, warranting a physical arrest, an Incident Report (UPPD-10) will be completed.

### 3. Procedures for Speed Law Violations

- a. There is no legal justification for exceeding the posted or maximum speed limit allowed or for driving too fast for conditions. Mitigating circumstances such as improperly calibrated speedometer, marginal weather conditions, and other factors may give an operator the cause to believe his speed may have been lower than stated by the officer or that his assessment of the conditions was less severe than that of the officer's.
- b. Officers should use discretion when deciding if a written warning or a citation is appropriate. Consideration should be given to the weather conditions, traffic volume, pedestrian traffic and location. At all times officers should remember there is a direct correlation between excessive speeding and traffic collisions.

### 4. Procedures for Hazardous Violations

- a. Hazardous violations are those violations of any law or regulation affecting the use of, or protection of, streets or highways enacted primarily to regulate safe movement of vehicles or pedestrians. It will be the practice of the UPPD to issue traffic citations when appropriate for unsafe driving violations, especially when those violations can be shown to be a causal factor in traffic collisions. If mitigating circumstances exist, the officer may choose to issue a written warning for the violation as long as the violation did not jeopardize other persons or property. Some examples of hazardous violations include, but are not limited to:

- 1) Driving vehicle at unsafe speed (75 PACS 3361)
  - 2) Careless Driving (75 PACS 3714)
  - 3) Reckless Driving (75 PACS 3736)
5. Off-Road Vehicles
- a. Any off-road vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws, as would any other motor vehicle driven upon public roadways.
  - b. Operators of recreational vehicles are responsible for any excessive noise produced by the vehicle and may be cited for any violations pertaining to excessive noise as provided by law.
  - c. Collision investigations of off-road vehicles on public roadways will be investigated the same as would any other vehicle. When off-road vehicles are involved in collisions, the parties involved shall exchange information and an Incident Report (UPPD-10) shall be prepared.
6. Equipment Violations
- a. When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation. This action should be taken even when each violation independently is worthy of only a warning.
7. Violations by commercial and public carriers
- a. Commercial and public carriers will be treated the same as the general motoring public. Uniform enforcement policies and procedure delineated in this directive are applicable to the commercial and public carrier.
8. Non-hazardous violations
- a. Minor traffic infractions may be resolved by written warnings. Subsequent violations may warrant a citation.
9. Pedestrian Violations
- a. The enforcement of traffic laws pertaining to pedestrians necessitates broad discretion from individual officers. To provide guidance in this discretion, the following procedures are established, which should result in a more uniform and consistent application of the law.

- b. Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, sufficient publicity and community awareness campaigns will be conducted by the UPPD.
  - c. Officers will concentrate their efforts on pedestrian violations in those areas where collisions involving pedestrians have been frequent and severe.
  - d. With regard to pedestrian traffic laws, the spirit of the law will supersede the letter of the law and application will be made accordingly.
10. It shall be the policy of the UPPD to issue warnings for a period of thirty (30) days after new traffic laws become effective, in lieu of special orders to the contrary.
11. Investigation of collisions may reveal that the incident occurred as the result of a violation of law. When the evidence exists to satisfy all elements of a particular violation(s), enforcement action may be taken by the investigating officer.
12. These enforcement policies do not supplant officer judgement, for it is impossible to foresee every conceivable situation involving traffic violations. In unusual circumstances, the officer must decide what enforcement action is proper based on a combination of training, experience, and common sense.

#### F. Traffic Enforcement Practices

- 1. Based on the principle that the most effective deterrent to traffic law violations is visible patrol in a marked 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 operate patrol vehicles in accordance with the existing laws and in such a manner as to demonstrate exemplary driving behavior.
- 2. In those areas where fixed-post observation is necessary to maximize the effectiveness of a selective enforcement effort, officers will park in a conspicuous location and in such a manner that traffic flow is not impeded. In areas where more covert operations would be more effective, officers will exercise due caution when leaving their location after a violator.
- 3. It will normally up to the discretion of the individual patrol officer whether their enforcement patrols are visible or stationary. In some circumstances, where a Shift Commander or the Captain of Patrol has determined a need for special enforcement efforts, patrol officers may be given specific enforcement areas in the form of a directed patrol. This may include the use of unmarked vehicles for these specific enforcement efforts.

#### G. Issuance of Multiple TC's



1. UPPD officers shall **not** issue multiple TC's to motorists for similar traffic violations that occur in successive or simultaneous maneuvers unless exigent circumstances warrant such action.
2. Officers shall issue the appropriate TC that establishes probable cause for the violation. Whenever reoccurring violations (i.e. disregarding one or more stop signals and/or stop signs) are observed, an appropriate TC shall be issued for Careless or Reckless Driving which encompasses the multiple offenses.
3. The UPPD discourages the issuance of multiple TC's for miscellaneous violations. Officers shall not normally issue more than three (3) TC's to a motorist. Officers must seek the approval of their supervisor to issue four (4) or more TC's to an individual motorist.

#### H. Operator Notification

1. It is essential that officers fully explain the rights and requirements imposed on motorists upon arrest or issuance of a citation for a traffic violation. At the time the motorist is charged with a violation, the issuing officer shall inform violators of their "Rights and Obligations" as defined on the reverse side of the defendant's copy of the TC. Specifically, the issuing officer shall inform violators:
  - a. that they may provide, in person, the documentation within five (5) calendar days at Philadelphia Traffic Court for adjudication when issued a TC for Sections 1301, 1311, 1786, 3743 or 6308 of the Vehicle Code;
  - b. that they may provide, in person, the documentation within fifteen (15) calendar days at Philadelphia Traffic Court for adjudication when issued a TC for Sections 1501, 1511 or 1606(a) of the Vehicle Code; and
  - c. that for **all** other violations, they must respond within ten (10) calendar days of issuance or receipt to the Philadelphia Traffic Court or an arrest warrant may be issued.

#### I. Alternatives To Issuance of TC's

1. The traffic enforcement actions of UPPD officers should be commensurate with the laws of the Commonwealth and should further take into account the degree and severity of the violation committed. A JNET driver search will return with the driver history for PA licensed drivers. The history can be helpful in making discretionary decisions regarding the issuance of a warning or traffic citation. However, warnings, either written or verbal, or other non-punitive enforcement actions, should be substituted for issuance of traffic citations when circumstances warrant, especially in the case of inadvertent violations. Officers should use discretion and be discouraged from the practice of quantitative enforcement (i.e. "ticket quotas"). While the issuance of TC's are a measurable index of an officer's daily activity,

both quantitative and qualitative emphases are integral to the UPPD's traffic enforcement program.

#### J. Special Circumstances

1. Residency: When determining whether or not an individual is eligible to receive a citation, there are no strict residency or employment requirements. A citation may be issued to a person who does not live or work within the patrol boundaries of the UPPD, unless prohibited by statute, by this directive, or by any other reason consistent with this directive.
2. Juveniles: Generally, juveniles who have committed a traffic violation will not be taken into custody, but will be issued a traffic citation or a written warning. Exceptions would include violations graded as misdemeanors (committed in the officer's presence) and felonies. In all cases where a juvenile is taken into custody or arrested for driving without a valid operator's license or is found to be in violation of the junior driver's license provisions, the officer is responsible for notifying the juvenile's parent(s)/guardians of the circumstances as soon as possible. The officer will also coordinate arrangements regarding the disposition of the vehicle with the parents.
3. Foreign Diplomats/Consular Officials: Foreign Diplomats and Consular Officials shall be afforded the rights and privileges as stated in **UPPD Directive 14, "Diplomatic or Other Forms of Immunity"**.
4. Legislators: See **UPPD Directive 14**.
5. Military Personnel: Military personnel on active duty, going to or returning from active duty may be issued a summary traffic citation and released. Further, they are also subject to physical arrest for violations graded as misdemeanors (committed in the officer's presence) and felonies. In the event military personnel are taken into custody for the aforementioned violations, it shall be the duty of the Shift Commander/Supervisor to notify the defendant's immediate supervisor of his/her arrest. Notification is not required for the issuance of a summary traffic citation.

