

# Traffic patrol techniques

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# Policy statement and principles

## What

Police is committed to road safety, reducing death and serious injuries on our roads, crime and victimisation and social harm which is all part of '[Our Business](#)'. The way we conduct ourselves to protect our staff (and the public) when conducting any form of traffic stops, road checkpoints or road closures is critical to Police as an employer.

## Why

To reduce death and injury on our roads and the negative social and economic impacts.

## How

Police will ensure that:

- employees conducting stationary enforcement, patrols and checkpoints are suitably trained, aware of their powers, apply the Police risk assessment tool, [TENR](#), to ensure safety is a priority when planning and executing any vehicle stop, and will deter and/or enforce as deemed appropriate
- once identified, pro-active patrols will be appropriately deployed to ensure a reduction in potential offending and/or road trauma
- any intelligence gathered is assimilated and utilised as effectively as possible in identifying any patterns and/or areas of concern.

## Purpose

This chapter applies to all constables and Authorised Officers, hereafter referred to as 'Police'. It gives instruction and guidance on:

- [powers to stop vehicles](#)
- [how to plan patrols](#)
- [carrying out vehicle stops](#)
- [interviewing drivers](#)
- [checkpoint planning](#)

Apply [TENR](#) at all times during the planning and execution of a vehicle stop or undertaking stationary enforcement.

# Power to stop vehicles and powers once stopped

## Enforcement powers

Police may stop, enter, search vehicles, and seize evidential material in certain circumstances as authorised in various legislation. You may also search vehicles for people in certain legislated circumstances. Ensure you are fully aware of your powers.

Where statute authorises Police to stop a vehicle for a specific period of time, any extension to that detention will be considered by a court in terms of reasonableness of Police action in the circumstances.

## Powers for stopping vehicles

Police in an approved Police uniform or wearing a distinctive cap, hat or helmet (with a badge of authority affixed to it), or in a vehicle displaying flashing lights or sounding a siren, have the power to stop the driver of a vehicle as follows:

Requirement to stop	
Legislation	Offence
<p>Section <a href="#">114(1)</a> Land Transport Act (LTA). An enforcement officer who is in uniform may signal or request a driver to stop a vehicle as soon as practicable.</p>	<p>It is an offence against <a href="#">52(1)(c)</a> LTA to fail or refuse to comply with lawful requirement to stop.</p>
<p>Section <a href="#">114(2A)</a> LTA (subject to subsections (4) and (5)) requires a driver stopped by an enforcement officer to "remain stopped for as long as is reasonably necessary for the enforcement officer to complete the exercise of any powers conferred, or duties imposed on an enforcement officer by the LTA".</p>	<p>It is an offence against <a href="#">52A(1)(b)</a> LTA for a vehicle that is stopped to not remain stopped.</p>
<p>Section <a href="#">9</a> of the Search and Surveillance Act 2012 (S&amp;S) allows you to stop a vehicle, when you have reasonable grounds to suspect a person who is unlawfully at large or a person who has committed an offence punishable by imprisonment, is in the vehicle.</p> <p>Once stopped you can only demand the details of the occupant of the vehicle who you suspect is the person unlawfully at large or the person who has committed an offence punishable by imprisonment.</p>	
<p>Section <a href="#">30</a> &amp; <a href="#">32</a> of the S&amp;S allow the establishment of an authorised road block to arrest a person who is unlawfully at large or a person who has committed an offence punishable by imprisonment where there are grounds to believe such persons are in a vehicle. Section <a href="#">32</a> also allows the stopping of vehicles at the road block or in the vicinity of the road block.</p> <p>Once stopped you can only demand the details of the occupant of the vehicle who you suspect is the person unlawfully at large or the person who has committed an offence punishable by imprisonment.</p> <p><b>Note:</b> There is no power to demand the details of all the occupants of the vehicle under section <a href="#">32</a>.</p>	

## Failing to stop

If the driver of a vehicle fails to stop, lights and sirens must be activated and the '[Fleeing driver policy](#)' complied with.

**Note:** Section [114\(6\)](#) LTA allows arrest without a warrant, if you suspect the driver has

- failed to comply with a signal, request or requirement to stop;

or

- given false details.

## Once the vehicle is stopped

<b>Requirement to remain stopped</b>	
<p>(Section <a href="#">114(2A)</a> &amp; <a href="#">(5)</a> LTA)</p> <p>Note: If the driver of the vehicle stops, they are not obliged to remain stopped (section <a href="#">114(4)</a> LTA) if the Police vehicle displaying flashing lights or siren does not itself stop in the vicinity.</p>	<p>You can require the driver to remain stopped for as long as reasonably necessary to exercise any powers conferred by the LTA. But you can only require the driver to remain stopped for up to 15 minutes to establish the driver's identify.</p> <p>Caution: You cannot require a driver to remain stopped longer than 15 minutes for the purpose of establishing identity. Once the drivers identify is established, they are free to go. After a maximum of 15 minutes the driver must be allowed to leave. However, you may arrest the driver if you have good cause to suspect false details have been given.</p> <p>When conducting <a href="#">breath testing</a> (LTA sections <a href="#">68</a> or <a href="#">69</a>), then the person tested (the driver or person suspected of driving) must remain at the place where the person underwent the test until after the result of the test is ascertained.</p>

Once the vehicle is stopped you can require certain details from the driver and/or passengers as follows:

<b>Driver licensing</b>	
<b>Legislation</b>	<b>Offence</b>
Section <a href="#">5(1)</a> requires a driver to have an appropriate class of licence to drive a motor vehicle on a road.	Section <a href="#">113(2)(e)</a> LTA allows you to forbid an unlicensed driver to drive a motor vehicle.
Section <a href="#">5(4)</a> LTA allows an enforcement officer to require a driver to produce a licence without delay for inspection.	Failed to produce a driver licence for inspection without delay after being required to do so by an enforcement officer (precedent code <a href="#">L114</a> Failed to produce driver's licence).

The driver of every vehicle stopped must be breath tested, where practicable. Refer to the ['Alcohol and drug impaired driving'](#) chapter for breath testing procedures.

<b>Identifying particulars</b>	
<p>Section <a href="#">114(3)</a> LTA allows an enforcement officer to require the driver to:</p> <ul style="list-style-type: none"> <li>• give their full name, full address, date of birth, occupation and telephone number</li> <li>• state whether or not they are the vehicle's owner, and</li> <li>• if they are not the owner, give the owner's name and address or any information to help identify the owner.</li> </ul>	<p>Section <a href="#">114(6)</a> LTA empowers Police to arrest without a warrant, if you have good cause to suspect the driver has failed to comply with any requirement under the section or has given false or misleading information.</p>
<p>When enforcing the LTA or related legislation, under section <a href="#">113(2)(a)</a> LTA an enforcement officer may direct a person on a road to provide (one or more of) his or her details as follows provided that the particulars are for enforcing the provisions of the LTA or other legislation specified in section <a href="#">113(1)</a> LTA:</p> <ul style="list-style-type: none"> <li>• full name,</li> <li>• full address,</li> <li>• date of birth,</li> <li>• occupation,</li> <li>• telephone number</li> <li>• any other specified particulars* as to his or her identity, and</li> <li>• information to identify the driver or person in charge of a vehicle.</li> </ul> <p><b>*Note:</b> Collection of other specified particulars must be necessary and able to be justified, e.g. where a driver's identity is an issue, collection of a driver's image may be necessary to help establish identity. For guidance on photographing at checkpoints, refer to '<a href="#">Part 6 - Road blocks and stopping vehicles for search purposes</a>' in the '<a href="#">Search</a>' chapter of the Police Manual.</p> <p>A person on a road can also be required to provide information leading to the identification of a person in charge of a vehicle (unless the person has been detained or arrested), provided the information requested is for the purposes of section <a href="#">113(1)</a> and <a href="#">113(2)(a)</a> LTA.</p> <p>There is no power under the LTA to demand the details of a passenger in or on a vehicle if they are not suspected of committing an offence as outlined above.</p>	
<p>Once you have stopped a vehicle under the S&amp;S Act, section <a href="#">10</a> S&amp;S allows you to require the details of the person in that vehicle suspected to be unlawfully at large or to have committed an offence punishable by imprisonment.</p> <p><b>Note:</b> There is no power to demand the details of all occupants of the vehicle under section <a href="#">10</a> S&amp;S, unless they are all suspected of being unlawfully at large.</p>	

## Vehicle search

Refer to the '[Search](#)' chapter of the Police Manual for details of warrantless searches and search warrants.

