Chapter 5 - Traffic Operations
500.1 PURPOSE AND SCOPE
The Portland State University-Campus Public Safety Office prepares traffic collision reports in compliance with Oregon Revised Statutes 810.460 relating to reports of traffic accidents to the Oregon Department of Transportation and, as a public service, makes traffic collision reports available to the community with some exceptions.

500.2 RESPONSIBILITY
The Patrol Lieutenant will be responsible for proper investigation and reporting of motor vehicle collisions. Traffic collisions will be documented using the Oregon Police Traffic Crash Report. The Patrol Lieutenant will receive all changes in the state manual and ensure conformity with this policy. Traffic collisions on City Streets adjacent to campus are the responsibility of the Portland Police Bureau.

500.3 TRAFFIC COLLISION REPORTING
All traffic collision reports taken by members of this department shall be forwarded to the Traffic Division for approval and data entry into the Records Management System. The Patrol Lieutenant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Patrol Lieutenant, or other persons as required. The Records Section will be responsible for monthly reports on traffic collision statistics to be forwarded to the Operations Division Commander and the Oregon Traffic Safety Commission.

500.4 REPORTING SITUATIONS

500.4.1 TRAFFIC COLLISIONS INVOLVING CAMPUS VEHICLES
Traffic collision investigation reports shall be taken when a Campus-owned vehicle is involved in a traffic collision on campus wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a Campus vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Lieutenant.

Photographs of the collision scene and vehicle damage shall be taken.

500.4.2 TRAFFIC COLLISIONS INVOLVING DEPARTMENT EMPLOYEES
When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the Campus limits of Portland State University resulting in a serious injury or fatality, the Patrol Lieutenant or the Patrol Sergeant will notify the Portland Police Bureau for assistance.

The term serious injury is defined as any injury that results in hospitalization.
Traffic Collision Reporting

500.4.3 TRAFFIC COLLISIONS INVOLVING OTHER CAMPUS EMPLOYEES OR OFFICIALS
The Patrol Lieutenant or Patrol Sergeant will request assistance from the Portland Police Bureau for the investigation of any traffic collision involving any Portland State University official or employee where a serious injury or fatality has occurred.

500.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
Traffic collision reports shall not be taken for collisions occurring on private property unless there is a death or injury to any person involved, a hit and run violation, or an officer issues a citation for a traffic violation. A report may be taken at the discretion of any supervisor.

500.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway on the Portland State University Campus in the following case
(a) There is a death, or injury to any person involved in the collision.
(b) An officer issues a citation for a violation of the Vehicle Code.
(c) The accident is initially reported by a garage operator who has received a vehicle involved in a serious accident or exhibiting evidence of having been struck by a bullet (Oregon Revised Statutes 822.600).
(d) All hit-and-run violations as defined by Oregon Revised Statutes 811.700 and 811.705.
(e) The collision meets the criteria for operators to submit a State Accident Report to the Department of Motor Vehicles.
(f) An involved party requests a traffic collision report.
(g) The City Streets adjacent to the Portland State University campus are the responsibility of the Portland Police Bureau, including the responsibility for investigating traffic crashes.

500.4.6 TOWING VEHICLES INVOLVED IN TRAFFIC COLLISIONS
A collision report will be required if a vehicle is damaged in a collision and a tow truck is necessary. Towing of a vehicle from a collision scene at the request of the driver when the vehicle would not otherwise be in need of towing, does not require a traffic collision report under this policy unless the incident meets the criteria in Policy Manual § 502.45.
Vehicle Towing

508.1 PURPOSE AND SCOPE
This policy provides the procedures for towing a vehicle by or at the direction of the Portland State University-Campus Public Safety Office.

508.2 RESPONSIBILITIES
The responsibilities of those officers impounding a vehicle are as follows.

508.2.1 VEHICLES CONSTITUTING A HAZARD OR OBSTRUCTION
Officers may take custody of and tow a vehicle that is disabled, abandoned, parked or left standing unattended when it creates a hazard or obstruction. Hazards and obstructions may include vehicles that are (ORS 819.120):

(a) Parked so that any part of the vehicle extends into the paved portion of the travel lane.
(b) Parked so that any part of the vehicle extends into the highway shoulder or bicycle lane of any freeway ORS 819.120 (2)(b).

Officers should use sound judgment in balancing the need to correct a hazardous situation with the potential hardship to a vehicle owner/operator before towing such a vehicle.

Officers impounding a vehicle shall complete a vehicle impound report. A copy is to be given to the tow truck operator and the original is to be submitted along with the incident report to the Administrative Assistant as soon as practicable after the vehicle is stored.

