

Greer Police Department

General Order 740.1 Traffic Direction and Control

This order consists of the following numbered sections:

- I. FUNCTIONS
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By Order of: *Matt Hamby*
Chief of Police

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CALEA 61.3.1; 61.3.2; 61.3.3

I. FUNCTIONS

- A. Traffic direction and control is a function of the Police Department to ensure the safe and efficient movement of vehicles and pedestrians. The majority of traffic control and direction will be by unmanned mechanical devices, signals and signs.
- B. Other traffic direction and control responsibilities include, but are not limited to:
 - 1. Manual direction of traffic.
 - 2. Use of temporary traffic control devices.
 - 3. Parking Control
 - 4. Law Enforcement Escort Services
- C. Manual Traffic Direction Locations

As a matter of policy, the Police Department does not provide manual direction of traffic except on emergency or temporary basis such as collisions, malfunctioning traffic signals, road construction and special functions.

II. TRAFFIC DIRECTION AND CONTROL PROCEDURES

- A. Officers carrying out manual traffic direction and control will ensure that their presence and purpose are well demonstrated to both drivers and pedestrians by:
 - 1. Positioning themselves so they can be clearly seen by all, usually in the center of the street or intersection.
 - 2. Standing straight with weight equally distributed on both feet.
 - 3. Allowing hands and arms to hang easily at the sides, except when gesturing.
 - 4. Standing with side toward stopped traffic and side or front toward traffic being directed to move.
- B. Signals and Commands
 - 1. To **stop traffic**, the officer should first extend his arm and 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 is aware of the officer's gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped. 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 opposite direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
 - 2. To **start traffic**, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until it can be reasonably assumed that the person is aware of the officer's gesture. Second, with palm up, the pointing finger is swung, from the elbow only, through a vertical semi-circle until the hand is adjacent to the chin. If necessary, this gesture is repeated until the traffic begins to move. To start traffic

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

3. **Right turning** drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows: If the driver is approaching from the officer's right side, his extended 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 officer's left side, either the same procedure may be followed utilizing the left arm extended or the left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver's intended turn.
4. **Left turning** drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. The officer 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 to complete his turn. The officer'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 officer'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 the driver intends to go.

C. Signaling Aids

1. A whistle may 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 a GO signal.
 - c. Several short blasts to get the attention of a driver or pedestrian who does not initially respond to a given signal.
2. The whistle should be used judiciously. It should not be used to indicate frustration, but the volume should just be sufficient to be heard by those whose attention is required. Therefore, whistle blasts to pedestrians should be moderate in volume. The whistle should only be used to indicate STOP, GO or to gain attention. When its purpose has been achieved, the officer should cease sounding the whistle. If the whistle is used 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 dangerous misinterpretations. An order which is shouted can also antagonize a motorist.
4. Occasionally, a driver or pedestrian will not understand the officer's directions. When this happens, the officer should move reasonably close to the driver and politely and briefly explain his directions. No officer 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 officer's directions.

5. A flashlight can be used to halt traffic. To stop traffic, swing the beam of the flashlight across the path of the 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.

D. High Visibility Clothing

The Police Department provides high visibility outer wear in the form of a reflective safety vest. Officers will wear such vest, in addition to the full prescribed uniform, whenever conducting manual traffic direction and control.

E. Traffic Signal Boxes

Officers are not permitted to operate a traffic control signal manually except to place the signal on "flash" when it is determined that the unit is malfunctioning or manual control of the intersection is otherwise required. In the case of a malfunction, the officer will notify Communications in order that the Department of Transportation may be contacted to make repairs. Shift supervisors have been provided with keys to the flash control element of the traffic control boxes.

F. Temporary Traffic Control Devices

As a general policy, temporary traffic control devices will be used only in pre-scheduled special events or road construction projects. Barricades will be utilized to close streets to vehicular traffic and appropriate warning signs will be displayed to alert motorists to the temporary conditions.

G. Parking Control

The City Administrator, at his discretion, may direct the Police Department to conduct periodic surveys to identify locations and times where additional parking control may be required or current parking controls need modification. Officers are encouraged to inform the City Administrator, through the Police Department chain of command, of any parking problems that may require attention.

III. SPECIAL EVENTS

- A. Special events are any activities that may involve large amounts of vehicular and/or pedestrian traffic. These may include parades, festivals, shows, demonstrations and road maintenance.

- B. The Patrol Division Commander or his designee will be responsible for completing a special events plan for any special event that would require officers to control traffic. Such plans may include but are not limited to:

1. Assisting the Chief of Police, Fire and other City departments in coordinating each agency's role in providing safe traffic movement based on anticipated attendance, location and time.
2. The route will be carefully planned to allow for normal and emergency activities to continue with minimal disruption. Emergency services (police, fire and ambulance) will be provided unrestricted access from at least one direction.
3. Side streets and congested traffic areas will be used to their maximum potential by eliminating parking to assist in a smooth flow of traffic. Officers may be assigned to

key areas to assist with this.