#### K. DUI Countermeasures

1. Drivers impaired by alcohol and/or drugs represent a serious threat to the lives and safety of persons using the streets in the University community. A comprehensive, coordinated and ongoing countermeasures program involving education, enforcement, adjudication, treatment, and public support is essential if the program is to have long term success in combating the DUI problem.
  - a. Enforcement is one of the key elements in the DUI countermeasures program. If the department does not detect and apprehend impaired drivers, the rest of the system cannot function. Education is another element of the UPPD's DUI countermeasures

program. The Special Services Unit has the primary responsibility for alcohol and driver safety programs for student organizations on campus.

- b. The following countermeasures may be used in various combinations in the selective alcohol enforcement program:
  - 1) Selective assignment of officers at particular times and/or locations where analyses have shown a significant number of violations and/or collisions involving impaired drivers have occurred;
  - 2) Selective surveillance of roadways on which there have been an unusual incidence of drinking-driving collisions to ascertain the characteristic violation profile of the problem drinker who drives;
  - 3) Selected alcohol related collision investigations and analyses of findings; and
  - 4) Selective enforcement of drinking driving laws through concentration on existing laws and the expeditious processing of violators.
  - 5) Patrol officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists. After conducting an initial examination at the scene of the vehicle stop and upon determining that probable cause to arrest is present, the officer will effect a physical arrest of the subject.

#### L. DUI Arrests

The detection and arrest of intoxicated drivers differs from that of other traffic law violators. There are specific legal limits of intoxication. Specific statutes govern driving while under the influence of drugs and/or alcohol, implied consent for chemical tests, and the chemical tests for blood/alcohol content. These statutes outline the officer's scope of authority and establish procedures for detection, arrest and processing of an intoxicated driver.

1. Detection is the first step in any DUI enforcement action. In this stage, probable cause to arrest is established. Detection includes the following steps:
  - a. Recognize and identify specific driving behaviors that signify that the driver may be impaired by alcohol and/or drugs.
  - b. Recognize and identify specific behaviors occurring during vehicle stops that provide evidence or suspicion that the driver may be intoxicated.
  - c. Note all observations which lead the officer to believe the driver may be intoxicated.
  - d. Use caution in following intoxicated drivers and be alert for unpredictable reactions.

- e. Avoid following the vehicle for a prolonged period of time and make the vehicle stop in a safe, well-lit place.
- f. Advise the PennComm Center of the location and vehicle description.
- g. Approach the vehicle with caution. Obtain the driver's operator license.
- h. Do not allow the driver to move the vehicle once the driver is judged to be intoxicated.
- i. Interview the driver and passengers.
- j. Recognize, identify, and note specific actions, attitudes, and characteristics commonly manifested by intoxicated drivers during face to face contact.
- k. Request that the subject exit the vehicle and move to a safe location to conduct field sobriety tests.
- l. Select and administer appropriate field sobriety tests to assess impairment.
- m. Formulate appropriate arrest decisions based on accumulated evidence.

## 2. Arrest and Processing

- a. If all elements of the DUI violation are evident, officers will affect a physical arrest of the subject.
  - 1) Handcuff and search the subject. Conduct a thorough inventory of the vehicle, and secure same or release it to a responsible party.
  - 2) Notify the subject of his rights and responsibilities (i.e. implied consent). Implied consent need only be given if the subject refuses.
  - 3) Call for a supervisor to the scene. Upon arrival, the supervisor will verify the elements of a DUI violation, and sign the Philadelphia Police Department (PPD) form 75-48.
  - 4) Notify the PennComm Center to arrange transportation of the subject to the PPD Headquarters Building.
  - 5) The arresting officer will then proceed to the PPD's Southwest Division at 55th and Pine Streets/ or UPPD Headquarters to process the driver through the PARS (Preliminary Arraignment System).

- 6) Traffic Citations will not be issued (or filed) to the subject arrested for DUI. The vehicle code violation statues and description shall be listed in the PARS report or filing through the Office of the District Attorney.
- 7) Upon processing the driver through PARS, the arresting officer will then deliver the necessary arrest paperwork to the PPD's Headquarters Building. The officer will complete a UPPD Incident Report (UPPD-10).

#### M. Request for Re-Examination of Driver

Routine enforcement, collision reporting and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, through physical or mental disability, disease or other condition, which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a person will complete the appropriate forms to request re-examination by the Bureau of Motor Vehicles.

1. A request for re-examination will be made on a Local Police Recommendation for a Special Driver's Exam (DL-118).
2. The information to be entered is self-explanatory; however, certain portions must be specifically addressed:
  - a. The physical defects must be described in detail.
  - b. The "Reason for Requesting Examination" must be written in such detail that reasonable grounds for the re-examination are conclusively established.
3. Form DL-118 must be accompanied by copies of all other related reports and forwarded through the chain of command to the Captain of Patrol for final approval prior to being sent to the Bureau of Motor Vehicles.

#### N. Review and Processing of TVR's

1. Shift/Unit Supervisors will:
  - a. review **all** submitted TVR's (TC's and PV's) for accuracy, completeness and legibility, prior to the end of each tour of duty;
  - b. ensure that report procedures are being properly followed; and
  - c. upon completion of each tour of duty, ensure that all completed TVR's are included with the shift's paperwork submitted to the Record's Unit.
2. The Traffic Court Liaison Officer (TCLO) will retrieve all TVR's from the Records Unit each scheduled work day and process them as follows:

- a. TC's:
  - 1) accurately record, in numerical order, all TC numbers on the TC transmittal list form (75-164);
  - 2) attach the original TC transmittal list to ALL of the TC's being submitted and file same;
  - 3) once (1) per week, forward ALL of the TC's and the corresponding (75-164), to the Philadelphia Traffic Court; and
  - 4) file one copy of the forwarded TC transmittal list (75-164).
  
- b. PV's:
  - 1) accurately record, in duplicate, all PV's on the PV transmittal list;
  - 2) attach the original PV transmittal list to ALL of the PV's being submitted and file same;
  - 3) three (3) times per week, forward ALL of the PV's and the corresponding transmittal list, to Ticket Operations, the Philadelphia Parking Authority; and
  - 4) file one (1) copy of the forwarded PV transmittal sheet.
  
- c. The TCLO will also maintain a file containing copies of all TC and PV control logs and transmittal lists submitted to the Philadelphia Traffic Court and the Philadelphia Parking Authority.

O. Cancellation of TC's

- 1. Only a traffic court judge can cancel a TC. Requests for cancellation, through the UPPD, will only be accepted under the following circumstances:
  - a. the TC was lost or damaged;
  - b. the TC was issued due to a police error;
  - c. the TC was issued to a vehicle or registration plate in a stolen or lost status; or
  - d. the TC was improperly written and a replacement TC was issued.
  
- 2. All other requests will be addressed before the Traffic Court by the owner or operator of the vehicle.
  
- 3. Preparation of the Request for Cancellation

- a. The requesting officer will prepare and submit an Interoffice Memorandum (UPPD-28) to the TCLO.
  - 1) The memorandum shall completely explain the reason for the request for cancellation.
- b. The TCLO will prepare a Request for Cancellation Form (75-147), in quadruplicate as follows:
  - 1) When TC is improperly written, record:
    - a) the voided ticket number;
    - b) the corrected ticket number;
    - c) the officer's name and badge number; and
    - d) the reason for the cancellation of the original ticket (e.g., date entered in time block by error).
  - 2) When the TC is lost or damaged, record:
    - a) all facts surrounding the loss or damage;
    - b) the lost or damaged ticket number; and
    - c) the officer's name and badge number.
  - 3) The TCLO will forward the (75-147) and the memorandum (UPPD-28) to the Office of the Chief of Police for review.
    - a) If approved, the Chief of Police will sign each copy of the (75-147) and forward the original and two copies to the TCLO for filing with Traffic Court.
      - i) The TCLO will forward one (1) copy of the (75-147) and (UPPD-28) to the Records Unit for filing.
    - b) If disapproved, the Chief of Police will meet with the TCLO to determine the proper handling of the original and replacement TC's, pursuant to Traffic Court guidelines.