## Risks associated with vehicle stops

Vehicle stops are unpredictable and may be dangerous.

Vehicle stops are classified as:

- [known-risk vehicle stops](#), where Police have information about the vehicle and its occupants
- [unknown-risk vehicle stops](#), where Police have no information about the vehicle and its occupants.

### Always consider the risks

When considering where to [stop a vehicle](#), you should conduct a risk assessment based on the circumstances in front of you, including the risk to the public from the persons continued driving.

You must always consider the risks, continuously applying [TENR](#), when considering signalling a driver to stop; e.g. what risks exist at the location if the vehicle stops immediately, what visibility do other motorists have, the weather conditions, are there nearby heavy vehicle movements, what is the posted speed limit, what is the risk to the public of allowing the driver to continue to a safer location before stopping them?

Some risks may not become apparent until you exit your patrol vehicle and/or approach the vehicle or interact with the driver. In some situations it may be necessary to instruct the driver to move to a safer location so long as the driver or public is not placed at risk, e.g. the weather is changing altering your [TENR](#) assessment.

These safety precautions help protect you, your colleagues, the driver and any passengers, and the public.

**Note:** When considering stopping vehicles, consider the impact on other traffic including likely consequences, eg, creating a road hazard or disrupting the natural flow of traffic.

### Road safety risks

Before and during the undertaking of any enforcement, prevention or investigative activity on or near a roadway, an ongoing [TENR](#) assessment must be conducted to ensure you, your colleagues and other road users are kept safe.

Considerations include, but are not exclusive to:

- the speed limit and the speed and volume of passing vehicles, recognising that risks markedly increase with increased speeds
- the nature of the road environment, including levels of protection in the event of someone operating their vehicle dangerously or making a mistake
- visibility, both clarity and distance, of you and anyone or anything you are dealing with by other road users, particularly as it relates to safe reaction times and stopping distances for the speed of vehicles in the visible road distance.

**To be very clear:** It is critical to always be very mindful of road safety risks when operating on or around roads. [TENR](#) risk assessments will include consideration of these risks. In most cases, necessity will not be so critical that it justifies operating in a location, environment or manner which puts you or others at undue risk.

### Known vehicle and occupant risks

Known-risk vehicle stops occur when Police stop a vehicle knowing that its occupants may present a risk to Police (and public) safety. This information might come from:

- an unfavourable QVR response, such as:



- danger flags
- wanted reference
- unlawfully taken
- the occupants are known to pose a risk to Police, or
- the vehicle is suspected to have been used to commit an offence.

Refer to the '[Part 7 - Methods for searching places and vehicles](#)' chapter for searching a vehicle, e.g. for dangerous goods, weapons, drugs. Make your plan to enter and or search with an emphasis on safety.

If you are about to undertake a known-risk stop, you must adopt tactics to mitigate the risks. See the [contact and cover principle](#) below.

## Unknown vehicle and occupant risks

Unknown risk vehicle stops occur when the Police do not have specific information to indicate a risk to employees. Most vehicle stops fall into this category but never-the-less you must treat these stops with caution.

## Contact and cover principle

The contact and cover principle involves **identifying** and **communicating** the roles of each officer in any interaction with a potential suspect.

Contact officer	Cover officer
<ul style="list-style-type: none"> <li>• makes the contact</li> <li>• checks the licence</li> <li>• conducts roadside interviews/searches.</li> </ul>	<ul style="list-style-type: none"> <li>• remains detached from the interaction</li> <li>• observes the scene for risk indications.</li> </ul>

A second patrol can adopt the cover role for single crewed units or if the officers involved are inexperienced.

**Note:** If a single crewed unit attends to the driver without a cover officer or cover patrol car, regular contact with the Communications Centre (Comms centre) must be made. Refer to the '[Procedure before you stop a vehicle](#)' section later in this chapter.

## Types of patrol

### Mobile patrol

The objectives of a mobile patrol are to:

- be seen, particularly in high risk locations at high risk times
- deter and detect crime and/or offenders
- improve driving standards by setting an example
- respond safely to incidents.

### Stationary patrol

A stationary patrol reminds the public of the Police presence, encouraging safe driving and deterring crime and other offending.

It is used at maximum visibility locations in heavy traffic flow and high risk locations, such as dangerous intersections and high crash areas.

When conducting a stationary patrol or speed camera enforcement, ensure your location offers you appropriate cover if another driver makes a mistake. Consider the speed and environment, as part of your TENR risk assessment, i.e. if a vehicle was to hit your parked patrol vehicle at 50km/h or 110 km/h what is the likely outcome?

For guidance on enforcement of speed, refer to the [‘Speed Enforcement’](#) chapter.

### Useful resources

- Prevention Guide: Road Policing:

 [prevention-guide.pdf](#)

730.37 KB

## Plan and prepare for patrol

### Plan the patrol route

Police is committed to intelligence led policing. From a Road Policing perspective, this means deploying to meet risk.

Districts must focus on identifying specific road policing risks, especially those related to crash promoting behaviours, and the tactics that will be used to reduce them. These tactics are contained in Safer Journeys generally located in the District Tasking (RIOD) and Coordination SharePoint application (login required) as:

- real time taskings
- monthly taskings,  
and
- tactical taskings

depending on how your district manages its road policing staff and addresses its road policing risks.

As part of your patrol planning you should familiarise yourself with key risks in your area, wherever located. You and your supervisor need to determine what patrol actions will have the greatest impact on crash reduction. Other intelligence sources may be available to assist you. Use your local knowledge along with other information and intelligence to determine where you will be the most effective.

Use information to predict where and when you can make the best differences.

- Target to risk from intelligence products, i.e. crash maps, and ask colleagues about local trouble spots
- Are any potential major road blockages, events at sports grounds or special functions scheduled that may cause traffic problems.

When your patrol is interrupted, for example to attend an incident, you should revert to your plan once the incident has been dealt with.

### Uniform requirements for traffic patrol

Police undertaking traffic stops at night must wear the high visibility long-sleeved safety jacket or the high visibility long-sleeved raincoat, as part of their uniform in compliance with the Police Manual chapter '[Uniform, dress standards and appearance](#)'- 'Requirements when wearing uniform'.

The high visibility sleeveless safety jacket may only be worn during daylight hours, as it does not comply with the night time high visibility standard of the Australia and New Zealand Standard [AS/NZS 4602.1:2011](#).

Uniformed Police must wear uniform headgear for all work outside vehicles or buildings.

## Before you stop a vehicle

### Principles

Conduct each vehicle stop **safely, effectively, lawfully** and **professionally**. Remember to:

- use the [contact and cover principle](#), and
- constantly be aware of safety, not just road safety.