- C. The Police Department will provide for crowd control by use of foot patrols and officers in cruisers. These officers may be at a stationary post or mobile.
- D. Information will be provided at the earliest possible time to the media addressing changes or alterations of the event, parking, etc.
- E. The Police Department will be provided a list of personnel authorized to cross police lines. These may include press, promoters, participants, vendors or VIPs.
- F. Where private security services are utilized by the sponsoring organization, the Police Department will establish contact with the security service to coordinate the role of each agency and Police Department response procedures.

IV. CRITICAL INCIDENT SCENES

- A. Officers on the scene of critical incidents will assess the hazards present and take action to minimize further damage to life or property. These may include directing traffic, crowd control and/or evacuating the immediate areas.
- B. The officers will insure the scene is clear for emergency vehicles by maintaining access and egress from the area.
- C. Officers will provide perimeter control to allow unrestricted access to the scene by emergency vehicles and personnel.
- D. The Police Department will consult with the Fire Department in developing plans and procedures for the control of emergency scenes.
- E. All authorized volunteers arriving on the scene in private vehicles will be allowed to pass through the police perimeter and proceed directly to the scene where they will park in accordance with procedures established by the Fire Chief.

V. ADVERSE WEATHER AND ROAD CONDITIONS

- A. Adverse road conditions may arise out of many situations. These include accidental hazards such as downed utility lines and debris on the roadway, or natural causes such as fog, ice and snow. Appropriate personnel may be notified for the purpose of correcting the condition.
- B. Officers will be cognizant of changing weather conditions so emergency measures can be taken if warranted. This includes calling out salt and/or snowplow crews. Officers will notify the on-duty supervisor of such problems so a determination can be made to call out the appropriate agency.

VI. ESCORT SERVICES

- A. Escorts to be provided by the Police Department will normally be processed in advance to plan for needed personnel and equipment through the Patrol Division Commander.
 - 1. Escorts may occasionally be requested by outside law enforcement agencies, such as the FBI or Secret Service, for public officials and dignitaries. The Police Department will cooperate to the fullest extent with other law enforcement or government agencies in providing escort services.

2. Escorts requested for non-government functions will be scheduled through the Patrol Division Commander for appropriate personnel and equipment.
 3. Escorts of oversized loads and/or hazardous cargoes are governed by ICC regulation, state and city code. Any request for police assistance must be approved in advance by the Patrol Division Commander or by the on-duty supervisor during off-hours, weekends and holidays.
- B. Emergency requests for escorts of public officials and/or dignitaries by other law enforcement agencies will be handled by the shift supervisor during off-hours, weekends and holidays. Information regarding the escort will be confirmed by the shift supervisor.
 - C. Emergency escorts will not be provided for non-government functions.
 - D. The Police Department will not routinely provide escorts for other emergency vehicles unless assistance is needed in directing units unfamiliar with the area to the scene of an emergency or in the case of emergency equipment failure on the responding unit.
 - E. Upon request of a business depositing a large sum of money, an officer may follow the depositor to the designated facility and stand by until the deposit is safely accomplished.
 - F. Escorts of private vehicles for emergency purposes will not be made. In the event of a medical emergency requiring transportation to a medical facility, emergency medical services (EMS) units will be called to respond and handle the transport.
 - G. The Police Department will not routinely provide escorts for funerals. Exceptions to this policy require the approval of the Patrol Division Commander, Bureau Captain or Chief of Police. If approval is granted to escort a funeral, all traffic laws will be obeyed, including traffic signals unless sufficient personnel are available to manually control traffic at controlled intersections until the last vehicle in the procession has cleared the intersection.

VII. TRAFFIC ENGINEERING

While the Greer Police Department is not directly responsible for traffic engineering, close cooperation and coordination with city, county and state traffic engineers is essential to the maintenance of a safe and efficient roadway system within the City of Greer.

- A. The Greer Police Department shall participate, whenever requested, in the management planning of City or regional transportation systems. The Department shall assist in conducting traffic surveys on roadways within the City to assist planners in determining traffic volumes and speed. The Department shall assist planners by providing collision and enforcement data to the appropriate traffic engineering authorities when requested.
- B. It is the duty and responsibility of every Greer Police Officer to report any traffic engineering-related problems, such as traffic signals out, street signs down, street design problems, or any other information that would improve conditions and safety for the general public. Any traffic engineering problem noted shall be reported, via Communications or written correspondence, to the proper agency or department. City Engineering may be sought out for assistance in relaying information to the appropriate agency.
- C. Traffic collision reports shall be forwarded to the South Carolina Department of Public Safety for their analysis and engineering recommendations.