

Traffic Direction and Control--

A. Traffic Direction and Control:

1. Standardized methods of traffic control are more effective and result in improved public relations.
 - a) For safety and the ability to best observe traffic flow, the center of an intersection is often the best position.
 - b) When regulating foot traffic, working a complex intersection, or when full manual control is not necessary, the employee should be in the best position to observe the traffic approaching. The employee should consider a motorist may fail to obey hand signals if unable to see the officer.
2. Employees will wear a reflective safety vest whenever in the roadway directing or controlling traffic. Wearing the helmet is at the discretion of the officer except when directed to do so by a supervisor. Reflective vests are issued and will be carried at all times.
3. When hazardous situations develop a supervisor will direct the establishment of a manual traffic control point, if needed. For special events the supervisor may issue, directed patrol assignments stating when and where manual control of intersection traffic will be required. Manual control shall not be used when an existing automatic control device will alleviate the problem.

B. Manual Operation of Traffic Control Devices:

1. Manual operations of traffic control signal light is normally done to either attempt to recycle a signal light or place the signal lights on flash. Other situations may also require manual operation:
 - a) When the traffic light malfunctions.
 - b) To facilitate movement at traffic accidents or other emergencies.
 - c) To provide uninterrupted movement for a motorcade, funeral procession, etc.
 - d) To alleviate congestion resulting from use of automatic controls, particularly during planned special events.
2. When manually operating traffic control signal lights due to traffic congestion in all four directions, employees will:
 - a) Stop traffic in all directions.
 - b) Place the traffic control signal on four-way flash.
 - c) Direct traffic from within the intersection until the congestion is alleviated.
3. When manually operating traffic control signals due to traffic congestion on one street, employees will:
 - a) Place the traffic signal box switch on "manual" and run traffic for an extended period of time in one direction.
 - b) Switch to the other direction of travel for shorter periods of time until the congestion has been alleviated.

C. Hand Signals:

1. It is essential that people using the roadway know the officer is there to direct traffic.
2. Employees will use approved traffic direction and control methods to ensure traffic direction and control techniques are standardized.
3. Orders or direction to a motorist or pedestrian should never be vocal except in an emergency. Simple hand signals that are clearly visible and readily understandable emphasized, by the use of the whistle will conform to:
 - a) The employee should stand facing one line of stopped traffic with their side toward moving traffic. Any mechanical signals should be turned off if possible as hand signals in conjunction with traffic signals cause confusion.
 - b) The manual "stop" signal should be given while standing sideways to the flow of traffic and should be preceded by one blast of the whistle.
 - (1) Speed and distance should be carefully considered so vehicles can stop safely.
 - (2) A "stop" signal will be given when vehicles approach an intersection where cross traffic has the right-of-way if there are no other stopped vehicles there at the time.
 - c) The employee maintains arms in the "stop" signal position and turns at right angles so their side faces the traffic to be started. When the intersection is clear, the officer should turn their head first to one direction while giving the "go" signal and then to the opposite direction with a similar gesture.
 - d) The "go" signal need not be continuously repeated for a steady stream of vehicles, but vehicles approaching after a gap in the traffic flow should be signaled.

4. Using the Whistle:

- a) One whistle blast is used in conjunction with the manual "stop" signal and two with the "go" signal.
- b) Short rapid whistle blasts are used to warn of unusual or hazardous conditions or to attract any person's attention who does not respond to hand signals.
5. Vehicles should not be allowed to enter intersections they cannot clear because of congestion immediately beyond.
6. Advantage should be taken of gaps in one moving line of traffic to stop the flow and to start the cross traffic moving.
7. Left turns at an intersection controlled by an officer are at the employee's discretion based on traffic volume and conditions at the intersection, unless otherwise directed by a supervisor.

D. Emergency Vehicles Approaching:

1. Emergency vehicles may have to be directed through an intersection. All vehicular and pedestrian traffic will be stopped for the emergency vehicle signaled to proceed.
2. If the driver signals a turn, the employee should acknowledge by motioning in the proper direction.
3. The employee should check to make sure another emergency vehicle is not approaching on a conflicting course; in such a circumstance, a very distinct "stop" signal will be given to one of the vehicles.

E. **Violations Observed:** If minor traffic violations are observed while directing traffic, they should be overlooked. If the violation is serious, if and when feasible, the driver will be instructed to pull clear of the intersection to the nearest curb for proper enforcement action.

F. **Special Events:** Special contingency plans will be prepared for all planned major special events and will include:

1. Entrance and exit of vehicles and pedestrians.
2. Provisions for parking, spectator control.
3. Public transportation.
4. Assignment of point control duties and relief.
5. Alternate traffic routing.
6. Temporary traffic controls and parking prohibitions.
7. Emergency vehicle access.
8. Appropriate media coverage of such plans.

G. **Fire Scenes:**

1. No vehicles, including those of volunteer firemen, are allowed to drive into the block where fire apparatus is parked and operating.
2. No vehicles are allowed to drive over fire hoses without the approval of the on-scene fire commander.
3. In case of a fire at a facility such as a hospital, no vehicles, including those of volunteer firemen, will be allowed on the grounds.
4. The exceptions to the rules above will be life saving vehicles on actual calls for service.
5. Parked vehicles that interfere with fire operations may be towed.

H. **Helicopter Landing Zones:**

1. When helicopters land for ambulance service, responsibility for the safety of the helicopter falls on the police department.
2. The supervisor or on-scene officer will coordinate security of the landing site with the on-scene fire commander.
3. Alleys and private drives on side streets that may not normally be blocked on an arterial accident are given special consideration.
4. A safe zone of at least 50 feet should be maintained around the helicopter where no persons will be allowed to enter except for emergency personnel.
5. The Fire Department is responsible for landing and communicating with the helicopter.

I. **Adverse Road and Weather Conditions:**

1. The Patrol shift commander will ensure that notification is given to any agency or group that may be affected by or be needed to help control traffic or road conditions to prevent injury or further damage from occurring.
2. The shift commander may contact the news media, Traffic Engineering, Public Works or other departments for assistance.
3. Supervisors may close roads or streets if existing conditions pose a hazard. If the streets may be closed for an extended period of time, a media release may be prepared to announce the closings.

J. Temporary Traffic Control Device:

1. Normally, temporary traffic control devices will only be used with the approval of a supervisor to control traffic during special events or key signal light malfunctions. Cones are located in Patrol cars and barricades or signs may be requested from Public Works. Supervisors will ensure the return of all signs as soon as they are no longer required.
2. Temporary devices may be used to augment personnel working to control traffic in problem areas or emergency locations arising from severe or adverse weather or flooding.
3. The use of temporary stop signs will be limited to key intersections at which a traffic signal has failed completely. Traffic signals placed on four-way flash are preferred over use of a temporary stop sign.
4. When portable traffic signs are required, employees will request assistance from the Street Department through Communications.
5. The traffic signal will be placed on four-way flash when temporary signs are in place to avoid confusion.
6. Employees will ensure that street obstructions and hazards have proper barricades and signs.
7. If a situation causes a traffic problem or danger, employees will take control of traffic until the necessary barricades are in place.
8. When a construction company is unable to supply the necessary equipment to properly warn the public, employees will contact the Street Department and request the necessary barricades.