### Stop a vehicle

There are four procedures to follow:

- [Before you stop a vehicle](#)
- [Alert the driver and position your vehicle](#)
- [Approach the vehicle](#)
- [Interview the driver.](#)

### Procedure before you stop a vehicle

Follow these steps before you stop a vehicle.

Step	Action
1	<p>Observe activity in the vehicle such as occupants preparing firearms, hiding evidence or acting suspiciously.</p> <p><b>Caution:</b> If you suspect the occupants have firearms, you must stop the vehicle in accordance with the High Risk Vehicle Stops (within your <a href="#">PITT</a> training) procedure while applying <a href="#">TENR</a>.</p>
2	<p>Know why, and plan how, you are going to stop the vehicle applying <a href="#">TENR</a> and considering the <a href="#">Road safety risks</a>.</p>
3	<p>Where appropriate use your Mobility device to log the 3T, prior to engaging with the driver. Do not hesitate to use the radio if any safety concerns arise, prior to or during the vehicle stop - communicate the location, event and concerns to the Communications Centre (Comms) via the radio.</p> <p>When notifying Comms of a 3T, advise Comms of any safety concerns, including:</p> <ul style="list-style-type: none"> <li>• the person(s) who would commonly use the vehicle being stopped</li> <li>• an occupant of the vehicle</li> <li>• location</li> <li>• registration of vehicle stopped</li> <li>• using the radio also gives other patrols awareness of your location if you require assistance.</li> </ul>
4	<p>Assess the <a href="#">risk</a>. Consider the:</p> <ul style="list-style-type: none"> <li>• known history of the owner and occupants</li> <li>• proximity of the nearest back-up patrol.</li> </ul>
5	<p>If there are suspicious circumstances, advise Comms of:</p> <ul style="list-style-type: none"> <li>• the vehicle's direction of travel</li> <li>• a description of the occupants</li> <li>• how you plan to stop the vehicle</li> <li>• your back up requirements.</li> </ul>
6	<p>Request back-up early if needed based on any real or potential threats identified from your risk assessment. Follow the vehicle and stop it only once back-up is present.</p>
7	<p>Decide where you will stop the vehicle. Above all, the place should be safe and well lit in a built-up area where you have plenty of room to move.</p> <p>For public safety, there should be:</p> <ul style="list-style-type: none"> <li>• no obstructions</li> <li>• no risk of crash</li> <li>• room for the occupants to get out safely.</li> </ul> <p><b>Note:</b> Avoid stopping on corners or outside licensed premises.</p>

## Alert the driver and position your vehicle

### To alert the driver

Once you have selected a suitable location to stop the vehicle, based on [TENR](#), alert the driver by following these steps.

Step	Action
1	<p>Activate your vehicle's blue and red lights and use the siren to indicate your intention to the target driver.</p> <p><b>Note:</b> It is recommended that you always activate your siren, even if it seems unnecessary. It will assist you in supporting a case of failing to stop or failing to remain stopped. In such cases you must satisfy the court that the driver had clearly heard and seen the patrol vehicle.</p>
2	Where possible, while following the driver keep to the right so they have a clear view of you in their interior and exterior mirrors.
3	Use your indicators to signal your intention to pull over to the left. Then use a hand signal or the PA system to direct the driver to stop in a safe location.
4	Check the traffic behind you.
5	Once you have attracted the driver's attention, and it is obvious the driver is pulling over, immediately cover the brake and be ready to brake in a controlled manner.
6	Allow a safety margin in case the driver panics and brakes abruptly.
7	If you are in an unmarked car, allow a greater safety margin than usual because of a possible delay in the driver's response.
8	Keep a watch on activities inside the car at all times.

### To position your vehicle

Once have you alerted the driver, position your vehicle by following these steps and applying [TENR](#) throughout.

Step	Action
1	Once the driver understands they are required to stop, allow them to stop safely.
2	Slow down carefully and position your vehicle approximately a car length behind the other vehicle and 1 metre to the right of their vehicle.
3	Position your vehicle to create a safety zone in which to walk towards the other vehicle.

# Approaching a vehicle

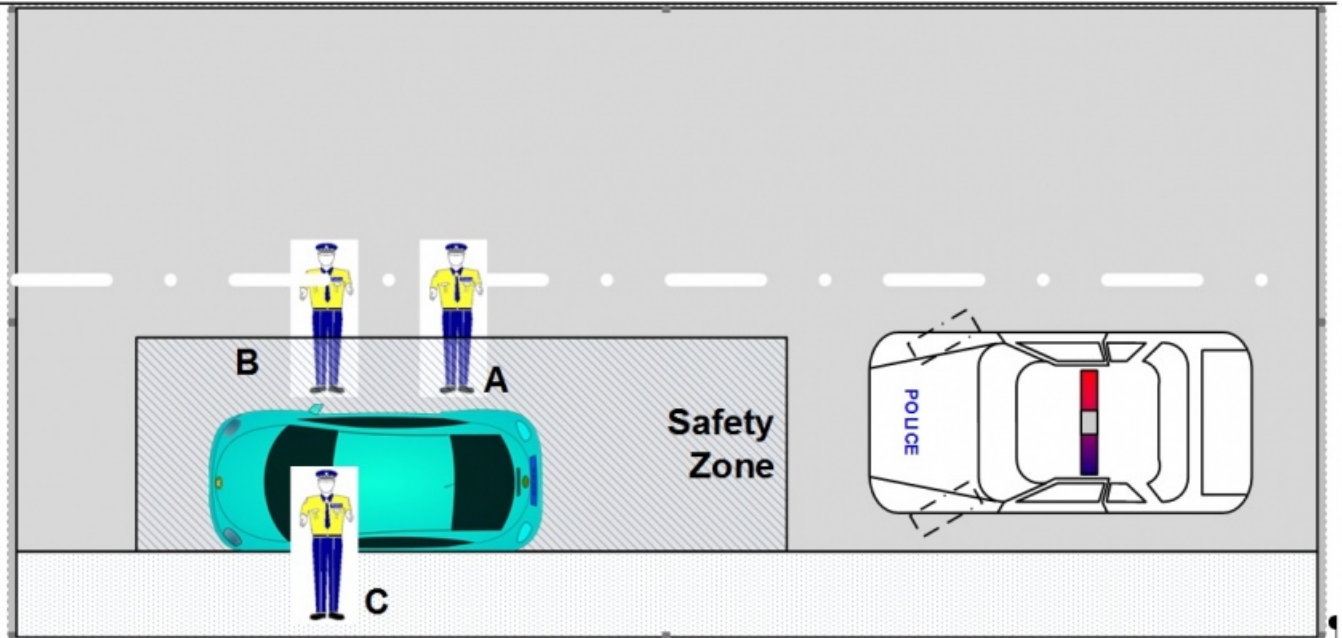
## Vehicle approach procedure

Follow these steps when initially approaching a vehicle and apply **TENR** continuously.