P. Cancellation of PV's

1. Only the Philadelphia Parking Authority and/or a Bureau of Administration Hearing Examiner can cancel a PV. Requests for cancellation of a PV will be accepted under the following circumstances:

- a. When the issuing officer voids a PV and prepares a current/proper replacement and he/she files the replacement PV along with the original voided PV.
  - 1) The TCLO will submit this tandem to the Parking Authority, via the regular transmittal sheet.
- b. When a PV is issued in error. The TCLO will submit a cancelation request in the form of a memorandum signed and approved by the **Superintendent of Police** or designee. The memorandum shall include the PV number and reason for the request and be submitted to the Administrative designee for the Parking Authority.

#### Q. General Regulations

1. The violators copy (hardback) of the TVR shall NOT be accepted by any member of the UPPD except as outlined in Section V., C., 8. of this directive.
2. The use of "Moving Motor Vehicle Checks" is a valuable and discretionary police tool, but shall not be used as a replacement for reasonable suspicion or probable cause to initiate a motor vehicle investigation or investigation of a vehicle's occupants. This method of information gathering will ONLY be used at the discretion and approval of the Shift Commander/Supervisor after he/she has acquired the pertinent facts about an officer's request to receive a BMV check.
  - a. Officers will submit a UPPD Incident Report (UPPD-10) for all "Moving Motor Vehicle Checks" regardless of whether or not the vehicle in question was actually stopped by the officer.
3. Officers shall notify PennComm of all vehicle stops in accordance with **UPPD Directive 37, "Vehicle and Pedestrian Investigations"**.
  - a. Upon conclusion all vehicle investigations, the officer shall immediately notify PennComm of the disposition of the incident and the status of the officer. (i.e., warned and released, number of TVRS issued, cleared, taken into custody; back in service, out of service for paperwork)
4. PennComm Center Police Supervisors will ensure that all BMV checks and information requests are documented with the appropriate control number. Vehicles, operators, registration plates, etc., will NOT be checked through the BMV without assigning a control number that date and time corresponds to the original incident.
  - a. PennComm Center Police Supervisors will be held accountable for all BMV checks obtained during their assigned tour of duty.

#### R. Compliance



Violations of this directive, or portions thereof, may result in disciplinary action.

#### S. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### T. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

## **DIRECTIVE 42, "Traffic Enforcement"**

### ***Appendix A***

#### **"Traffic Violation Enforcement Regarding Bicycles"**

#### **I. Purpose**

- A. The use of bicycles as a major means of transportation, particularly in an urban university environment, has resulted in an increase in traffic collisions involving bicycles and an underlying increase in personal injury collisions. It is inherent in the role of the UPPD to enforce those laws relating to the safe operation of bicycles, particularly in and around areas of high pedestrian traffic (i.e. Locust Walk and Smith Walk). In this regard, officers have a unique challenge with regard to their discretion in applying those laws. The following procedures are guidelines to discretion that should result in a more uniform and consistent application of the law.
- B. A bicycle is considered a vehicle according to Section 3501 of the Vehicles Law of Pennsylvania (Vehicle Code). Subsequently, bicycle operators are required to observe the same traffic regulations that are mandated for operators of motor vehicles and are subject to all fines and court costs outlined in Sections 3502 and 3510 of the Vehicle Code.

**Note:** Officers observing violations which are prohibited by the Vehicle Code and a local City ordinance shall issue the violation under the Vehicle Code.

#### **II. Policy**

- A. Traffic law enforcement involves all activities or operations that relate to observing, detecting and preventing traffic law violations and taking the appropriate action under the circumstances. Traffic enforcement not only involves arrests and citations but also includes warnings to drivers and pedestrians that help prevent them from committing minor violations.
- B. Traffic enforcement may react to observed violations, at accidents, in response to community concerns, or may be proactive to prevent traffic violations. However, overzealous enforcement without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and poor relations between the department and the community. The emphasis of an officers' traffic enforcement is placed on violations that contribute to accidents and that prevent hazards to vehicular and pedestrian traffic.
- C. Police officers shall make every reasonable effort to enforce all the traffic provisions outlined in Chapter 35 of the Vehicle Code and Chapter 12-800 of the Philadelphia Code of General Ordinances. Officers shall use their judgment and carefully consider all circumstances before issuing a Traffic Citation (TC). Warnings may be provided instead of a summons when deemed appropriate.

### **III. Enforcement Procedure**

- A. Enforcement will be conducted in those areas where congestion and the frequency of traffic collision experience involving bicycles has been predominant; those laws pertaining to the proper operation of bicycles will be strictly enforced.
  - 1. On those arteries with a substantial flow of vehicular traffic and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws will be enforced.
  - 2. In those areas where traffic flow is minimal, visibility is unobstructed, and traffic collision experience is low, officers should exercise discretion in the application of those laws regarding safe operation of bicycles.
- B. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers should be more lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles.
- C. Traffic stops by non-uniform personnel will not be made, unless specific circumstances exist, such as, matters of public safety or serious crimes. Preferably, a non-uniform officer should follow and monitor a subject's movements until a uniformed officer arrives.

D. Officers will take the same precautions during the course of a bicycle investigation as they would for a motor vehicle investigation in accordance with **UPPD Directive 37, "Motor Vehicle Stops."**

E. An Incident Report (UPPD-10) shall be completed by the Officer conducting the stop.

#### **IV. Violations Not Covered By Title 75 Pa Cs (Vehicle Code)**

A. A Traffic Citation may be issued for the following city ordinance not covered in Title 75:

1. **12-808** - No person shall ride a bicycle upon a sidewalk within a business district, as such a district is defined in the Vehicle Code. No person 12 years of age or older shall ride a bicycle upon any sidewalk in any district.

**"Business district"** -- The territory contiguous to and including a highway when within any 600 feet along the highway there are buildings in use for business or industrial purposes including but not limited to: hotels, banks, office buildings, railroad stations, or public buildings that occupy at least 300 feet of frontage on one side or 300 feet collectively on both sides of the highway.

#### **DIRECTIVE 42, "Traffic Enforcement"**

##### ***Appendix B***

##### **"Live Stop Program"**

##### **I. Policy**

It shall be the policy of the UPPD to enforce the impoundment provisions of the Pennsylvania Vehicle Code, Section 6309.2, known as "Live-Stop" in a reasonable and equitable manner without regard to race, religion, ethnicity, disability, financial status, or sexual orientation.

Under no circumstances shall the occupants of any vehicle be abandoned on any city street or highway. Specifically, it shall be the duty of every investigating officer to ensure the safety of these occupants by offering to transport the occupants to UPPD Headquarters where the occupants can make alternate transportation arrangements or transport the occupant(s) to the closest public transportation stop i.e. bus, trolley, subway. If unsure, the investigating officer will contact a supervisor. Should any occupant decline police transportation, the investigating officer will record such declination, as outlined herein, on a UPPD Incident Report (UPPD-10).

Also, while the safety of the occupant(s) is a paramount concern to UPPD, the occupant(s) have the right to refuse transportation. Barring exigent circumstances, officer will never transport any individual against his or her will.

## II. Scope

### A. LEGAL REQUIRMENTS OF PA. VEHICLE CODE SECTION 6309.2

1. According to the Pennsylvania Vehicle Code Section 6309.2, any vehicle may be impounded when it is determined, during a lawful vehicle investigation that the operator is in violation of any or all of the following statutes:
  - a. 1301(a) Driving unregistered vehicle prohibited
  - b. 1371 Operation following suspension of registration
  - c. 1501(a) Drivers required to be licensed
  - d. 1543(a) Driving while operating privilege is suspended or revoked

**Note:** Impoundment is in addition to any fines and penalties for the underlying offense.

## III. Procedures

A. Once it is determined during the course of a lawful vehicle investigation that the operator is in violation of any provision(s) identified above, the investigating officer will:

1. Request the University of Pennsylvania Police Department's (UPPD's) Communications Center (PennComm) to confirm the status of the operator's license or lack thereof and/or the vehicle registration.

**Note:** If the status cannot be confirmed, the vehicle will not be impounded.

2. Upon verification, PennComm will notify the Philadelphia Parking Authority (PPA). The notification time will be entered into the C.A.D. history of the car stop (CS) and also given by the dispatcher to the investigating officer. The investigating officer will record the time the PPA was notified in the "Time" block located to the right of the "Signature of officer making report" block on the Towing Report 75-7.
3. Inform the operator that the Philadelphia Traffic Court is impounding the vehicle and explain the reason why.
4. Notify the operator and any occupants that they will not be left at that location and they will be transported to UPPD Headquarters where they can safely make alternate arrangements, or they will be transported to the closest public transportation stop i.e. bus,

trolley or subway. If unsure, the investigating officer will contact a supervisor. Occupants will also be advised that they have the right to refuse being transported.

