


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Traffic Services: Traffic Direction and Control; Escorts, Motorist Assistance, School Crossing Guard Program, Traffic Safety Education	ACCREDITATION CALEA 61.4.2, 61.4.1, 61.3.3, 61.3.2 (a-e)	
	PROponent UNIT Patrol Support Bureau-Traffic Unit	PRIOR REVISIONS 12/01/98; 06/24/02;	
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I. **PURPOSE:** This Order establishes procedures for controlling and directing traffic, providing assistance to motorists, addressing roadway hazards, and addressing non-sworn members who direct and/or control traffic.

II. **POLICY:** Members of the Gainesville Police Department shall direct and control traffic as required by the members' assignments, and/or by conditions or emergency situations that require deviation from normal traffic control operations. Members shall provide traffic assistance, in accordance with these procedures, to persons in need of services. Additionally, the Department shall provide traffic safety information for the purpose of promoting traffic education, and shall participate in community traffic safety and awareness efforts.

III. **PROCEDURE:**

A. **Traffic Problems:**

1. **Notifying Traffic Engineering:** Members observing a traffic engineering deficiency or problem shall notify the City Traffic Engineering Department as follows: [CALEA 61.3.1.a].

i. **Evaluation By Traffic Engineering Required:** For issues that need to be evaluated, the member should complete a brief IOC or e-mail summarizing the problem, and then forward it to Traffic Engineering. This ensures a record of the reported problem.

a. Examples may include, but are not limited to,

- 1) A traffic signal that cycles too fast or too slowly.
- 2) An intersection that does not have, but may need, some type of traffic control installed.
- 3) An intersection or stretch of road that may require a volume or speed survey.

- ii. **No Evaluation Required:** For issues that do not need protracted evaluation, the member may ask the Combined Communications Center personnel to report the problem directly to Traffic Engineering.

- 2. **Addressing Hazardous / Dangerous Situations:** If the traffic engineering deficiency poses a serious hazard, the member shall take immediate action, (such as directing traffic), to rectify or minimize the problem. He/she shall not leave until the problem is corrected, he/she is relieved, or he/she is needed for a greater emergency.

NOTE: Examples of situations requiring immediate attention include, but are not limited to, red lights out at single-indicated intersections, entire traffic signals with no power, stop signs missing, etc.

- 3. **Conditions Allowing for a Delayed Response:** If the condition is such that the presence of an officer/FST is not required, notification of Traffic Engineering through the CCC is sufficient.

- 4. **Citizen Complaints:**

- i. Members shall refer citizens to Traffic Engineering regarding complaints that require prior evaluation as stated in Section III, A, 1, i, (above) of this Order.
- ii. Members receiving citizens' reports of other conditions, such as a traffic light out or a traffic signal missing or malfunctioning, shall comply with the procedures outlined in III, A, 2., and III. A, 3 in their entirety.

B. Traffic Direction Requirements:[CALEA 61.3.2]

- 1. **Equipment:** Any member who directs traffic, or is in the roadway controlling traffic, shall wear a retro-reflective traffic vest and fluorescent gloves. [CALEA 61.3.2.e]
- 2. **Traffic Signals:** [CALEA 61.3.2.c]
 - i. **Manual Override:** Members may override the automated signal by opening a traffic box's signal control panel and switching to a manual cycle.
 - a. **Approved Situations:** Approved situations include planned traffic control activities (e.g. UF football game days).
 - b. **Returning the Signal to Normal Mode:** When a signal has been switched to manual override, the member will return the signal to the automatic cycle before leaving the intersection.
 - ii. **Signal Malfunctions:** If the traffic signal malfunctions (is on flash, refusing to cycle, or refusing to return to normal after being on manual) member shall request that Communications notify traffic engineering personnel to respond, and shall direct traffic (when indicated) until the deficiency can be corrected.

- a. Absent exigent circumstances, members will not try to get the light to return to a regular cycle unless specifically directed by traffic engineering personnel to do so.
 - b. Traffic engineering personnel will assess the problem on arrival.
- 3. **Hand Signals:** The following describes the expected positions and actions of the member when he/she is manually directing traffic to stop, go or turn:
 - i. **Stop:** The member's arm shall be extended with the palm of the hand facing oncoming traffic.
 - ii. **Proceed/Go:** The member shall point at the driver or pedestrian, establish eye contact, bend the arm at the elbow, and wave the arm forward.
 - iii. **Right/Left Turn:** The member shall point at the driver or pedestrian, establish eye contact, and wave the arm in the direction the driver is to go.
- 4. **Whistle Signals:** Whistle signals shall will normally be coordinated with hand signals and be of sufficient volume to be generally audible
 - i. **Stop:** One long whistle blast.
 - ii. **Proceed / Go:** Two short blasts.
 - iii. **Attention:** A series of short whistle blasts.
 - iv. These devices may be used to route or control traffic away from or through a particular area due to a traffic crash, construction, missing or inoperative traffic control devices, or other applicable situation. [CALEA 61.3.2.d]
- 5. Temporary traffic control devices include, but are not limited to:
 - i. Traffic cones,
 - ii. Barricades,
 - iii. Flares,
 - iv. Temporary signs
- 6. **At Traffic Crashes:** When traffic direction and control are needed at the scene of a traffic crash, members shall: [CALEA 61.3.2.a] (see also G.O. 61.6: vehicles need to be moved from the roadway as soon as possible)
 - i. Position their vehicles, with the emergency/warning lights on, behind/between the crash and other traffic, if possible;
 - ii. Direct traffic away from or around the crash scene until relieved or the street is clear of obstructions.