Step	Action
1	<p>Where appropriate use your Mobility device to log the 3T, prior to engaging with the driver. Do not hesitate to use the radio if any safety concerns arise, prior to or during the vehicle stop - communicate the location, event and concerns to the Communications Centre (Comms) via the radio.</p> <p>When notifying Comms of a 3T, advise Comms of any safety concerns, including:</p> <ul style="list-style-type: none"> <li>• the person(s) who would commonly use the vehicle being stopped</li> <li>• an occupant of the vehicle</li> <li>• location</li> <li>• registration of vehicle stopped.</li> </ul> <p>Using the radio also gives other patrols awareness of your location if you require assistance.</p>
2	<p>Before you get out of your vehicle, consider:</p> <ul style="list-style-type: none"> <li>• your reason for the stop</li> <li>• the number or type of occupants</li> <li>• location</li> <li>• surrounding traffic</li> <li>• whether you are one or two up</li> <li>• back-up availability.</li> </ul>
3	<p>At night, use your forward facing 'take down' lights only briefly to scan the inside of the suspect vehicle.</p> <p><b>Caution:</b> Do not leave the 'take down' lights switched on, as they reduce the contact officer's vision of the suspect vehicle.</p>
4	<p>Decide whether it is appropriate to turn your flashing blue and red lights down to the secondary setting; and check that ATIS has been activated (where fitted) before taking the keys out of the patrol vehicle ignition.</p>
5	<p>Use the contact and cover principle to approach the suspect vehicle. Discuss these roles with your partner, so each knows what the other is doing.</p>
6	<p>Always remove the patrol vehicle's ignition keys before leaving the vehicle. Consider the direction of the steering wheels to mitigate secondary risks associated with your patrol car being hit by another vehicle, i.e. if your vehicle is hit, which direction is it likely to move based on the steering wheels.</p>
7	<p>Use the safety zone created by the patrol vehicle's position to protect you from passing traffic.</p>

**Step Action**

- 8 If you are the contact officer, it is usual to approach the driver's side of the vehicle scanning for hazards as you approach. Follow these steps:
- pause at position "A" (see diagram below) long enough to make contact with the driver and assess any danger
  - move past and stand at position "B" for any interview and interaction with the driver. Note: this position allows you to keep both the driver and approaching traffic in view
  - stand in position "C" in instances of heavy traffic flow. It may be safer to approach the vehicle from the passenger side.



- 9 Pause to reassess the risks.

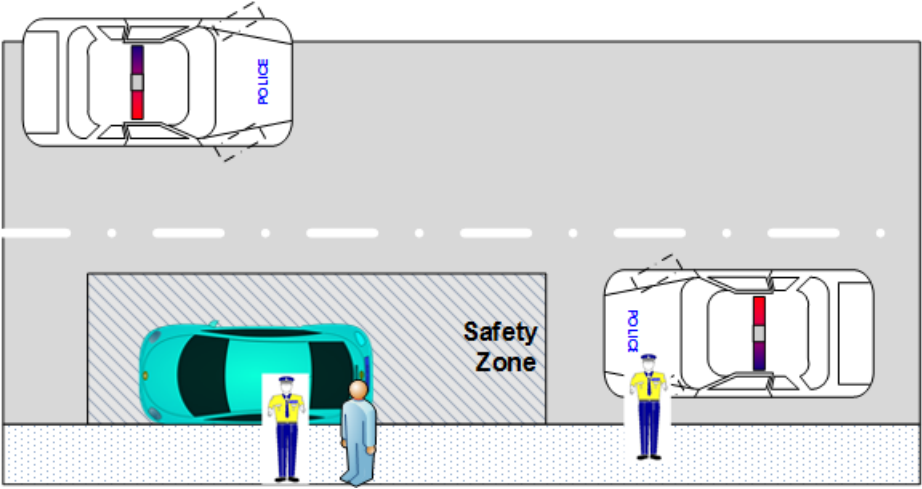
- 10 Scan the condition of the suspect vehicle. In particular, take note of the boot lock, contents of seats and the demeanour of the occupants.



# Approaching the driver

## Driver approach procedure

Follow these steps when approaching the driver and apply **TENR** continuously .

Step	Action
1	Where there is risk of drive-off, instruct the driver to turn off their ignition.
2	<p>If a driver refuses your request to remain in the car, invite the driver to the side of the road near the rear of the car (see picture below). From this position, the cover officer can observe the interview and you can withdraw to the Police vehicle if necessary.</p> 
3	Never stand or conduct an interview in the area between the two cars. If your patrol vehicle is struck from behind, it may be shunted forward and into the suspect vehicle.
4	<p>If the driver gets out of the vehicle:</p> <ul style="list-style-type: none"> <li>• ask them to return and stay seated in the vehicle, and</li> <li>• if this request fails, follow step 2 above.</li> </ul>

## Interviewing the driver

### Identify yourself

If the vehicle has been stopped because you believe an offence, other than a driving offence, has been committed, the contact officer must:

- if not in uniform, identify themselves by name
- produce evidence to show they are a Police employee (if not in uniform)
- if you intend to search the vehicle for a person or evidential material, you must comply with section [131](#) S&S Act 2012. You must:
  - identify yourself by name or unique identifier
  - if not in Police uniform produce identification
  - announce your intention to enter and search the vehicle
  - state the reason for the search
  - state the act under which the search is taking place (S&S Act).

See '[Vehicle search](#)' for further details.

### Interview

The first 60 seconds are the most important, as this is considered the critical period in the officer/driver roadside interaction.

The incident or occurrence from the driver's perspective may be considered 'negative' from the point the vehicle is stopped until they are spoken to by the contact officer. The contact officer sets the scene for the interaction in the first 60 seconds.

### When interviewing

Don't ...	Do ...
<ul style="list-style-type: none"> <li>• apologise for the stop</li> <li>• show any outward signs of annoyance, anger or irritation</li> <li>• react to any smart, patronising or irritating remarks from the driver or occupants</li> <li>• be drawn into an argument (keep conversation to a minimum)</li> <li>• cause a driver to lose face, especially in front of their family or friends</li> <li>• threaten the driver</li> <li>• delay the driver unnecessarily.</li> </ul>	<ul style="list-style-type: none"> <li>• be courteous, confident and positive without being confrontational</li> <li>• keep your approach neutral and fair</li> <li>• be alert for danger and constantly monitor the vehicle occupants' actions, as well as passing traffic and pedestrians</li> <li>• always 'keep your cool'.</li> </ul>

### Why this approach is successful

This approach is successful because:

- it reduces potential for conflict in traffic enforcement and helps maintain public co-operation
- when used consistently, the public knows what to expect and that reduces uncertainty and the potential for conflict
- it is sure and reliable and improves officers' confidence and professionalism
- it aligns with the principles of [Service Excellence](#).

### How to interview

Follow these steps when interviewing people stopped in their vehicles.

Step	Action
1	<p>Greet the driver by saying</p> <ul style="list-style-type: none"> <li>• "Good morning, sir/madam/driver" (for example) until you find out their name.</li> </ul> <p>Consider introducing yourself by name and station.</p>
2	<p>Explain firmly yet politely the reason for the stop. For example, "I have stopped you because I checked your speed at 70 km/h in a 50 km/h area". <b>Note: Do not</b> ask the driver if they know why the car has been stopped. This invites a denial and subsequent confrontation.</p>
3	<p>Ask for an explanation for the driver's actions and:</p> <ul style="list-style-type: none"> <li>• listen attentively <b>without</b> interrupting or commenting</li> <li>• note the explanation in your notebook to use as evidence later if necessary.</li> </ul>
4	<p>Ask for their driver licence to verify the driver's identity. Check the contents of the licence including that:</p> <ul style="list-style-type: none"> <li>• the picture is an accurate likeness</li> <li>• it is not expired</li> <li>• the driver has the appropriate class of licence to drive that vehicle</li> <li>• any restrictions or conditions on the licence are complied with.</li> </ul> <p>Keep the licence temporarily if you intend to issue an infringement offence notice (ION) or if you intend to prepare a charging document. Ask for the driver's particulars (section <a href="#">114(3)(b) LTA</a>):</p> <ul style="list-style-type: none"> <li>• full name</li> <li>• full address</li> <li>• date of birth</li> <li>• occupation</li> <li>• telephone number</li> <li>• state whether they are the owner of the vehicle or not</li> <li>• give the vehicle owners name and address.</li> </ul> <p>After this, you may address the driver by name.</p> <p><b>Note:</b> Mobility allows you to quickly scan a <a href="#">driver licence</a>, <a href="#">Transport Service Label</a> or, <a href="#">Road User Charges</a> label and <a href="#">vehicle licence label</a> to enable quick check against details held in NIA (including Driver Licence version). This data can then be used to populate an ION or WTW if required.</p>
5	<p>Conduct a passive breath test on the driver. If appropriate, continue breath/drug test procedures in accordance with the '<a href="#">Alcohol and drug impaired driving</a>' chapter.</p>
6	<p>Inspect the vehicle for defects.</p> <ul style="list-style-type: none"> <li>• Check that the front registration plate number matches the rear.</li> <li>• Check and note the Evidence of Vehicle Inspection (WOF or COF label) and licence label expiry dates, and that all relevant details match.</li> <li>• Be alert for evidence of other offending, including criminal or drug related matters.</li> </ul> <p><b>Note:</b> Refer to the <a href="#">Safe Driver - Safe Vehicle video</a> for further guidance.</p>
7	<p>If appropriate or necessary, return to the patrol vehicle to confirm the information and details given by a QV, QP or QDL.</p>

