



NEWARK POLICE DEPARTMENT GENERAL ORDER



SUBJECT: Traffic Control Officers		GENERAL ORDER NO. 07-07
SUPERCEDES: New	DATED: June 7, 2007	SECTION CODE: U-5

The purpose of this Order is to establish the duties and responsibilities of Traffic Control Officers. Traffic Control Officers will be civilian employees tasked with assisting the Newark Police Department in providing the safe and orderly flow of vehicular traffic as well as enforcing certain motor vehicle laws.

I. Authorized Assignments

The Traffic Control Officers will be assigned to perform duties to assist Newark Police Officers and provide support for the Newark Police Department. Authorized assignments will include but are not limited to the following:

- Directs traffic at major intersections or where otherwise assigned.
- Operates the "PATs", Parking Authority Ticketing System, hand held computer to issue tickets.
- Stand in the middle of a street or intersection and direct traffic by hand.
- Assures the safety of pedestrians crossing an intersection.
- Responsible for the safe and effective flow of traffic.
- May clear a path for emergency vehicles when necessary.
- Provides information and directions to pedestrians or motorists.
- Issue summonses to illegally parked vehicles when necessary.
- Oversees the removal of stalled, damaged or illegally parked vehicles.
- Prepares reports pertaining to summonses and other Newark Police Department paperwork.
- Relays information on hazards and other possible conditions that would pose a threat or danger to the general public.
- Required to work outdoors in all kinds of weather and patrol on foot for long periods of time.
- Performs other crowd control duties or assignments that the Office of the Police Director, Office of the Chief of Police or Traffic Division Commander feel is necessary.

II. Training

All Traffic Control Officers must successfully complete a three (3) week training program in the Newark Police Academy. The training will include the following subject matter in addition to other relevant material the Police Academy and its staff determine are necessary to successfully execute the job requirements.

- Newark Police Department Policy and Procedures
- Newark Police Department Rules and Regulations (applicable to the position)
- Newark Police Department Table of Organization
- Uniform Requirements
- N.J. Court System and Procedures
- Morals and Ethics
- Duties and Responsibilities of Traffic Officers
- Components of the Criminal Justice System
- CPR/First Responder
- Verbal Judo



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- Report Writing
- Riot and Crowd Control
- Title 39 (Motor Vehicle Law)
- Submission of Property and Evidence
- Unarmed Defense
- Care and Maintenance of Vehicles
- Sexual Harassment
- Whistle, Flashlight and Hand Signals
- Towing Agencies
- Vehicle Impound and Storage
- C.E.V.O./Defensive Driving (Civilian Vehicle Operating Course)
- Basics of Community Oriented Policing

III. Uniform Requirements

Traffic Control Officers must comply with the applicable uniform regulations defined in Chapter 15 of "The Newark Police Department Rules and Regulations". A T.C.O. must wear the following uniform:

- Name Tag (black plastic engraved with white letters)
- "French blue" uniform shirt
- "White" eight point hat
- "Black" Uniform shoes with laces
- "Navy Blue" tie
- "Black" leather, 2 ½ garrison belt
- "Navy Blue" jacket (specifically "Blauer" style #9010TZ)
- "Navy Blue" sweater (specifically "Blauer" style #200)
- "Navy Blue" uniform trousers with "French Blue" stripe on pant's legs
- Raincoat
- Traffic vest (Neon Green)

It must be the responsibility of the individual Traffic Control Officer to purchase and maintain all items required, including additional uniforms.

IV. Conduct

Traffic Control Officers shall be governed by and subject to the authority of the Police Director, the Chief of Police and the Commander of the Traffic Control Division. All Rules, Regulations, Departmental Procedures and Orders governing the conduct of sworn Police Officers shall also bind all Traffic Control Officers. As civilian employees, Traffic Control Officers shall be governed by the Disciplinary Process specified in General Order 93-2.



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V. Schedule

Traffic Control Officers shall be required to work all holidays that occur on their regularly scheduled workdays and will be compensated with "holiday" pay. Their schedules may also involve day, evening and midnight shifts. A T.C.O. shall be assigned to the following authorized schedule:

- A. Fixed nine (9) hour shifts (includes a one hour unpaid lunch break)
- B. Forty (40) hour work week
- C. Fixed days off based on a five and two schedule; five (5) days working and two (2) days off

VI. Responsibilities of the Traffic Division

The Commander of the Traffic Division or his designee must be responsible for the clerical administration of personnel Folders for all Traffic Control Officers. The personnel folders of a T.C.O. must contain the following elements: Recall Cards, Attendance Records, Sick Leave, Vacation Leave, Personal Time and Administrative Reports. Administrative personnel in the Traffic Division must accurately record all administrative submissions and personal time which concerns the Traffic Control Officers. The Traffic Division Commander must also ensure that, upon completion of their training period, all Traffic Control Officers respond to the Property Room and obtain a photo identification.

A. Recall Cards

Traffic Control Officers must submit the appropriate amount of recall cards (DP1: 1616), indicating their residence, telephone numbers and pertinent information as per Newark Police Department General Order 70-2.

B. Attendance

Traffic Control Officers must report for duty at the time and the place designated or they will be in violation of Rule and Regulations 18:6 "Neglect of Duty". Traffic Control Officers must be included in the appropriate roster and scheduling reports of the Traffic Division.

C. Sick Leave

A T.C.O. must comply with the Newark Police Department General Order 94-4, Chapter 6:4.2 of Rules and Regulations when reporting sick or injured. In cases when the employee is unable to report for duty due to illness or injury, their Command must be immediately notified. If this is during the non-operational hours of the Traffic Division, the Main Desk must be notified at extension 6245 or 6246. A Traffic Control Officer's sick time must be specified in an appended Police Director's memorandum stipulating time amounts and conditions based upon current labor agreements and New Jersey Statutes Anointed, Title 11A and New Jersey Administrative Code Title 4A.

D. Vacation Leave

A T.C.O. must also comply with the Newark Police Department General Order 65-2 and chapter 6:11.1 of Rules and Regulations which detail vacation leave procedures. Vacation time must be specified in an appended Police Director's memorandum stipulating time amounts and conditions based upon current labor agreements and New Jersey Statutes Anointed, Title 11A and New Jersey Administrative Code Title 4A.



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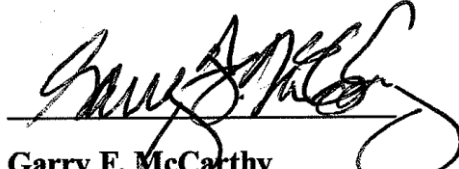
VII. Probationary Period and Performance

All permanent appointees serving in the probationary period must complete a working test period of three (3) months pursuant to New Jersey Administrative Code 4A:4-5.3. The initial report must be completed at the end of the first two months and the final report must be submitted after the third month. An evaluation of the employee's job related performance must be completed by the employee's immediate supervisor and must be discussed with the employee in an evaluation interview. The Traffic Division Commander or his/her designee must be responsible for evaluating, improving and monitoring all Traffic Control Officers in the performance of their duties.

VIII. Related General Orders and Memoranda

General Order 94-4 "Sick and Injured Policy"
General Order 70-2 "Emergency Recall"
General Order 93-2 "Disciplinary Process"
Rules and Regulations Chapter 15 and 18

By order of:


Garry F. McCarthy
Police Director

GFM:GC:DL:jp