- a. Position orange traffic cones, when available, to mark the crash and divert traffic.
- b. Use flares if the crash occurred on I-75 at night (supervisors should be equipped with flares);
- c. Barricades and reflectors are not furnished, nor are they normally available. However, barricades may be requested if needed at a major crash.

NOTE: Call-out of City personnel to furnish barricades must be cleared through a supervisor.

- d. Contact Traffic Engineering to bring and position the portable electronic message board to inform approaching traffic of the situation.

7. At Fire Scenes: Upon arrival at the scene of a fire, members shall:

- i. Keep entrance, access and exit points clear for emergency vehicles,

NOTE: Members shall park their vehicles far enough away to allow the fire apparatus adequate access to the scene.

- ii. Establish traffic control points around the perimeter set by the officer in charge,
- iii. Prohibit vehicles from crossing fire hoses, unless fire personnel indicate otherwise.

8. During Adverse Weather:

- i. Members shall contact Communications personnel and their field supervisors for assistance if they determine that additional personnel or equipment (barricades, etc.) are needed for effective traffic control. [CALEA 61.3.2.b]
- ii. Members may request that Communications contact the City's Street Department for barricades.

9. Regarding Roadway Hazards: [CALEA 61.4.2] Members shall do everything possible to address a roadway hazard, defect, or obstruction (such as a downed tree limb or power line, flooded area, progressive sinkhole, etc), and to ensure the safe flow of traffic around the site. [Hazardous materials shall be addressed as outlined in G. O. 40.14];

- i. **Reporting Hazards:** Members shall report roadway hazards to Communications personnel, who will notify the appropriate agency or department (such as GRU, GFR, the road department, or the refuse service) that can respond to address it.
- ii. **Taking Action:** Members encountering hazardous conditions that may or do expose any motorist to an immediate or potential danger shall stop and, if possible, immediately control or correct the situation.

a. Debris/Obstructions:

- 1) Members should try to move or remove *manageable* roadway obstructions when possible, keeping personal safety / health in mind
- 2) Members shall not attempt to manage larger (big tree limbs) or dangerous (live wires) obstructions.

b. Vehicles: Vehicles obstructing the flow of traffic or creating a hazard shall be removed (in accordance with G.O. 61.9).

10. Diverting Vehicular Traffic from I-75:

- i. Department members will coordinate with FHP and ASO if vehicular traffic must be diverted from I-75.
- ii. **Emergency Turnarounds:** There are permanent openings in the guardrails along I-75 at various mile markers to assist in traffic diversion.

C. Roadside Assistance: Upon finding or having been dispatched to assist a motorist, the Department member shall, depending on the motorist's needs and the situation observed [CALEA 61.4.1]

1. Provide information, direction, and other assistance, including medical or other emergency assistance (e.g. fire);
2. Ensure the vehicle operator and occupants are in a safe area away from any dangers or hazards;
3. Assist in obtaining fuel or mechanical assistance (request a towing or roadside service);
4. Direct traffic, when warranted.
5. Department members should not "jump or jump-start" non-department vehicles with department issued vehicles.

D. Escort Details: [CALEA 61.3.3] The Department shall not routinely provide escort service for funerals, oversized loads, hazardous materials, public officials or dignitaries, for citizens' vehicles during medical emergencies, or for emergency vehicles.

1. Escorts may be provided if part of a protective services operation, a scheduled extra-duty assignment as arranged by the Patrol Support Bureau, or by special request through an Operations Bureau Commander / designee.

NOTE: When exceptional circumstances exist, (such as when public safety is jeopardized) the Operations Bureau commander may authorize an escort using on-duty shift personnel.

2. For medical emergencies, members should request that Communications notify emergency medical service personnel to respond to assist / transport the patient.

E. Non-Sworn Members Conducting Traffic Direction and Control: (Includes Police Service Technicians, School Crossing Guards, Explorers, etc.)

1. **Authority:** [FSS 316.640](#) permits non-sworn members of an authorized agency to conduct traffic control / direction functions after having received the required training [CFA 24.06A].
2. **Training:** Non-sworn members whose duties include traffic direction and/or control functions shall be trained to do so pursuant to FSS 316.640 prior to performing the functions. [CFA 24.05B, 24.06B].
3. **Responsibilities:**
 - i. Members shall perform traffic direction and/or control functions when necessary and warranted, based on the situation encountered, the members' assigned duties, and the current status of their certification. [CFA 24.06A].
 - ii. Members shall inform their supervisors and the Communications center personnel if they are asked to perform tasks for which they are not trained or for which they do not have current certification.
4. **Uniforms:** Members wearing the Department-issued uniform shall wear the entire uniform, which shall be distinctly different and distinguishable from the uniform(s) worn by sworn personnel. [CALEA 61.3.5.c, CFA 24.06C].