Step	Action
8	Discretion - a certain level of discretion is permitted when considering what is the most appropriate action. See the ' <a href="#">Speed enforcement</a> ', ' <a href="#">Traffic compliance scheme</a> ' and ' <a href="#">Written traffic warnings</a> ' chapters of the Police Manual for further information.
9	If an offence notice is required, tell the driver you are going to issue one. <ul style="list-style-type: none"><li>• Fully complete the notice.</li><li>• Explain the details of the notice to the driver.</li><li>• Hand back the driver licence and advise the driver they will receive the notice in the post within 7 days.</li></ul>
10	Leave your patrol car's warning devices on until the stopped vehicle has safely re-entered the traffic flow and you have moved off, or out of the safety zone position to the side of the road.

**Note:** These steps relate to exercising your powers as conferred by section [114](#) LTA, which gives Police the authority to stop and speak with a driver for traffic related offending. You need to be familiar with those powers.

## Checkpoint Traffic Management

Planned checkpoints impede the natural flow of traffic and create risks for Police and the public. Planned checkpoints conducted in accordance with temporary traffic management principles help to eliminate and/or minimise these risks. These checkpoints should be setup in accordance with Temporary Traffic Management (TTM) principles.

**Note:** This section provides **guidance for staff to make decisions** as to the most appropriate response, except where a Traffic Management Plan (TMP) **must** be prepared.

Refer to [Appendix 1](#) for sample Checkpoint Plans for guidance when setting up a site.

### Key TTM Principles

Effective checkpoints should:

- warn the driver of the checkpoint (visibility)
- taper the lane to shift vehicles (guidance through the checkpoint)
- squeeze speed out of approaching vehicles (side friction), and
- ensure Police are visible (personal/team safety).

### Employer responsibility

Police will ensure, so far as is reasonably practicable, that staff are provided with information, training, instruction and supervision when operating a checkpoint.

### Traffic Management Plans (TMPs)

Where Police operate a checkpoint on a state highway or motorway, where speeds exceed 80km/h, or otherwise identified risks are present, an NZTA approved site specific Traffic Management Plan (TMP) **must** be used.

### Checkpoint Plans

Staff should setup checkpoints in accordance with the Key TTM Principles to maximise safety and minimise risk. Checkpoint plans may be site specific, or generic.

A site specific Checkpoint Plan may be required for unique operations, e.g. [outlaw motorcycle gang vehicle checkpoint](#).

For all other checkpoints a plan based on this chapter can be used as a guide. However, sites should be approved by the District Road Policing Manager. These generic Checkpoint Plans, where used, must be available for the Site Controller to set up the site.

If an inspector, e.g. WorkSafe NZ or member of the local road controlling authority, attends the site and requests your "TMP", supply copies of your Checkpoint Plan or TMP (if appropriate) including a generic template if used, and any additional planning and briefing notes.

### Pre-deployment checkpoint briefing

A pre-deployment briefing should be conducted for all checkpoints and should follow [GSMEAC](#) and [TENR](#). These briefings may on occasion include partner agency and ride-along persons. Refer to [Appendix 2](#) for a sample briefing checklist.

The checkpoint briefing needs to emphasise, although not limited to:

- under the [Health and Safety at Work Act 2015](#), Police and the Site Controller have a duty of care and are responsible for site safety
- any person on site is required to follow all instructions of the Site Controller/Safety Officer
- that there are hazards and risks that can continually change

- persons must continually stay focused
- persons must stick to their tasks they have been assigned
- if any doubts exist, always liaise with the Site Controller
- all site visitors and Police are required to wear high visibility garments.

## Setting up checkpoints

The layout of checkpoints must be of a standard that:

- allows staff to set up the equipment safely and correctly
- ensures the layout is fit for purpose
- provides protection for staff and the public
- allows for any site constraints.

For larger checkpoints there should be a taper of cones clearly visible. The length of taper depends on the speed limit and the lateral shift. This acts as a warning to approaching drivers and directs the vehicle(s) to where you are working on your site. When setting out your taper length consider *Figure 1* below, which shows how long it takes for a driver to stop, bearing in mind larger vehicles will take longer to stop. By doing so you should also eliminate the chance of [a secondary crash](#) when the line of traffic is out of your direct sight.