5. Prepare the traffic citations a UPPD Incident Report (UPPD-10) coded 2802 and a Towing Report Form (75-7).

**Note:** in the "Vehicle Identification Number" block ensure that the VIN from the vehicle (**not** the registration card) is recorded correctly. Additionally, the vehicle key may be needed by the authorized tow truck operator to place the vehicle in neutral gear for proper towing. Since the key ring sometimes contains other keys, such as apartment, house or work keys do not retain any other keys. **The vehicle doors will be left "unlocked and the windows fully closed". Just prior to the vehicle being towed, the vehicle keys will be given to the vehicle operator.**

6. If the operator is a scofflaw, or any other warrants exist, normal arrest procedures will be followed. Furthermore, if an illegal firearm, narcotics or other contraband is discovered during the vehicle inventory, normal arrest procedures will be followed.
7. **Police Officers may respond to priority calls without a supervisor's authorization. Officers may also leave the scene prior to the arrival of a tow truck if other exigent circumstances develop i.e. other than a priority call, but only when authorized by a supervisor). In either case, if an officer does leave the scene prior to the arrival of a tow truck, PennComm will be notified to contact the Philadelphia Parking Authority and cancel the request for a tow truck.**

**Note:** If an authorized tow truck does not arrive within thirty (30) minutes, the officer will ask dispatch to contact PPA for an estimated arrival time for the tow truck. At that time a UPPD supervisor will make a determination as to whether to wait for the tow truck or release the vehicle. If the vehicle is released, the officer will issue the traffic citations, terminate the stop and advise the dispatcher that he/she is back in service. The dispatcher will ensure that this information is entered into the C.A.D. history of the car stop (CS).

- B. Once a tow truck arrives on location the investigating officer, with the aid of a backup officer, will:
  1. Have the operator and occupants exit the vehicle and remain on location until the tow truck operator has the vehicle in tow.
  2. Conduct a vehicle inventory and describe any damage and/or missing equipment and personal property of value left in the vehicle by the operator/occupants including the trunk area, console and glove compartment, if accessible, and print the results of the inventory on the Towing Report (75-7).

**Note: No locked areas, including the trunk area, will be forced open while conducting the inventory.**

3. At the top of the Towing Report (75-7) in the "Reason for Towing" block, the "Violation" block will be checked off. The citation number for all traffic citations to be issued along with the Pennsylvania Code section and fine amounts will be clearly recorded in the "Trunk Locked" block. The "Location Vehicle Towed" block will be left empty.
4. The Towing Report (75-7) will be signed by the investigating officer and the vehicle operator. The investigating officer will ask the operator to sign the bottom of the "Describe Damage" block. If the operator refuses to sign, it will be noted by the investigating officer on **both** the Towing Report (75-7) and the UPPD Incident report (UPPD-10)
5. **The tow truck driver will be given the white copy of the Towing Report (See Page 5 for distribution of the remaining three copies of the Towing Report (75-7)).**
6. The Philadelphia Parking Authority considers the dispatching of a tow truck for impounding a vehicle a priority. The tow operator is required to arrive within thirty (30) minutes of being notified by the PennComm dispatcher. Therefore, the investigating officer should strive to have all of the traffic citations, the Towing Report and the Towing Vehicle Notice completed prior to the arrival of the towing operator.
7. **The vehicle operator will be given the pink copy of the Towing Report, the "Defendant" copy of all traffic citations prepared and a copy of the Towed Vehicle Notice Form.**

**Note:** In the "Remarks" section on all traffic citations issued print that the vehicle was impounded under Section 6309.2 of the Pennsylvania Vehicle Code. **Also, a full description of the operator will be included.** The vehicle owner must contact Philadelphia Traffic Court, located at 800 Spring Garden St., telephone (215) 686-1680, Monday through Friday, from 8:30 AM to 3:30 PM. The owner must bring his or her operator's license, registration card and proof of vehicle insurance. ONLY PHILADELPHIA TRAFFIC COURT HAS THE AUTHORITY TO RELEASE AN IMPOUNDED VEHICLE.

- C. Once the vehicle has been towed, the investigating officer, along with backup, will:
  1. Offer to transport the occupant(s) to UPPD Headquarters where the driver or occupant(s) can safely make alternate arrangements or transport the occupant(s) to the closest public transportation stop i.e. bus, trolley, subway. If unsure, the investigating officer will contact a supervisor.

**Note:** The driver or any occupant has the right to refuse any police assistance. Barring exigent circumstances, officers will never transport any individual against his or her will.

2. The investigating officer will include in the “Notes” section of the Incident Report (UPPD-10) whether the driver or any occupant were taken to UPPD headquarters or to the closest public transportation stop. The officer will request that the driver or occupants sign the Incident Report.
3. If the driver or occupant(s) refuse police transportation or to sign Incident Report, the investigating officer will print the refusals in the “Notes” section of the Incident Report and also at the bottom of the “Describe Damage” block on the Towing Report (75-7).

## **DIRECTIVE 42, “Traffic Enforcement”**

### ***Appendix C***

#### **“Traffic Citation (TVR) Preparation Instructions”**

The following is a block-by-block description for the proper preparation of the Traffic Citation (TC). When preparing a TC, the officer will print all required information in the spaces provided using a ballpoint pen ensuring sufficient pressure to ensure legibility on all copies. After completing the citation, check all copies for legibility and completeness.

#### **BLOCK 1 DRIVER NO.**

Enter the defendant’s Operator’s License Number (OLN) appearing on the driver’s license. If no driver’s license is produced, or no operator’s license number is known, leave this space blank.

#### **BLOCK 2 C.D.L. (COMMERCIAL DRIVER’S LICENSE)**

Mark this block if the operator has a Commercial Driver’s License.

#### **BLOCK 3 STATE**

Place an “X” in the box if the defendant has provided a Pennsylvania Driver’s License, or enter the standard abbreviation of the state, which issued the defendant’s driver’s license. (Do not enter this information if Driver’s Number is unknown.)

#### **BLOCK 4 D.O.B. (DATE OF BIRTH)**

Enter month, day, and year of the defendant’s birth. MUST BE SIX DIGITS. (Example: 10/05/70)

#### **BLOCK 5 SEX**

Place an “X” in the block designating the defendant’s sex.

#### **BLOCK 6 DEFENDANT’S FIRST NAME, MIDDLE NAME, LAST NAME**

Enter the first, middle, and last name of the defendant as it appears on the driver’s license.

**BLOCK 6a COMMERCIAL VEHICLE** Select appropriate box.

**BLOCK 7 STREET ADDRESS**

Enter the address of the defendant. If the defendant has moved since issuance of the driver's license and does not have a change of address, enter the present address in this block and the old address in the Remarks section (Block 61) at the bottom of the citation.

**BLOCK 8 CITY**

Enter the city as it appears on the defendant's driver's license.

**BLOCK 9 STATE**

Place an "X" in the box provided if the defendant is a Pennsylvania resident, or enter the standard abbreviation of the state where the defendant resides as it appears on the defendant's driver's license.

**BLOCK 10 ZIP CODE**

Enter the zip code assigned to the area in which the defendant resides as it appears on the defendant's driver's license.

**BLOCK 11 OWNER'S NAME** (if different from defendant)

Enter the owner's name as it appears on the registration card. If the owner and operator are the same person, leave this block blank.

**Block 11a IDENTIFICATION SOURCE** Check off appropriate box.

**BLOCK 12 OWNER'S ADDRESS** (if different from defendant)

Enter the owner's address. If the owner has moved since issuance of the registration card and does not have a change of address, enter the present address in this block and the old address in the Remark section (Block 61).

**BLOCK 13 VEHICLE REG. NO.**

Enter the registration number of the vehicle being operated. If the violator is operating a bicycle print the word "BICYCLE" in this block.

**BLOCK 14 REG. YR.**

Enter the last two (2) digits of the registration year.

