



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Traffic		
POLICY & PROCEDURE # 5.05	DATE OF ISSUE: 09/28/2018	EFFECTIVE DATE: 10/10/2018
SUBJECT: MOTOR VEHICLE WINDOW TINT METER	ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission # None	<input checked="" type="checkbox"/> X___NEW ___AMENDS ___RESCINDS	

I. PURPOSE

The Acton Police Department, in an effort to increase levels of safety for the motoring public, pedestrians, police officers, and the general public, shall enlist the use of the Window Tint Meter to measure the visible light transmittance of the windows of motor vehicles and thus enforce the applicable laws of this state relative to the tinting of motor vehicles windows. The purpose of this directive is to establish policy and procedures concerning certification, training, maintenance, and use of Window Tint Meter instruments.

II. POLICY

It is the policy of the Acton Police Department to:

- A. Utilize the Window Tint Meter in a manner designed to create a reduction in motor vehicle window tint violations by improving the general quality of illegal motor vehicle window tint enforcement and convictions.
- B. Establish procedures for certification of Window Tint Meter Instructors and Operators.
- C. Establish Procedures for certification, maintenance, calibration, and use of the Window Tint Meter.

III. PROCEDURE

A. Duties and Responsibilities:

- 1. The Acton Police Department shall maintain a log of each Window Tint Meter utilized by the department employees, which will include:
 - a) Window Tint Meter manufacturer and model;
 - b) Department equipment inventory number;

- c) Serial number of the instrument;
 - d) Copy of instrument certification;
 - e) Date and serial number of calibration standards assigned to the instrument;
and
 - f) Due date for new calibration standards.
2. The Acton Police Department shall maintain a log of all Certified Window Tint Meter Instructors, which will include:
- a) Name of Instructor;
 - b) Date of Instructor certification; and
 - c) Due date for Instructor recertification.
3. The Window Tint Meter Instructor shall be responsible for the following:
- a) Administering instructional classes as provided by the Window Tint Meter Instructor Certification Course.
 - b) Maintaining a log of employees who successfully complete a course of instruction given by the Instructor, which shall be provided to the Department upon request.
4. The Window Tint Meter Operator shall be responsible for the following:
- a) Verification of the calibration of the instrument in accordance with the manufacturer's recommendations. This verification shall be completed at least once per shift of assignment and use of the instrument.
 - b) Assuring that the instrument is not utilized for enforcement purposes when calibration is not within the manufacturer's specifications, or when the calibration standards have expired.
 - c) Reporting to the patrol shift supervisor any malfunction of the instrument.
 - d) Completing the appropriate paperwork required for illegal window tint violations and enforcement.

B. Operation:

1. When transporting the Window Tint Meter, the instrument will be carried and stored in the carrying case.
2. The Window Tint Meter shall be operated in accordance with the manufacturer's specifications at all times.
3. Calibration standards shall be assigned to each Department Window Tint Meter, and shall not be utilized for the purpose of calibration of any other instrument.

4. At least once during the officer's shift, the Window Tint Meter shall be calibrated in accordance with the manufacturer's specifications to ensure the proper operation of the instrument.

C. Certification:

1. No Department employee shall operate the Window Tint Meter for enforcement purposes unless actively certified as a Window Tint Meter Operator or Window Tint Meter Instructor.
2. No Window Tint Meter shall be utilized for enforcement purposes when the calibration samples do not meet the manufacturer's specifications.

D. Court Preparation:

1. Court experience in window tint cases indicates that personnel, in addition to the usual required facts of the case, must be prepared to establish the following:
 - a) That the Window Tint Meter was operating properly;
 - b) That the instrument was properly calibrated;
 - c) That the instrument and calibration standards are certified for accuracy, and that the calibration standards have not expired; and
 - d) That the operator of the Window Tint Meter has been trained in the proper use of the instrument, and is a Certified Operator or Certified Instructor.

MOTOR VEHICLE WINDOW TINT METER INFORMATION

History: None