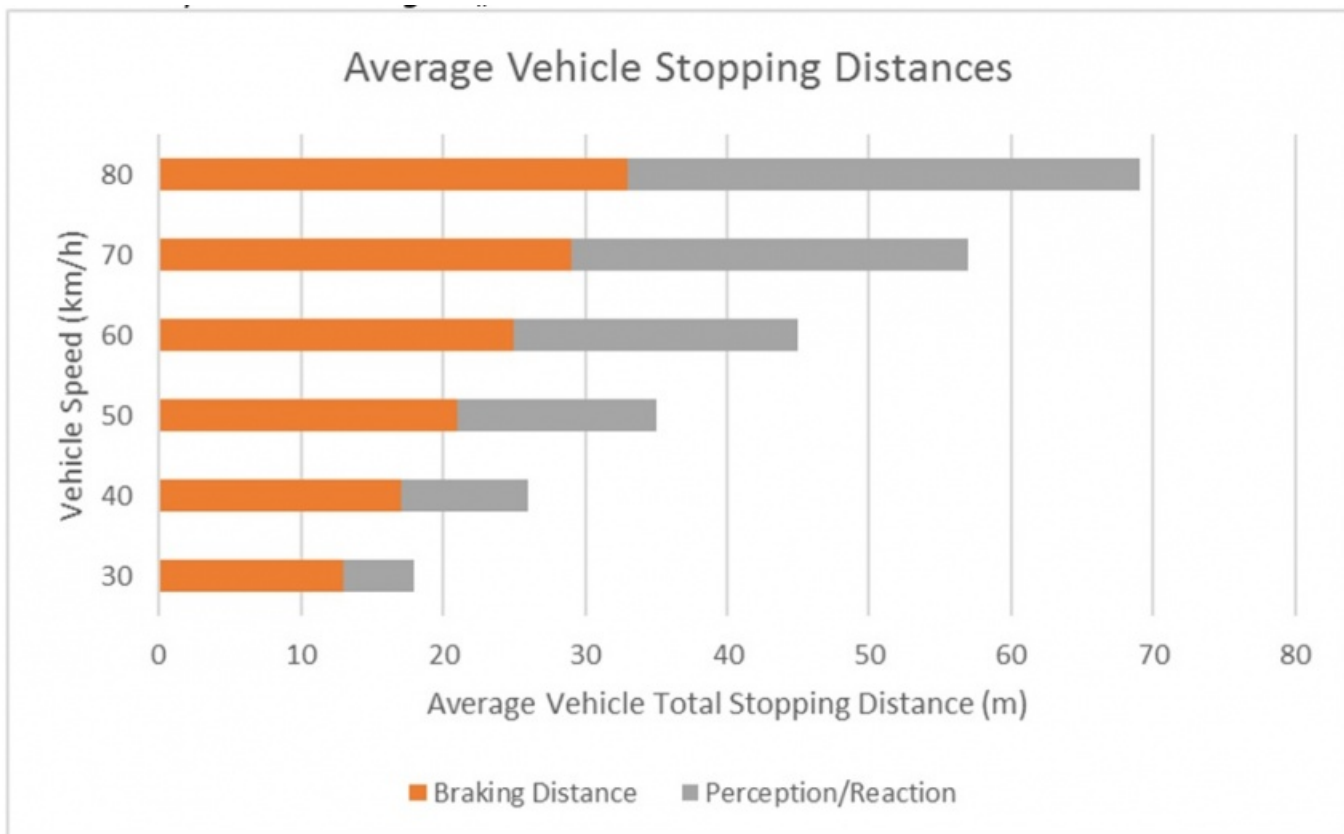


Figure 1 Consider stopping distance and your line of sight

Cones should be placed at regular intervals so approaching drivers do not think they have an option to deviate from the intended path. The spacing between the cones should reduce as the vehicle approaches the work zone.

The line of sight of a person while driving is the visible path of travel from their vehicle to the target area, in our case a checkpoint. Line of sight restriction is a term used to describe an object that blocks a person's sight path to your checkpoint. This could be anything from another vehicle in front of theirs, a curve, crest of a hill or wrongly positioned Police vehicles.

## Checkpoint location and secondary crashes

A high risk of secondary crashes can occur as a result of a poorly selected checkpoint site including:

- around a curve
- beyond hill crest
- larger vehicle blocking view of scene.

## Cones

Standard Police issue cones should be used, including electronic road flares where available.

**Note:** Speed humps are not an approved device for use by Police.

## Signs

Police pack signs should be used where applicable and possible, to provide warning to approaching drivers as to the purpose of the checkpoint and to alter their speed.

## Police vehicles

A Police vehicle may also provide additional cover to prevent staff from being hit by a vehicle while executing duties on a road. If your TENR risk assessment and the site infrastructure determine that a patrol vehicle will provide better protection than cones, ensure the patrol vehicle:

- is pointed in towards the work zone
- steering lock is hard left
- flashing lights are in alternating mode.

Refer to Appendix 1 for examples of possible use.

## Checkpoint layout - Chicanes

A chicane involves merging multiple lanes of traffic onto a different alignment before a shift laterally around the work zone or altering the path of a vehicle in a single lane on its approach to a checkpoint.

The benefits of chicanes are:

- better controlled merging of the various lanes
- traffic is calmed by lane merging and shifting in advance of the work zone
- improved safety through the checkpoint site
- driver attention is more hazard focused, increasing driver risk awareness.

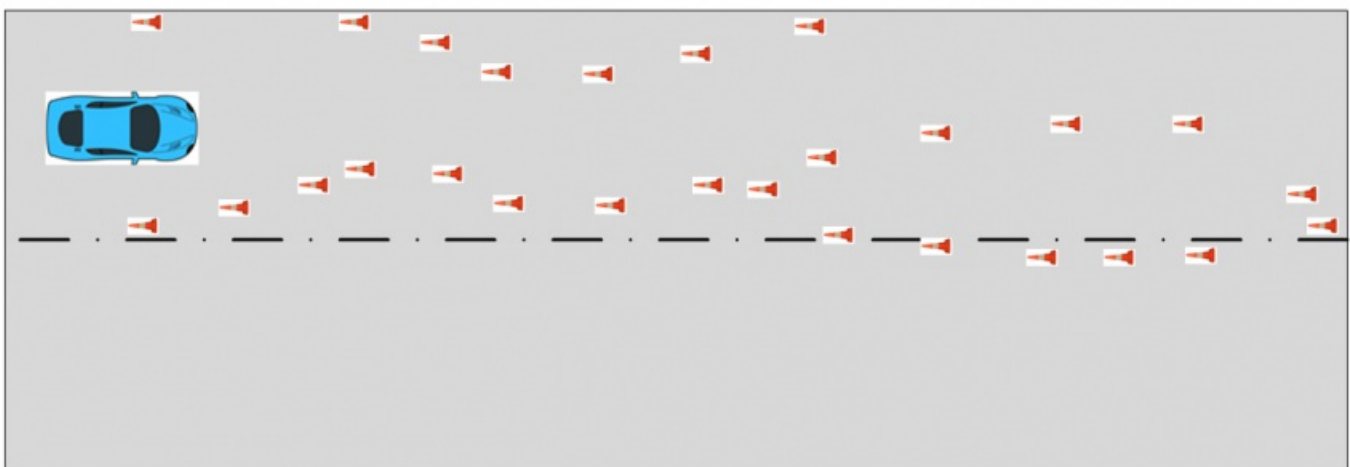


Figure 2 Offset cone spacing at indicates to the driver there is something different ahead

## Checkpoint operation

Police must:

- maintain eye contact with the driver of the first approaching vehicle
- give definite and clear signals
- at night use a torch with cone attached to give positive directions
- identify contingency escape routes in the event of a vehicle appearing not to stop
- be courteous at all times in dealing with the public.

To operate a checkpoint staff must always be aware of their own personal safety and that of other road users. There must always be a site controller and/or safety officer present, however, site safety is everyone's responsibility. Staff need to be aware of all traffic movements and **must continuously** apply [TENR](#) to manage risk at a checkpoint.



## Principles and Guide for Running a Checkpoint

All checkpoints are invariably different and require different considerations when setting up and operating.

The following provides **guidance on possible roles and tasks** for different size checkpoints. The speed zone may impact on the number of staff required to safely operate a checkpoint.

Number of Police	1-6	7-14	15+
<b>Site O/C ensures</b>	equipment is sufficient to achieve a safe worksite, eg, <ul style="list-style-type: none"> <li>• Vehicle</li> <li>• Cones</li> <li>• Signs</li> <li>• Environment/speed zone</li> <li>• High visibility garments</li> <li>• Identify work zone</li> </ul>		
<b>Site O/C designates</b>	Site Controller, and Safety Officer.  (may be the same person)	If staffing allows standalone: <ul style="list-style-type: none"> <li>• Site Controller, and</li> <li>• Safety Officer(s)</li> </ul>	Standalone: <ul style="list-style-type: none"> <li>• Site Controller, and</li> <li>• Safety Officer(s)</li> </ul>
<b>Site Controller Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Risk Assessment – TENR</li> <li>• Equipment check</li> <li>• Copy of Checkpoint Plan</li> <li>• Contingency Plan</li> <li>• Conduct a briefing – GSMEAC</li> <li>• Safe site setup/monitor/shutdown</li> </ul>		
	<ul style="list-style-type: none"> <li>• May delegate tasks as required</li> <li>• Liaise with Safety Officer regularly</li> </ul>		
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>• Required to be on site at all times assisting the Site Controller</li> <li>• Report any issues that affect the safe operation of the site to the Site Controller</li> </ul>		

**Note:** Ensure that there is a Site Controller at the checkpoint at all times.

Site Safety officers should be focused solely on safety and not be distracted by operational demands of the checkpoint.