**BLOCK 15 STATE**



Place an "X" in the box provided if the vehicle is registered in the State of Pennsylvania, or enter the standard abbreviation of the state, which issued the registration plate.

**BLOCK 16 MAKE**

Enter the specific make of the vehicle. (Example: Lincoln, Saab, Ford, Subaru)

**BLOCK 17 TYPE**

Enter the standard abbreviation of the type of vehicle:

- Ambulance AMS
- Bus BUS
- Bicycle BY
- Convertible CONV
- Coupe CP
- Fire Truck FT
- Hearse HEAR
- House Trailer HT
- Implement of Husbandry IMP
- Mobile Home MH
- Moped MOPD
- Motorcycle MC
- Motor Driven Cycle MODC
- Motor Home HC
- Omnibus OBUS
- Pedacycle PCY
- Roadster RD
- School Bus SBUS
- Sedan SDN
- Snowmobile SNO
- Special Mobile Equipment SME
- Station Wagon SW
- Taxi TAXI
- Touring Car TR
- Trailer TRL
- Truck TK
- Truck Tractor TT

**BLOCK 18 COLOR**

Enter the color of the vehicle. Try to be as descriptive as possible using only basic colors. For cars with two different colors, separate the colors with a slash (example: red/blue).

**BLOCKS 19 –24 VEHICLE REG. NO.**

If two or more vehicles are linked (e.g. tractor-trailer, tow truck), use TO 24: these blocks to enter the registration information of the linked vehicles.

**BLOCK 25 VIOLATION TYPE**

Check off box for Vehicle Code or City Ordinance Violation; Check other applicable boxes and enter total due.

**BLOCK 26 CHARGE SECTION/SUBSECTION**

Enter the specific section and the letter and/or the number designation for the specific subsection of the Vehicle Code or City Ordinance.

**BLOCK 27 NATURE OF OFFENSE**

Enter a brief but sufficient summary of the facts to advise the defendant of the nature of the charge against him/her (example: Improper Overtaking of a Vehicle on the Right, Passed on Shoulder).

**BLOCK 28 SPEED TIMED**

Enter the speed, if applicable, which the defendant’s vehicle was timed or estimated. Include EST (estimated) when applicable.

**BLOCK 29 SPEED ALLOWED**

Enter the posted speed limit allowed, if applicable.

**BLOCK 30 WEIGHT PERMITTED**

When issuing a citation for violations of Chapter 49 of the Vehicle Code, pertaining to size, weight, and load enter the posted weight permitted in this block.

**BLOCK 31 ACTUAL VEHICLE WEIGHT**

When issuing a citation for violations of Chapter 49 of the vehicle Code, pertaining to size, weight, and load enter the actual loaded weight of the vehicle in this block.

**BLOCK 32 FOLLOWED**

Enter the distance followed in miles or tenths of miles.

**BLOCK 33 TIMED (MILES)**

Enter the distance timed in miles or tenths of miles.

**BLOCK 34 TIMED (SECONDS)**

Enter the distance timed in seconds.

**BLOCK 35 SPEED EQUIP. SERIAL NO.**

Enter the serial number of the equipment used to determine the defendant's speed. If a speedometer, enter the registration number of the patrol vehicle.

**BLOCK 36 SPEED DETECT. EQUIP. TYPE**

Enter the type of speed detector equipment used to determine the defendant's speed. (Example: Speedometer, stopwatch, VASCAR).

**BLOCK 37 STAT. EQUIP. TST.**

Enter the type of speedometer-testing station or the speed-timing device testing station.

**BLOCK 38 DATE EQUIP. TST.**

Enter the month, day, and year the patrol vehicle speedometer was tested or the date the VASCAR or other speed detector equipment was tested by the speedometer-testing station or speed-timing device testing station.

**BLOCK 39 ACC. ARREST/RPT. NO.**

Legally, when a citation is issued, it is an arrest. If a citation is issued as a result of an auto accident, this block will be checked "yes". In addition, the District Control Number (DC #) assigned to the Accident Report will be placed in this block. If a citation is issued and no accident occurred, this block will be left blank.

**BLOCK 40 LOCATION OF OCCURRENCE**

Enter the location of the violation. (Example: Westbound on the 1500 block Market Street; or, if at an intersection, southbound on 57th Street at Vine Street).

**BLOCK 41 DISTRICT OCC.**

Enter the number of the police district where the violation occurred.

**BLOCK 42 SELECTIVE ENF.**

Enter the two-digit code number 01 to 10, if the violation occurred in a selected enforcement area.

**BLOCK 43 DIR. OF TRAVEL**

Circle the appropriate direction of travel (N-S-E-W).

**BLOCK 44 WEATHER CONDITIONS**

Enter the weather conditions at the time of the violation. (Example: CLEAR, CLOUDY, RAIN, SNOW, FOG, SLEET.)

**BLOCK 45 OFFENSE DATE**

Enter the month, day, and year the violation occurred. MUST BE SIX DIGITS. (Example: 10/26/94.)

**BLOCK 46 DAY**

Enter the day of the week on which the violation occurred. (Example: Mon., Tue., Wed., Thu., Fri., Sat., Sun.)

**BLOCK 47 TIME**

Enter the time the violation occurred. Place an "X" in the box for the appropriate AM/PM designation. **Do Not Use Military Time.** (Example: 2:30 PM.)

**BLOCKS 48-51 NOTICE TO APPEAR**

Month, Day, Year and Time of scheduled court appearances can be found on the front and rear covers of the citation book.

**OFFICER'S SIGNATURE—BADGE NO.**

The officer completing the citation shall enter his/her rank, signature, and badge number.

**BLOCK 52: DEFENDANT'S SIGNATURE—ACKNOWLEDGES RECEIPT OF CITATION**

The defendant shall be requested to sign his/her name in this space. If they refuse to do so, enter the word "**REFUSED**" and issue the violator their copy of the citation. No further action is necessary.

**BLOCK 53 DATE**

Enter the month, day, and year the citation was issued to the defendant and place an "X" in the "Issued" block. In cases where it is not feasible to issue the citation to the defendant or where evidence of another offense is determined during an investigation, enter the date the citation is filed (transmitted) with Traffic Court, and place an "X" in the "Filed" block.

**BLOCK 54 STATION ADDRESS**

Enter "4040 Chestnut Street".

**BLOCK 55 DIST. ISS.**

Enter the number "10".

**BLOCK 56 LAW ENFORCEMENT AGENCY**

Place an "X" in the box designated "Other", write in "UPPD".

**BLOCK 57a JUVENILE** Check appropriate box.

**BLOCK 57b PARENTS NOTIFIED**

If a juvenile is issued a citation for Section 1543 of the Vehicle Code, "Driving While Operating Privilege is Suspended or Revoked", the Parents Notified block will be checked "yes" or "no".

**BLOCK 57 REMARKS**

Every citation issued must contain a concise narrative of the violation, including a description of the defendant when he/she cannot provide a driver's license to the officer. If the citation is filed on the basis of information received, include the name of the civilian or other police officer providing the information. If accompanied by another officer, include their rank and name. Refer to any other related report by number and the name of the defendant.

**Note:** Police Officers issuing a traffic citation for violations occurring in a school crossing zone or a street adjacent to a school during the hours of 6am to 6pm, Monday-Friday, will indicate "School Zone Violation" in this section of the violation. This will allow traffic court and parking authority personnel to alert judges to the severity of these infractions.

**BLOCK 58 COMM. VEH. / HAZ. MAT.**

Place an "X" in the appropriate block if the defendant was operating a commercial vehicle or contained a hazardous material.

**BLOCK 59 SCHOOL VEHICLE / 16 PASS. VEH.**

Place an "X" in the "appropriate block.

**BLOCK 60 MARKED - UNMARKED**

Place an "X" in the appropriate box to indicate if the vehicle of the stopping officer was marked or unmarked.

**BLOCK 61 TOTAL DUE**

Fill in the appropriate amount of fine as listed on cover of the book.

**BLOCK 62 SECTION/ SUB. SEC.**

The section and subsection violated of the State Vehicle Code/City Ordinance must be placed in this block for tracking purposes.