Records Division personnel Dispatch shall promptly enter pertinent data from the completed vehicle impound report into the state’s Law Enforcement Data Systems (LEDS).

Once a vehicle impound report is approved and forwarded to the Administrative Assistant, it shall be placed into the auto-file at the front desk to be immediately available for release or for information should inquiries be made.

508.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION
When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the no preference towing company list in Dispatch.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call a no preference towing company. The officer will then have the vehicle towed to the tow company's storage lot for safekeeping, and complete a Vehicle Impound form.
Vehicle Towing

508.2.3 DRIVING A NON-CITYCOUNTY VEHICLE
Vehicles which have been towed by or at the direction of the Police Department should not be driven by police personnel unless it is necessary to move the vehicle a short distance to eliminate a hazard, to prevent the obstruction of a fire hydrant, or to comply with posted signs.

508.2.4 DISPATCHER'S RESPONSIBILITIES
Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

If the request is for no preference towing, the dispatcher shall call the firm whose name appears next on the No Preference Towing Service log and shall make appropriate entries on that form to ensure that the next firm is called on the next request.

508.3 IMPOUNDS RELATED TO CRIMINAL INVESTIGATIONS
Officers should utilize The City of Portland towing services to impound vehicles that are needed for the furtherance of an investigation or prosecution of a case or are otherwise appropriate for seizure under ORS 133.535. State law requires the impounding officer to take reasonable steps to protect against loss or damage to impounded vehicles and any contents that may have been taken as evidence (ORS 133.537). Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than store it, so long as the vehicle is not needed for evidence.

508.4 VEHICLE INVENTORIES
The contents of all impounded vehicles shall be inventoried in accordance with the following procedure:

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, the glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in the following locations:

1. Any other type of unlocked compartments that are a part of the vehicle including, but not limited to, unlocked glove compartments, unlocked vehicle trunks and unlocked car top containers; and

2. Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers, provided the keys are available and are to be released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
**Vehicle Towing**

(c) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following, which shall be opened for inventory: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money or small valuables, or closed containers which are designed for hazardous materials.

(d) Other closed containers shall be opened and inventoried if the owner acknowledges they contain cash in excess of $10, valuables or a hazardous material.

(e) Any valuables, to include cash in excess of $10 or property valued at more than $200, located during the inventory process will be listed on a property receipt and stored in this agency's property/evidence room. A copy of the property receipt will either be left in the vehicle or tendered to the person in control of the vehicle if such person is present.

(f) The inventory is not a search for evidence of a crime, however, officers shall seize evidence or contraband located during the inventory. Items should be scrutinized to the extent necessary to complete the inventory.

(g) Tow truck operators are to receive a copy of the tow report.

These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

508.5 VEHICLE SEARCHES
Case law regarding search and seizure is ever changing and frequently subject to interpretation under the varying facts of each situation. Vehicle searches should be handled according to current training and an officer's familiarity with relevant case law. Generally, a search warrant should be sought prior to conducting a search of a vehicle.

Because circumstances under which a warrantless search of a vehicle might be permissible are very limited, and because vehicle searches are subject to many restrictions, officers should, whenever possible, seek supervisory approval before conducting a warrantless search of a vehicle.

508.6 SECURITY OF VEHICLES AND PROPERTY
After a thorough inventory of the vehicle has been completed and all contraband, evidence and weapons have been removed the officer should make reasonable accommodations to permit a driver or owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions).

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, search personnel shall take such steps as are reasonably necessary to secure and/or present/e the vehicle or property from such hazards.
Vehicle Towing

508.7 RELEASE CRITERIA
A vehicle impounded under this section shall be released to a person entitled to lawful possession of the vehicle upon compliance with the following:

(a) Proof that a person with valid driving privileges will be operating the vehicle.

(b) Proof of compliance with financial responsibility requirements for the vehicle.

(c) Payment of the Portland State University-Campus Public Safety Office administrative fee and any towing and storage charges.

(d) A security interest holder in the vehicle is not required to comply with (a) and (b) and may obtain release by paying the administrative fee, towing and storage fees.
Traffic Citations

514.1 PURPOSE AND SCOPE
This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

514.2 RESPONSIBILITIES
The Patrol Lieutenant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Administrative Assistant shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.
Disabled Vehicles

518.1 PURPOSE AND SCOPE
Public safety, and the Portland State University-Campus Public Safety Office's commitment to service, requires that officers place a high priority on assisting disabled motorists. This policy provides guidelines for achieving that objective.

518.2 OFFICER RESPONSIBILITY
When an on-duty officer observes a disabled vehicle on Portland State University owned or controlled property, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

518.3 EXTENT OF ASSISTANCE
In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

518.3.1 MECHANICAL REPAIRS
Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.