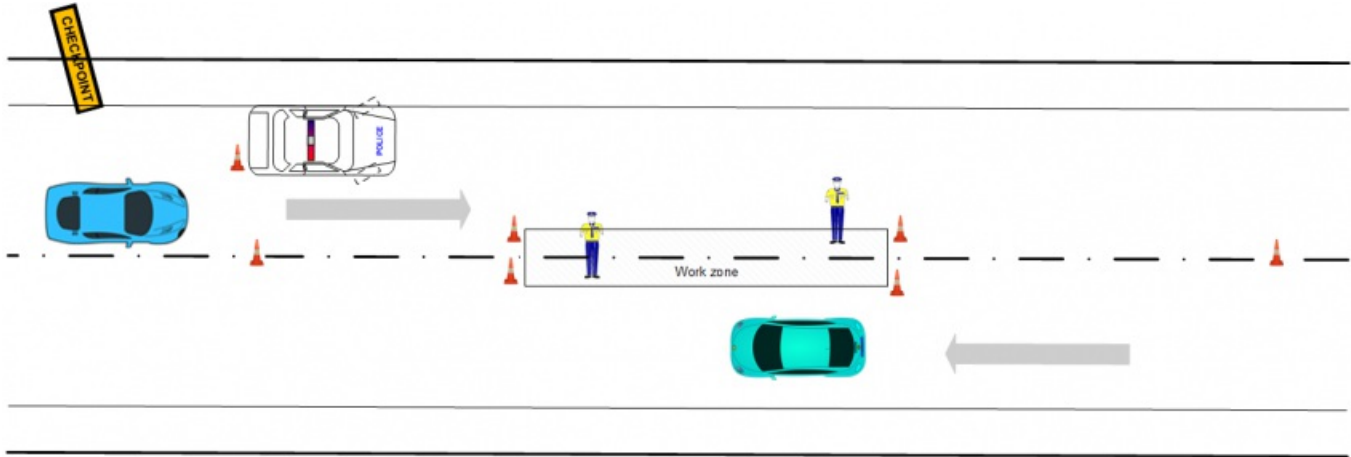
Any site improvements or near misses should be reported to the Site Controller/Safety Officer.

## Appendix 1 – Generic Checkpoint Plan examples for guidance

Please be advised that the following examples are provided as guidance only and are not exact templates for replication. They are designed to assist staff in determining the most appropriate checkpoint layout based on your TENR risk assessment.

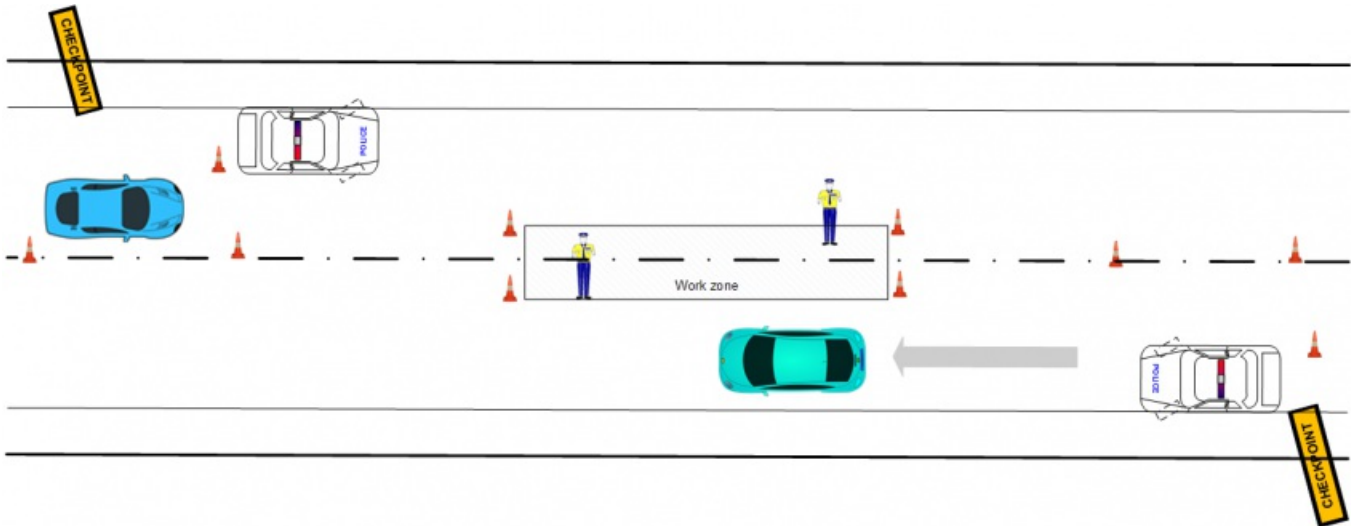
### Checkpoint – two way residential lit road – low speed zone – one vehicle – two person

Cones with electronic flares at night. Patrol vehicles with red & blues or hazard lights on. 6-8 cones.