**BLOCK 63 DATE**

The date issued or filed with Traffic Court must be placed in this block for tracking purposes. On the lower right-hand side of the Traffic Citation is a blank space. Do not write in this space. This space is for Traffic Court processing.

COMMONWEALTH OF PENNSYLVANIA

CITATION NO.

PHILADELPHIA TRAFFIC COURT  
800 SPRING GARDEN STREET  
P.O. BOX 12866  
PHILADELPHIA, PA 19108-0866



TRAFFIC CITATION

J0079541-0

1. DRIVER NUMBER 1.		2. C.D.L. <input type="checkbox"/> 2.	3. STATE <input type="checkbox"/> PA 3.	4. D.O.B. 4.	5. SEX <input type="checkbox"/> M <input type="checkbox"/> F	
6. DEFENDANT NAME - FIRST 6.						
7. DEFENDANT STREET ADDRESS 7.						
8. CITY 8.		9. STATE <input type="checkbox"/> PA 9.		10. ZIP CODE 10.		
11. OWNER'S NAME (if different from defendant) 11.						
12. OWNER'S ADDRESS (if different from defendant) 12.						
13. VEHICLE PLATE NO. 13.		14. REG. YR. 14.	15. STATE <input type="checkbox"/> PA 15.	16. MAKE 16.	17. TYPE 17.	18. COLOR 18.
19. VEHICLE PLATE NO. 19.		20. REG. YR. 20.	21. STATE <input type="checkbox"/> PA 21.	22. MAKE 22.	23. TYPE 23.	24. COLOR 24.
25. CHARGE - UNDER TITLE 75 PA VEHICLE CODE (circle appropriate section / subsection)						
(A) 1301A Unregistered Vehicle		(G) 1543A License Suspended/Revoked		(M) 3331C Prohibited Turn		25.
(B) 1309 Fail Renew Registration		(H) 1574A Permit Unauthorized Driver		(N) 3712A Abandoned Vehicle Highway		
(C) 1311B Fail Carry Registration		(I) 1786F Required Financial Responsibility		(O) 3714 Careless Driving		
(D) 1372(3) Unlawful Plate Display		(J) 3112A31 Disregard Red Signal		(P) 4581A2 Seat Belt Required		
(E) 1501A Unlicensed Driver		(K) 3308B Wrong Way - 1 Way		(Q) 4703A Valid Inspection Certificate		
(F) 1511A Fail Carry License		(L) 3323B Disregard Stop Sign		(R) 6308A Police Investigation		
SEE BACK OF DEFENDANT'S COPY FOR BREAKDOWN OF TOTAL DUE.						
26. OTHER CHARGE <input type="checkbox"/> Vehicle Code <input type="checkbox"/> Ordinance		27. SECTION/SUB SEC. (if not listed above) 27.			28. TOTAL DUE 28.	
29. CHARGE (if not listed above) 29. <input type="checkbox"/> Filed on Information Received						
30. NATURE OF OFFENSE 30.						
31. SPEED TIMED 31.		32. SPEED ALLOWED 32.		33. WEIGHT PERMITTED 33.		34. ACTUAL VEHICLE WEIGHT lbs. 34. lbs.
35. FOLLOWED 35.		36. TIMED 36.	37. TIMED 37.	38. SPEED EQUIP. SERIAL NO. 38.		39. SPEED DETECT. EQUIP. TYPE 39.
40. STAT. EQUIP. TEST 40.		41. DATE EQUIP. TEST 41.		42. ACC. ARREST / RPT. NO. <input type="checkbox"/> YES 42.		43. LOCATION OF OCCURRENCE 43.
44. DISTRICT DCC. 44.		45. SELECTIVE ENF. 45.	46. DIR. OF TRAVEL N S W 46.	47. WEATHER CONDITIONS 47.		48. OFFENSE DATE 48.
49. DAY 49.		50. TIME 50.		51. DEFENDANT'S SIGNATURE - ACKNOWLEDGES RECEIPT OF CITATION X 51.		52. DATE <input type="checkbox"/> ISSUED <input type="checkbox"/> FILED
53. I verify that the facts set forth in this citation are true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa. C.S.A. § 4904) relating to unsworn falsification to authorities. OFFICER'S SIGNATURE 53. BADGE NO.						
54. STATION ADDRESS 54.		55. DIST. REG. 55.		56. LAW ENFORCEMENT AGENCY <input type="checkbox"/> Adv. Inv. Div. <input type="checkbox"/> Bridge Police <input type="checkbox"/> City Police <input type="checkbox"/> PennDOT <input type="checkbox"/> Pub. Util. Com. <input type="checkbox"/> State Police <input type="checkbox"/> Other 56.		
57. 75 Pa. C.S.A. § 1543 VIOLATION JUVENILE Parents Notified <input type="checkbox"/> YES <input type="checkbox"/> NO		57.	58. COMM. VEH. <input type="checkbox"/> YES 58.	59. HAZ. MAT. <input type="checkbox"/> YES 59.	60. <input type="checkbox"/> MARKED <input type="checkbox"/> UNMARKED	
61. REMARKS 61.						
62. SECTION 62.						
63. SUB SEC. 63.			64. DATE 64. <input type="checkbox"/> ISSUED <input type="checkbox"/> FILED			

NOTICE

If you plead guilty or are found guilty, points may be assessed against your driver's record. Accumulation of 11 or more points will result in the suspension of your driving privilege. Also, your driving privilege WILL BE SUSPENDED if you plead guilty or are found guilty of certain offenses under the Vehicle Code, including but not limited to, driving while operating privilege is suspended or revoked, racing on highways, fleeing or attempting to elude police, driving without lights to avoid identification or arrest, accidents involving damage to attended vehicles or property, failure to stop for school bus with flashing lights, or subsequent convictions related to drivers required to be licensed.

AOPC 406A-06  
7-147 (Rev. 1/96)

TRAFFIC COURT

J0079541-0

USE BALL POINT - PRINT & PRESS HARD



DIVISION of Public Safety

## **DIRECTIVE 42, "Traffic Enforcement"**

### **Appendix D**

#### **"Parking Violation Report (PVR) Preparation Instructions"**

The following is a block-by-block description for the proper preparation of the Parking Violation Report (PVR). When preparing the PVR, the issuing officer will print all required information in the spaces provided using a ballpoint pen. After completing the violation, check both copies for legibility and completeness.

#### **BLOCK 1 DATE**

Enter the date the violation occurred. Fill in the date, starting with the month, followed by the day of the month, followed by the year. Use numeric characters. Use only the last two characters of the year (example: 8/17/00).

#### **BLOCK 2 STATE**

Check the box corresponding to the license plate state if the vehicle bears a plate from Pennsylvania, New Jersey, Delaware, New York, Maryland, or Virginia. If the state is not listed, use the two boxes to the right to enter the two-character state abbreviation.

#### **BLOCK 3 VEHICLE LICENSE NUMBER**

Write the license plate number of the vehicle in violation in the boxes provided, one character per box. Start in the first box on the left. If the plate number does not fill all spaces, draw a horizontal line through the remaining spaces (example: /A/B/C/1/2/3/4/-/).

#### **BLOCK 4 VEHICLE MAKE**

The correct entry under vehicle make is the manufacturer, not the model. Do not record vehicle models. Check the box corresponding to the vehicle make. If the vehicle make is not listed, use the section to the left to write the appropriate vehicle's Make abbreviation.

#### **BLOCK 5 VEHICLE COLOR**

Write the color of the vehicle. Try to be as descriptive as possible using only basic colors. For cars with two different colors, separate the colors with a slash (i .e. red/blue).

#### **BLOCK 6 TIME**

If the ticket required timing the vehicle, enter the time it was first observed in the left section and circle AM or PM. Then write the time the ticket was issued in the right section and circle AM or PM. If the ticket is issued for a violation which does not require timing, write the time of the violation in the



right section and circle AM or PM. The time the ticket is written is always in the right section of this area of the ticket.

**BLOCK 7 LOCATION**

Be as accurate as possible when writing the location. Always use actual number addresses when possible. If there is no address in front of you, but there is one across the street, use “opposite”. If there is no address available, use the block number as the location of the vehicle. Be as specific as possible, but be brief. The following are some examples:

1803 Race  
opposite 1803 Race  
1800 Race, NW corner

**BLOCK 8 N/S/E/W**

Use this area to indicate side of the street on which the violation is located (i. e., north side, south side, east side, west side).

