

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> September 13, 2020	<b>Rescinds:</b> <b>Amends:</b> May 15, 2017	<b>Number:</b> 200.43
<b>Subject:</b> Traffic Direction and Control		<b>Re-evaluation Date:</b> 2022
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> 18.07, 18.08M, 18.09, 18.10M, 18.12	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Procedure
4. Escorts
5. Roadblocks
6. Non-Sworn Traffic Direction and Control
7. Traffic Ancillary Services
8. References

### 1. **PURPOSE**

To establish guidelines for members when conducting traffic direction and control.

### 2. **SCOPE**

This policy applies to all members of the Cocoa Beach Police Department.

### 3. **PROCEDURE**

#### A. High visibility clothing: (CFA 18.08M)

The Department provides high visibility outerwear to members assigned to perform manual traffic direction and control functions. Members will wear such high visibility outerwear whenever conducting manual traffic direction and control.

#### B. Assuming and maintaining a traffic direction and control position: (CFA 18.07M)

1. Personnel carrying out manual traffic direction and control will ensure that their presence and purpose are well demonstrated to drivers and pedestrians by:
  - a. Whenever feasible, positioning their vehicle in close proximity to the intersection with emergency lights activated.
  - b. Positioning themselves so they can clearly be seen by all, usually in the center of an intersection or street.
  - c. Standing straight with weight equally distributed on both feet.
  - d. Allowing hands and arms to hang at the sides except when gesturing to control traffic. Be mindful not to make any unnecessary hand gestures that may be misconstrued by drivers or pedestrians.
  - e. Standing either facing or with their back to stopped traffic, and with side toward traffic being directed to move.

#### C. Signals and Commands: (CFA 18.07M)

1. **To stop** traffic the member should first extend their arm and the index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he/she is aware of the member's gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
2. **To start** traffic the member should first stand with shoulder and side toward traffic to be started, extend their arm and index finger toward, and look directly at the person to be started until that person is aware or it can be reasonably assumed that they are aware of the member's gesture. Second, with palm up, the pointing arm is swung from the elbow only through a vertical semicircle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both

directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

3. **Right turning** drivers usually effect their turns without the necessity of being directed by the member. When directing a right turn becomes necessary, the member should proceed as follows: if the driver is approaching from the member's right side their extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn. If the driver is approaching from the member's left side, the same procedure may be followed utilizing the left arm extended in the direction of the driver's intended turn.
4. **Left turning** drivers should not be directed to effect their movement while the member is also directing oncoming traffic to proceed. Therefore, the member should either direct opposing vehicles to start while avoiding left turn gestures directed at turning drivers, which will lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into their turn. The member's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture, then the extended left arm and index finger and member's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction that the driver intends to go.

D. Signaling Aids: (CFA 18.07M)

1. The whistle is used to get the attention of drivers and pedestrians. It is used as follows:
  - a. One long blast with a **STOP** signal
  - b. Two short blasts with the **GO** signal
  - c. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal
2. The whistle should be used judiciously. It should not be used to indicate frustration, but the volume should be sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go or to gain attention, and when its purpose has been achieved the member should cease sounding the whistle. If the whistle is utilized continuously it ceases to hold meaning for drivers and pedestrians.
3. The voice is seldom used in directing traffic. Arm gestures and the whistle are usually sufficient. There are numerous reasons why verbal commands are not used. Verbal orders are not easy to give or understand and often lead to misinterpretations which are dangerous. An order which is shouted can antagonize the motorist.
4. Occasionally a driver or pedestrian will not understand the member's directions. When this happens, the member should move reasonably close to the person and politely and briefly explain their directions. No member shall exhibit loss of temper by shouting or otherwise indicate antagonism toward those who do not understand or who do not wish to obey the member's direction.
5. A flashlight can be used to halt traffic. To stop traffic slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given in the usual manner with the vehicle's headlights providing illumination.

4. **ESCORTS:** (CFA 18.09M)

From time to time, this agency is asked to provide police escort services of both routine and emergency nature. Escort services may involve one of the following:

A. Funerals- The Communication Center will ascertain the following:

1. Location procession will depart from
2. Estimated time of departure
3. Destination of funeral procession

The On-Duty Shift Supervisor will ensure that sufficient personnel and vehicles are available to provide escort service within City limits; manpower permitting. All traffic control signals and controls will be adhered to during the escort. Any deviation from this directive will require approval from the Chief of Police or designee.