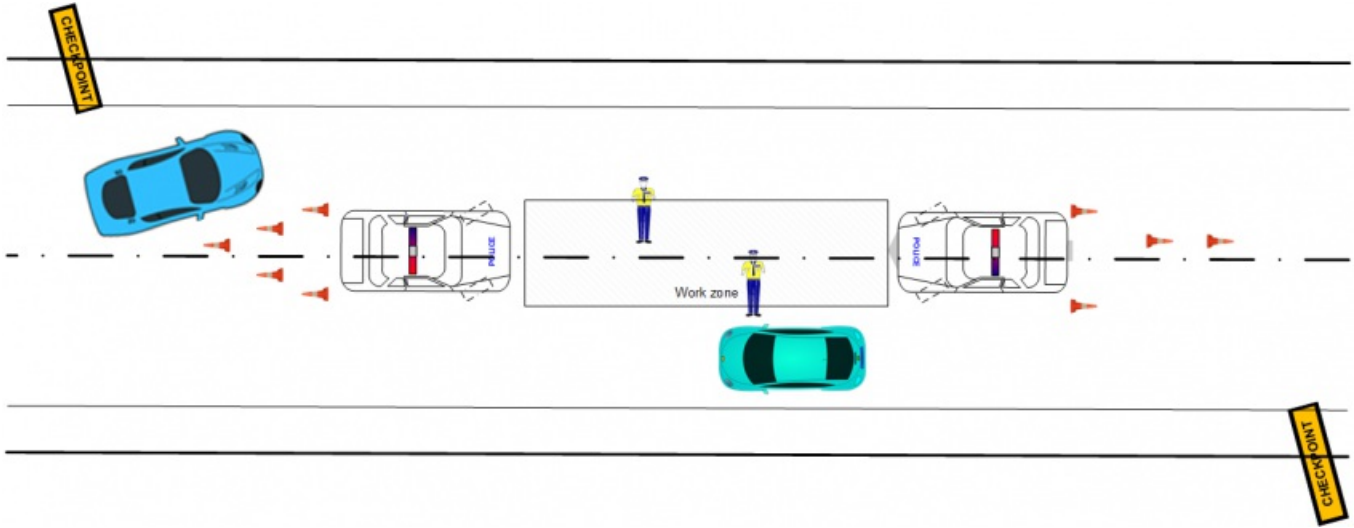


### Checkpoint – two way residential lit road – low speed zone – two vehicle – four person

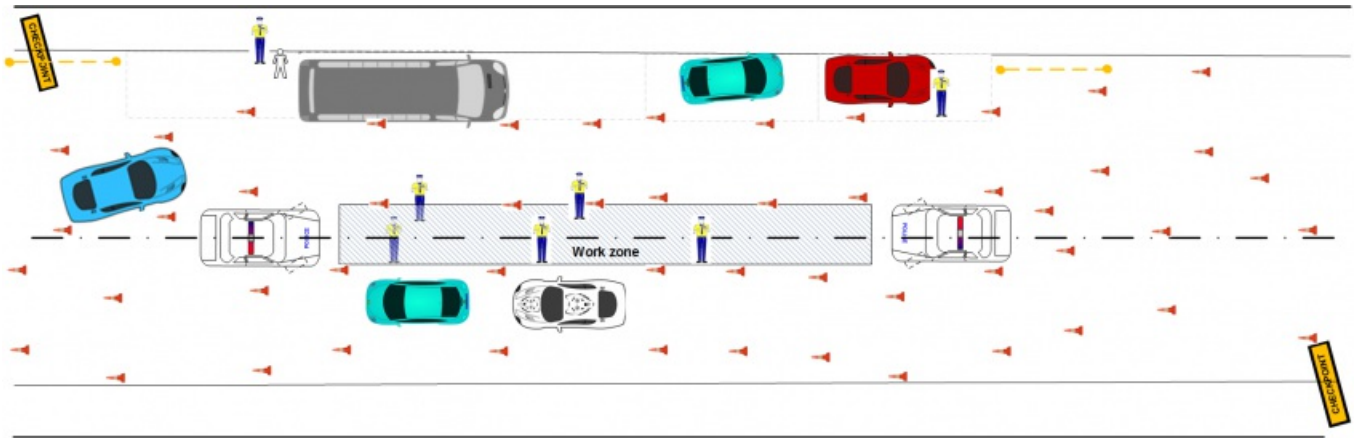
Cones with electronic flares at night. Patrol vehicles with red & blues or hazard lights on. 10-12 cones



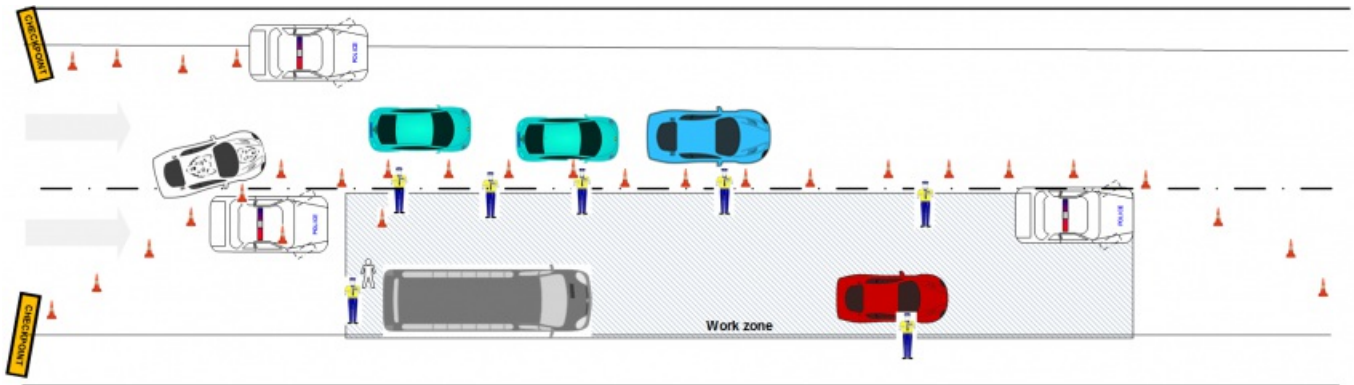
### Breath testing checkpoint – two way road – low speed zone - without Mobile Road Safety Base



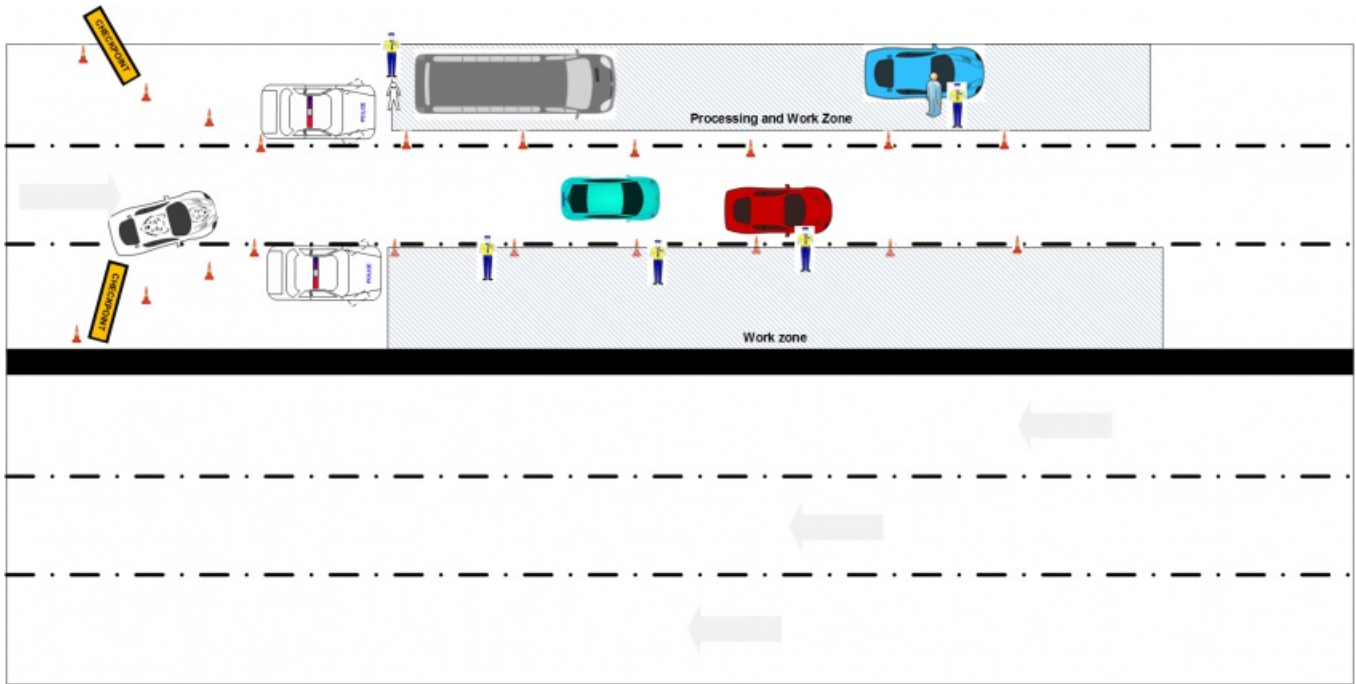
**7-14 person checkpoint – two direction– two way road – with Mobile Road Safety Base**



**7-14 checkpoint – two lane same direction**



**14+ employee checkpoint Multi-lane same direction example 2**



## Appendix 2: Template for checkpoint briefing

The following generic checklist may assist in planning and briefing Police for a checkpoint.

### When to use this form?

This sample checklist is designed to assist you in planning and assessing your site. It is not designed to accommodate all situations or replace your continual risk assessment - [TENR](#).

Date	Checkpoint Location
Time	Setup time
TENR	Breakdown time
GSMEAC	
	Role Allocation
	Operation O/C
Vehicles	Site Controller
Site plan	Site Safety Officer(s)
Cones	Delegated Authorities (no/yes)
Signs	
Work Site	Operation overview
Speed Limit	Operation objectives
	Intercept policy
Hi Visibility Clothing	Operational Policy discussion
General Notes	
Safe Site Policy discussion	

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