F. School Crossing Guards: To protect children near schools, the Department shall employ and train school crossing guards. The school crossing guards will create safe gaps in traffic to assist children across streets and through intersections who are heading to and from designated schools [on foot or by bicycle, etc.] [CALEA 61.3.5]

1. **Training:** School crossing guards are required to take an initial 8-hour Florida Department of Transportation certification course, and a 2-hour refresher annually thereafter to maintain their certification. [\[FSS 316.75\]](#)
2. **Authority:** School crossing guards are civilian employees; they have no arrest authority and shall take no law enforcement action. They shall
 - i. NOT stop any vehicle or direct a motorist to pull over.
 - ii. Report the vehicle license number of a chronic problem motorist to his/her supervisor.
3. **Responsibilities:** The School Crossing Guard shall [CALEA 61.3.5.a; CFA 24.05A]
 - i. Where no traffic signal exists, stop traffic to allow students to safely cross a public roadway by creating a safe gap between the students and vehicles.

- a. This is accomplished by blowing a whistle and by using clear and precise hand signals to signal the drivers of what is expected.
 - b. Lighted pedestrian signals should direct the students' movements at signalized intersections.
 - ii. When entering the intersection to safely cross the students, be positioned at the center of the street and stand at the edge of the crosswalk nearest the center of the intersection.
 - iii. NOT assume that all cars will stop or remain stopped,
 - iv. NOT allow any cars to cross the crosswalk while crossing the students.
 - v. After ensuring that all vehicles have stopped, verbally instruct the students to begin their search pattern (look left, right, left and over their shoulder for turning traffic) and allow them to proceed when it is safe to do so.
 - vi. NOT allow students to run, ride their bikes, skates, scooters or skateboards across the street.
 - vii. Remain in the street until the last student has reached the opposite curb or roadway edge, and then allow traffic to resume.
 - viii. Report any conditions or incidents they observe which may jeopardize the safety of the students or motorists to their supervisors.
 - ix. NOT whistle, yell or make exaggerated motions at motorists that are speeding or violating traffic laws in the school zone;
 - x. In the event of an emergency, shall remain at the school zone, maintain control of the situation and ensure the safety of the children. The guard should instruct multiple motorists to call 911, and shall NOT render First Aid unless trained and equipped to do so.
4. **Uniforms:** School crossing guard uniforms, which shall be provided by the Department, must be immediately distinguishable from the uniform worn by sworn Department members [CALEA 61.3.5.c, CFA 24.05D]
- i. School crossing guard uniforms shall consist of standard-issue navy blue uniform trousers, standard issue light blue uniform shirt with school crossing guard patches on both sleeves, leather duty belt, brown jacket with school crossing guard patches on both sleeves, yellow raincoat, school crossing guard badge.
 - ii. Also required are plain black shoes or boots with solid black or navy blue socks (***Footwear is not provided by the Department***).
5. **Equipment:** School crossing guards will be issued the following, at a minimum:
- i. Fluorescent and retro-reflective vest,

- ii. Retro-reflective stop paddle and/or fluorescent gloves,
- iii. Whistle.

6. Placement:

- i. Determining locations for school guard placement shall be the responsibility of the Department and the City of Gainesville Traffic Engineering Department. [CALEA 61.3.5.d, e]
- ii. Placement of School Crossing Guards shall be determined using gap studies, sight distance, vehicle and pedestrian traffic volumes, ages and grades of students, vehicular speeds, width of street and number of lanes of traffic, existing traffic controls, and traffic crash history. [CALEA 61.3.5.d]

7. Site Review: A periodic review of traffic control and safety device needs at school sites shall be requested of the Traffic Engineering Department.

- i. If any department member determines a need for review of traffic or pedestrian control signals, the situation and the requested response shall be made in writing via the chain-of-command to the City of Gainesville Traffic Engineering Department.
- ii. A periodic review shall be conducted by the Department to determine school zone times and placement of School Crossing Guards. [CALEA 61.3.5.e]

A. Traffic Safety Education:

1. Safety Patrol:

- i. The Department shall provide, when feasible, support to the Alachua County Student Safety Patrol Program, which is sponsored and organized by the Alachua County School Board. [CALEA 61.3.6]
- ii. The Operations Bureau's Community Resource Division shall coordinate any support services provided to the Student Safety Patrol Program.

2. Traffic Committees: The Department shall provide at least one sworn member to participate on the: [CALEA 61.3.7]

- i. Alachua County Safety Team, and the
- ii. Florida Safety Management System Steering Committee.

3. Traffic Safety Educational Materials: When requested or when appropriate, members should provide citizens with material or instructions regarding how to obtain traffic safety and educational materials. [CALEA 61.4.4].

NOTE: Materials are available at the Department.

By Order of

*Signed Original on File in the
Accreditation Unit*

**Tony R. Jones
Chief of Police**