**BLOCK 9 DISTRICT**

Enter the number of the police district where the violation occurred. This is entered as a two-digit numeric code (example: 5th Police District would be entered as 05, not 5th).

**BLOCK 10 METER NUMBER**

Enter the meter number, one character per box.

**BLOCK 11 TAZ/RPP**

Check off the block marked “TAZ” if the violation occurred in a posted Tow-Away-Zone. Check off the block marked “RPP” if the vehicle is parked in a posted Residential Parking Permit block.

**BLOCK 12 BADGE NUMBER**

Clearly write your badge number.

**BLOCK 13 DISTRICT/ PLATOON/ SECTOR**

Enter the numeric district as “04” which is assigned to the UPPD.

**BLOCK 14 SIGNATURE OF OFFICER**

Sign your first initial and last name.

**BLOCK 15 VIOLATIONS**

Check the box next to the appropriate violation. Do not circle the violation or the fine amount. Seven additional violations have been added to the ticket reducing the number of occasions you will have to write the violation information on the ticket. They are:

- PASSENGER LOADING ZONE
- BLOCKING DRIVEWAY
- HANDICAPPED SPACE
- BLOCKING HP RAMP
- TAXI STAND
- IMPROPER 2-WAY
- SNOW ROUTE

A few violations require additional information:

**STOPPING PROHIBITED**

If it is a rush hour or no stopping during specific hours, check the box next to "BETWEEN POSTED HOURS".

**PARKING PROHIBITED**

Check the box next to the appropriate No Parking regulation-- ANYTIME, IN THIS STREET, BETWEEN POSTED HOURS.

**OTHER**

For violations not listed, enter the appropriate section of the Traffic Code found on the ticket book and the associated fine. Do not write an amount for fine and penalty. Write the name of the violation on the line for comments.

**BLOCK 16 COMMENTS**

In this space, include any information which you would have included in the "Notes" section of the old ticket. Include any notes or circumstances which you feel are important to document the validity of the ticket. When the ticket is completed, place it on the vehicle with the word "VIOLATION" at the top facing out.

Commonwealth of Pennsylvania  
City & County of Philadelphia

**PARKING VIOLATION**

28354251-2

PA  NJ  DE  NY  MD  VA OTHER (code)

VEHICLE LICENSE NUMBER:

OTHER MAKE: FORD CHEV TOYT HISSAN HOND DOODG BUICK OLDS

COLOR: A.M. PAL TO A.M. PAL

LOCATION: DIST. PLAT. SECT.

12. BADGE NO.

13. DIST. PLAT. SECT.

14. SIGNATURE OF OFFICER

15. VIOLATIONS

16. COMMENTS

1. DATE

2. STATE

3. LICENSE NUMBER

4. VEHICLE MAKE

5. COLOR

6. TIME

7. LOCATION

8. N/E/S/W

9. DIST.

10. METER NUMBER

11. TAZ/RPP

12. BADGE NO.

13. DIST. PLAT. SECT.

01 METER EXPIRED \$15      09 WITHIN 20' OF CORNER \$25  
02 STOPPING PROHIBITED \$25      07 SIDEWALK \$20  
    BETWEEN POSTED HOURS      08 DOUBLE PARKED \$25  
03 PARKING PROHIBITED \$25      10 ON CROSSWALK \$20  
    ANYTIME      IN THIS STREET      20 BLOCKING DRIVEWAY \$20  
    BETWEEN POSTED HOURS      30 HANDICAPPED SPACE \$100  
04 OVER TIME LIMIT \$15      15 BLOCKING HP RAMP \$75  
04 LOADING ZONE \$20      22 TAXI STAND \$20  
14 PASSENGER LOADING ZONE \$20      03 IMPROPER 2-WAY \$20  
06 WITHIN 15' OF HYDRANT \$30      21 SNOW ROUTE \$35  
12 BLOCKING MASS TRANSIT \$100      11 BUS ZONE \$20  
OTHER 12: \_\_\_\_\_ \$ \_\_\_\_\_ (WRITE THE VIOLATION BELOW)

COMMENTS: \_\_\_\_\_

Place appeal, check or money order payable to the City of Philadelphia in this envelope and mail promptly. If payment of fine is not received within 8 calendar days, significant late penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Filbert Street, Philadelphia. For more information, or to pay by phone (215) 561-3636. Please record ticket number on check. DO NOT MAIL CASH. PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE.

**DIRECTIVE 42, "Traffic Enforcement"**

**Appendix E**

**"Towing From Private Lots and Driveways"**

**I. Policy**

- A. To protect the citizens and visitors of Philadelphia from the illegal towing of parked vehicles from private lots and driveways the UPPD shall strictly enforce the provisions of City Code §9-605(11). Rotational Tow information can be obtained by contacting Philadelphia Police Radio.

## II. Philadelphia Police Department Procedures For Towing:

- A. Only licensed towing companies shall be permitted to tow any illegally parked vehicle from any licensed or unlicensed parking lot, from private property, from any common driveway and from in front of any driveway where the vehicle is blocking access to the driveway, provided that such towing companies have prior written permission of the owner or other person in lawful possession of the property, or of a designated agent of such person, prior to towing from or in front of such property. A towing company shall retain on file all written permissions required by this section.
  
- B. No such tow is permitted unless the parking lot or private property has posted in a conspicuous place near its entry, which can be easily seen by the public, a sign no smaller than thirty-six (36) inches high and thirty-six (36) inches across or, for single family residential properties, no smaller than eighteen (18) inches high and eighteen (18) inches across, with text of sufficient size to ensure that the sign can be easily read. No such sign shall be posted unless the towing company has reported the location of the sign to the Department of Licenses and Inspections. The towing company is responsible for the information on the sign, which shall give notice:
  - 1. That unauthorized parking is prohibited and unauthorized vehicles will be towed.
  - 2. The vehicle whose authorized parking time has elapsed will be towed.
  - 3. Of the name, address and telephone number of the towing company.
  - 4. Of the charges for the towing and storage of towed vehicles.
  - 5. Of the place where the towed vehicle can be redeemed after paying the allowable charges and the hours of operation.
  - 6. That payment shall be made by cash, credit card, or debit card.
  - 7. That towing related complaints shall be reported to 3-1-1.
  
- C. No towing company may charge more than the amounts set forth in City Code §9- 605(11)(b)(1) through for towing and storage of vehicles from parking lots and private property.
  
- D. No vehicle shall be hooked, towed or handled in any manner, unless the vehicle has been ticketed by police or other law enforcement authority for violation of City Code §12-913(1)(b)(i) (relating to parking in front of a public or private driveway) or §12-913(2) (relating to parking or leaving unattended a vehicle on private property without consent of the owner), except that in a licensed parking lot, a vehicle may be moved to another location in the parking lot prior to being ticketed. Before issuing such ticket, the UPPD shall determine whether or not the vehicle has been reported stolen. If the vehicle is reported stolen, PPD shall be contacted to recover the vehicle.

### III. Hospital Parking Lot Exceptions:

- A. An authorized tow company may remove a vehicle that is illegally parked on the premises of a hospital or relocate it on the hospital premises, without the vehicle first being ticketed for a violation provided that:
  1. Prior to any tow to remove the vehicle, an employee designated by the hospital completes a form that includes a description, including license plate number of the vehicle to be towed, its location and the date and time the hospital requested the tow. A copy of the completed form shall be affixed to the vehicle in a conspicuous place and shall not be removed except by the vehicle owner.
  2. Prior to towing a vehicle under this subsection of the City Code (§9-605(11)), the towing company shall take a digital photograph that clearly shows the following:
    - a. The vehicle's license plate
    - b. The violation for which the vehicle is being towed
    - c. The posted sign identifying that unauthorized parking is prohibited where the vehicle is parked, and that the unauthorized vehicle will be towed.
  3. Prior to towing a vehicle under this City Code section, the towing company shall obtain the signature of the owner of the property or the owner's agent, certifying the owner's or agent's knowledge of the violation, and included on the certification form the vehicle's license plate number, the nature of the violation, and the date and time. A copy of the signed certification form shall be provided to the owner or agent prior to towing the vehicle. The towing company shall retain a copy of the certification for at least sixty (60) days, or until the vehicle is claimed, whichever is later.

