

Police Department Policy and Procedure Manual

Chapter 9 Traffic

Section Number: 9-1-3
Section Title: Traffic Direction and Control
Most Recent Update: 03/08/2019

I. Policy

- A. The purpose of this Chapter is to establish department procedures for traffic direction and control as it applies to the following topics:

II. Procedures-Manual traffic direction

- A. Manual traffic direction will be used in situations when there is a failure of normal traffic control signals, during emergencies, at accidents, or when other traffic control devices are not present or adequate.
- B. Effective manual traffic direction depends upon the use of clear and easily understood gestures and the high visibility of the person directing the traffic.
- C. In order to provide for officer safety and driver recognition and response, reflective, high visibility vests are issued to all officers. Vests shall be worn by all traffic direction personnel.
- D. Emergency situations may preclude the wearing of the vests; however, members directing traffic at emergency situations shall put reflective vests on as soon as possible.
- E. Members performing traffic direction and control will ensure that their presence and purpose are appropriately indicated to drivers and pedestrians by:
 - 1. Positioning themselves so that they can clearly be seen by all, usually in the center of an intersection or street;
 - 2. Standing straight with weight equally distributed on both feet;

3. Allowing hands and arms to hang easily at the sides, except when gesturing; and
4. Standing facing or with back to stopped traffic and with your sides toward traffic being directed to move.

F. Signals and commands

1. To stop traffic by hand, stand with shoulders parallel to the traffic, raise arms forty-five degrees above the shoulders, with hand extended and palm towards the moving traffic to be stopped. To stop traffic from both directions repeat the above actions for the traffic from the opposite direction while holding the other stopped traffic with arm outstretched and palm towards the traffic.
2. To move traffic by hand, stand with shoulders parallel to the traffic to be moved. Extend the right arm and hand full length, at shoulder height towards the traffic to be moved, with fingers extended and palm up. Bring the hand sharply up in the direction that the traffic is to be moved. Repeat the movement with the left arm and hand to start traffic from the opposite direction.
3. Turns:
 - a. Vehicles turning right shall be directed to perform their turn by extending the arm towards the direction in which the turn is to be made.
 - b. Left turns should only be allowed when there is a gap in traffic or oncoming traffic is completely stopped. When it is safe to do so, vehicles turning left shall be directed to perform their turn by extending the arm towards the direction in which the turn is to be made.

G. Officers directing traffic may utilize flashlights, a traffic wand and/or road flares while manually directing traffic. These will be used in a manner to enhance visibility.

H. Officers directing traffic shall remain calm and professional whenever directing traffic. There are times when drivers and pedestrians do not understand officers or may refuse to obey directions. The officer will handle these instances with courtesy and professionalism within the guidelines of accepted procedures.

III. Procedure-Emergency traffic direction

- A. During critical incidents police department personnel shall support fire/rescue operations by:
1. Consulting with the ranking officer in charge of the scene to determine their needs;
 2. Providing protection for the critical incident scene and for fire and rescue equipment;

3. Setting up perimeter traffic control points to allow for the entrance and exit of fire and rescue vehicles and personnel authorized to be at the scene.

IV. Procedure- Adverse road and weather conditions may include but not limited to:

- A. Accident hazards such as debris which has fallen onto the roadway, downed power lines, fallen trees, etc.
- B. Acts of nature such as fog, flooding, ice on the road, etc.
- C. Engineering hazards such as an extensive water leak, buckled roadway, a hole in the pavement, etc.
- D. Upon discovering an adverse road or weather condition affecting safe roadway travel, department members are expected to notify communications so that the proper notification may be made to correct the situation.
- E. Department members will provide traffic direction, control services, and scene protection in the vicinity of adverse road and weather conditions, as appropriate and until the problem is corrected or protected by traffic control devices.

V. Manual operation of signals

- A. Manual operation of traffic control signals may be necessary in the case of accidents or other emergencies, passage of motorcades, alleviating congestion, or malfunction of the signal.
- B. The signal may be placed in "flash" mode if this will not cause undue problems. Manual traffic direction may be necessary along with the flashing red lights. Police officers may put the signals on flash. Public Works Traffic Engineering Division should be contacted when the signals are placed on signals.

VI. Temporary traffic control devices

- A. Generally, temporary traffic control devices will be used only in pre-scheduled special events. Temporary traffic control devices may include movable barriers, portable signs, and other apparatus intended for temporary deployment to assist in the safe and efficient movement and control of vehicular and pedestrian traffic. The devices will normally be placed and removed by the Public Works Department with the Police Department coordinating the placement of such devices. Portable and temporary stop signs may also be used in emergency cases such as accidents, natural disaster, power failures, missing traffic signs, etc.

A handwritten signature in blue ink, appearing to read "Michael G. Venema". The signature is fluid and cursive, with a prominent initial "M" and "V".

Michael G. Venema
Chief of Police