B. Public Officials and Dignitaries- Public Officials or Dignitaries will be afforded police escort within the City limits if approved by the Chief of Police or designee. All traffic control signals and controls will be adhered to during the escort. Any deviation from this directive will require approval from the Chief of Police or designee.

C. Oversized Vehicles or Hazardous or Unusual Cargo- Requests shall be forwarded to the Major, or designee, or designee, who shall coordinate escort assistance. All traffic control signals and controls will be adhered

- to during the escort. Any deviation from this directive will require approval from the Chief of Police or designee.
- D. Business Deposits- Upon request, escorts will be provided for persons depositing large sums of cash without the need for supervisory approval, manpower permitting. The escort officer will follow the depositor to the designated deposit facility and remain until the deposit is safely completed.
  - E. Emergency Vehicles- In those cases where escort is required, such as escorting a bomb disposal unit to a difficult location, the escort must be approved by the On-Duty Shift Supervisor.
  - F. Civilian Vehicles in Medical Emergencies – Civilian vehicles traveling under emergency conditions will not be escorted by Department personnel. The vehicle will be stopped and its destination and nature of emergency will be determined. Appropriate jurisdiction and facilities will be alerted to the emergency situation by radio and/or telephone. Summon ambulance if situation dictates or allow vehicle to continue to hospital after advising driver to proceed in a safe and lawful manner.
  - G. Multi-Agency/Multi-Jurisdiction Escorts – Escorts that involve multi-agency and/or multi-jurisdictional response are authorized when approved by the On-Duty Shift Supervisor.
5. **ROADBLOCKS: (CFA 18.10M)**
- A. Fixed roadblocks, or the temporary closing of a roadway by the use of temporary barricades of any type, are an authorized method of vehicle and pedestrian traffic control or direction as directed by the On-Duty Shift Supervisor. Circumstances where roadblocks may be used, may include but are not limited to:
    - 1. Containment of crime scenes, hazardous material spills, or accident investigations
    - 2. Containment or isolation of areas involved in riots or civil disorder
    - 3. Prevention of entry into, or exit from, restricted areas such as disaster scenes or areas of severe weather conditions
    - 4. Special events, parades, street fairs or other community functions
    - 5. Law enforcement functions such as sobriety checkpoints
    - 6. The rerouting of traffic to avoid road hazards or construction
    - 7. Staffing for foreseeable events requiring the use of a roadblock under these circumstances will be determined by the On-Duty Shift Supervisor
  - B. The use of temporary roadblocks may be authorized by the On-Duty Shift Supervisor for the purposes of vehicle apprehension. Refer to S.O.P. 200.47 *Vehicle Apprehension*.
  - C. Road closures shall require notification to the State Warning Point by Communications Center personnel.
6. **NON-SWORN TRAFFIC DIRECTION & CONTROL (CFA 18.12 AB)**
- A. The Agency uses non-sworn members to assist in traffic direction and control
  - B. Only those non-sworn members who have completed the CJSTC eight-hour course for traffic direction and control may be utilized to direct and control traffic.
  - C. Non-sworn members do not perform any law enforcement functions and have no authority to make arrests or issue uniform traffic citations, but shall adhere to all responsibilities outlined in this policy.
7. **TRAFFIC ANCILLARY SERVICES**
- A. Officers who observe disabled or stranded vehicles or other hazardous conditions on or to the side of the roadway will activate their emergency lights to warn other motorists using the roadway of the hazard and stop to render any assistance to resolve the hazard.
  - B. Officers who encounter debris or other hazardous conditions on the roadway shall:
    - 1. Activate their emergency lights to warn other motorists of the hazard;
    - 2. Position their vehicle to prevent others from crashing into the debris and to provide a safety barrier for the officer;
    - 3. Attempt to remove the obstruction from the roadway;
    - 4. If this is not possible, the Officer will request the Communications Center to contact the appropriate agency to assist with the removal and remain on scene until removal is accomplished.
  - C. When it becomes necessary to tow vehicles for reasons other than vehicle crashes, Officers will refer to S.O.P. 200.48 *Vehicle Recovery and Towing Procedures*.
8. **REFERENCES**
- Florida Department of Law Enforcement - Traffic Control and Direction Concepts / Procedures Lesson Plan.  
The Florida Senate (2019). F.S.S. 316.640(4) Enforcement. Retrieved August 25, 2020 from:  
<https://www.flsenate.gov/Laws/Statutes/2019/316.640>



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Date: 08/30/20