**Note:** If the towing company has an agreement with a property owner to tow vehicles in violation of posted rules without notice from the property owner and is unable to obtain a signature from the owner or agent for each tow, the company shall, in lieu of a signed certification, place a letter from each property owner in each of its tow trucks, stating the terms of the towing company's authority for the location, the violations, and hours for which the authority is effective, and signed by the owner or the owner's agent.

### IV. Tow Truck Investigations

- A. Officers shall scrutinize and investigate, when appropriate, all tow trucks operating within the City limits. In Philadelphia, the operation of all tow trucks is governed by City Ordinance Section 9-605 in addition to all state laws and regulations, and UPPD are authorized to enforce such laws and regulations.

- B. Any investigation by police must be predicated upon either “reasonable suspicion” or “probable cause”. An officer may investigate a tow truck if they developed either reasonable suspicion or probable cause that the tow truck is in violation of the city ordinance or state law.

## V. Accident Investigations

- A. Officers investigating any vehicle accident, where a tow operator voluntarily responds to the scene will, as a part of the official investigation, insure that the tow truck and operator are legally permitted to tow the vehicles prior to the release of any disabled vehicles from the scene. Any investigations performed pursuant to this section should be documented along with any violations.

## VI. Private Towing Of Disabled Vehicles

- A. When UPPD is dispatched or otherwise respond to a disabled vehicle, only the authorized tow truck from the Rotational Tow program will be authorized to remove the vehicle. If an unauthorized tow truck attempts to remove the vehicle, the following rules will apply:
  - 1. If the vehicle has not yet been towed from the scene, the private towing operator will be instructed to leave the disabled vehicle at its present location.
  - 2. If the disabled vehicle is in the process of being towed, instruct the private towing operator to release the vehicle in a lawful location ensuring that it will not obstruct traffic and issue a Code Violation Notice. The code section for the violation will be City Code Section §9-606(4)(a).
  - 3. Refusal by the private tow operator to release the vehicle, under these circumstances, amounts to a theft of vehicle under Section 3921 Crimes Code, a felony of the third degree. According to City Code Section §9-605(14) police may impound a tow truck if its driver refuses a lawful order of a police officer and tows or attempts to tow a vehicle from the scene where police have been dispatched or otherwise respond.

## VII. Philadelphia And State Laws Pertaining To Tow Trucks

- A. Philadelphia Towing Ordinances
  - 1. Class A Light Tow Truck (GVW 8,000 lbs.) 9-605 9-605(2)(c)(1)(a) - Mounted on the chassis must be a complete commercially manufactured crane and the tow truck body must comply with all state laws pertaining to fenders and lighting equipment, and have an appearance similar to a commercially manufactured tow truck body.
  - 2. Class B Medium Tow Truck (GVW 15,000 lbs.) 9-605(2)(c)(2)(a) - Mounted on the chassis must be a complete commercially manufactured crane and the tow truck body must comply

with all state laws pertaining to fenders and lighting equipment, and have an appearance similar to a commercially manufactured tow truck body.

3. Class C Heavy Tow Truck (GVW 24,000 lbs.) 9-605(2)(c)(3)(a) - Mounted on the chassis must be a complete commercially manufactured crane and the tow truck body must comply with all state laws pertaining to fenders and lighting equipment, and have an appearance similar to a commercially manufactured tow truck body.
4. Light Utility Tow Truck (GVW 10,000 lbs.) 9-605(2)(c)(4) - Mounted on the chassis must be a complete commercially manufactured hydraulic crane or winch. The tow truck body must comply with all state laws pertaining to fender and lighting equipment, and have the appearance similar to a commercially manufactured tow truck body.
5. Amber Rotation or Strobe Light 9-605(2)(e)(1) - Every tow truck shall maintain an amber rotation or strobe light mounted on top of said truck and viewable when in use from the front, rear, and both sides.
6. Flood Lights 9-605(2)(e)(2) - Every tow truck shall maintain flood lights on its hoist if so equipped.
7. License Required 9-605(3)(a) - No person shall engage in the business of towing vehicles unless that person has obtained a license from the Department of Licenses and Inspections.
8. License Required to be Carried 9-605(3)(c)(1) - Every person licensed to engage in the business of towing vehicles shall, as a condition to the retention of their license; carry a copy of their license in each towing vehicle when in use.
9. L & I Tow Truck License Decal 9-605(3)(c)(1) - Every person licensed to engage in the business of towing vehicles shall, as a condition to the retention of their license, display the Department of Licenses and Inspections decal. The decal shall be attached to the vehicle or truck displayed in a place, which is clearly visible to the public. The decals shall be used only during the year for which they were issued.
10. Required Lettering 9-605(3)(c)(2) - Every person licensed to engage in the business of towing vehicles shall, as a condition of retention of their license legibly inscribe in letters not less than one and one half inches high on the door of the tow truck the vehicle identification consisting of commercially painted name or business logo, address, and telephone number of licensee, towing license number, the tow truck classification, and in letters not less than one inch high, a statement that a complete certified fee schedule is available from the driver.

**Note:** All tow trucks in the City must be licensed. The words “Not For Hire” painted on the doors does not alleviate the tow truck from the provisions of the City Ordinance.



11. Fee Schedule 9-605(3)(c)(5) - Every person licensed to engage in the business of towing vehicles shall, as a condition to the retention of their license, carry in each towing vehicle, when in use a copy of the complete fee schedule filed in accordance with Section 9-605(3)(b)(.1). The copy of the fee schedule must be certified by the Department of Licenses and Inspections.
12. Towing Agreement 9-605(5) - No person shall remove or tow a disabled vehicle from or to a place within the limits of the City of Philadelphia unless a towing agreement, in triplicate, has been signed by the owner of the disabled vehicle or their authorized representative, the operator of the Towing vehicle, and the police officer, if one is present, except when towing is being performed pursuant to an emergency service, the signature of the owner is not required. Licensed tow trucks may tow vehicles from parking lots and private property without an owner's consent but only if the property is properly posted according to Section 9-605(11)(a) and the police are notified according to Section 9-605(11)(c).
13. Required Accessories 9-605(2)(e)(7) - Every tow truck shall maintain on board at all times, on call or idle, at least one heavy duty broom, shovel, axe and crowbar or pry bar, one pair of bolt cutters, one set of jumper cables, one flashlight, one fire extinguisher (ABC five pounds or larger), and one first aid kit for all classes of tow trucks.

#### B. Pennsylvania State Laws

1. Obstructed Lighting Equipment 4905(e) - Whenever the rear running lights, turning signals, or hazard warning lights required by law are obstructed by a towed vehicle, lighting equipment shall be displayed on the rear of the towed vehicle.
2. Front Window Obstructions 4524(a) - No person shall drive any motor vehicle with any sign, poster, and other non-transparent material, snow, or ice upon the front windshield, which materially obstructs, obscures, or impairs the driver's clear view, except for an inspection and emission sticker.
3. Side Window Obstructions 4524(b) - No person shall drive any motor vehicle with any sign, poster, and other non-transparent material, including ice or snow, upon the side or rear windows of the vehicle which materially obstructs, obscures, or impairs the driver's clear view.
4. Other Window Obstructions 4524(c) - No person shall drive any motor vehicle with any object or material hung from the inside rearview mirror or otherwise hung, placed, or attached in such a position as to materially obstruct, obscure, or impair the driver's vision through the front windshield, or in any manner as to constitute a safety hazard.
5. Rear Wheel Shields (Mud Flaps) 4533 - Every truck driven on a highway shall be so constructed or equipped as to bar water or other road surface substances thrown from the rear wheels.



6. Rearview Mirrors 4534 - No person shall operate a motor vehicle on a highway unless the vehicle is equipped with at least one mirror or similar device, which provides the driver an unobstructed view of the highway to the rear of the vehicle.

**Note:** Every tow truck and its operator while operating on the highways of Philadelphia is subject to all the provisions of the Pennsylvania Vehicle Code pertaining to safety, registration, inspections licensing, and insurance. This list represents only a few of most common safety requirements.