


<p style="text-align: center;"><b>STRATFORD POLICE DEPARTMENT</b></p> 	Type of Directive: <b>Policy and Procedure</b>	Updated: <b>NEW</b>
	Title: <b>Traffic Control, Emergency Scene Duties, Crossing Guards</b>	No. <b>4.17</b>
	Issuing Authority: <b>Chief Joseph McNeil</b>	Issued: <b>5/22/2025</b>
	<b>Reference:</b> A.S. 3.5.9,3.5.10,3.5.11	

**Purpose:** To set the policy and establish procedures pertaining to the traffic direction and control functions at the Stratford Police Department.

**Responsibility:**

1. It will be the responsibility of the Traffic Division Lieutenant to coordinate this Department's activities concerning traffic control related to special events.
2. It will be the responsibility of Patrol Division (PD) officers assigned to fire incidents to establish control of traffic to facilitate the firefighting efforts and protection of fire personnel on the scene.
3. It will be the responsibility of the Traffic Lieutenant to coordinate and supervise the use of civilian school crossing guards in this jurisdiction.

**TRAFFIC DIRECTION AND CONTROL**

**ACCIDENT SCENE:**

- a. At accident scenes, patrol officers will direct traffic, use the patrol vehicle's overhead lights, flares, and other appropriate warning devices, as necessary, to stabilize the scene and to alert and detour approaching traffic;
- b. If damage exists that will require the roadway to be closed for a relatively long period of time, barricades, traffic cones, or other appropriate devices or personnel must be used;

## TRAFFIC DIRECTION AND CONTROL

c. Once the scene has been cleared of vehicles and debris, the officer will arrange for the prompt removal of flares or other warning devices used to protect the scene.

**MANUAL CONTROL:** Manual traffic direction and control will be performed by uniformed PD officers in situations where existing traffic control signals or devices may be malfunctioning or lacking. In addition, the manual direction and control of traffic may be dictated by emergency situations such as accidents, fires, downed wires, or planned events such as road construction or parades.

Sworn personnel will take into consideration bad weather, darkness, bright sunlight or flashing cruiser lights that might obscure motorists' vision.

Officer Safety/Reflective Outerwear: An Occupational Safety and Health Administration (OSHA) approved reflective vest, jacket or uniform shall be worn in situations where officers are required to manually direct vehicular traffic. From dusk to dawn a flashlight traffic safety wand shall be used. Exceptions to this policy would be during an emergency situation when it would not be possible to wear the vest.

Manual direction and control of traffic by Department officers will be conducted in a manner that will enable operators and pedestrians to recognize and respond to verbal commands and hand gestured motions. Manual direction and control of traffic procedures:

a. To Stop Traffic: Full extension of the arm outward with the palm directed toward the vehicle or person to be stopped. Officers may use verbal or whistle commands to accentuate the hand gesture;

b. To Start Traffic: From the stop position, the arm will be moved at the elbow in a manner to indicate the traffic may proceed. The forearm is raised upwards and in the direction in which traffic is to move;

c. Right Turns: The officer will gesture to the operator of a vehicle desiring to turn right to perform the maneuver by extending the arm toward the direction in which movement is to be made;

d. Left Turns: Left turns are to be permitted only when there is a gap in oncoming traffic sufficient to safely allow such a turn or when oncoming traffic has been stopped. The officer will point in the direction of the turn when such movement can be made safely;

e. Professional Attitude: Officers will remain calm and professional at all times while directing traffic. There will be occasions when motorists and/or pedestrians do not understand the officers' directions or may attempt to avoid compliance. Officers will respond in these situations with courtesy and professionalism.

## **TRAFFIC DIRECTION AND CONTROL**

**FIRE SCENE:** The primary duty and responsibility of officers dispatched to a fire scene is to establish traffic direction and control. The traffic direction and control should provide for the safe ingress and egress of all vehicles. The traffic control must ensure that all vehicles, including those that belong to neighboring residents, do not obstruct emergency operations and equipment.

**ADVERSE ROAD AND WEATHER CONDITIONS:** Patrol officers will be cognizant of changing weather conditions during their tours of duty and the effect of the weather on road conditions. Adverse road conditions may also arise out of situations including depressions, construction, or downed power lines. These conditions may require the placement of temporary traffic control devices. The PD supervisor and dispatch should be kept informed of adverse conditions so a determination can be made to notify the appropriate agency to reduce or remove the hazards or to place temporary traffic control devices. Field officers may be used to provide on-scene traffic direction, when necessary.

Stratford Dispatch Center personnel will be responsible for ensuring contact with the Director of Public Works, the State Department of Transportation and/or the appropriate utility company.

### **CRITICAL INCIDENTS:**

Officers shall control traffic at critical incident scenes under the direction of a supervisor. Traffic direction and control will be provided at critical scenes to include the following:

- Prohibit unwanted traffic from entering the scene.
- Assist traffic within the established perimeter to leave the area.

**CONTROL SIGNALS MANUAL CONTROL:** Officers may manually operate a traffic control signal. Traffic control boxes are located on a corner of the intersection where the traffic control signal is located. A key to these boxes is maintained on the key ring of a marked patrol vehicle. When the need arises, the officer may open the control box and manually operate the traffic control signal. The actual operating procedures are fully explained on the inside of the control box doors. Some circumstances warranting manual operation may include:

a. **MALFUNCTION:** Whenever a traffic control signal is malfunctioning the control signal may be put on the "flash" mode, provided such action does not result in the creation of a more hazardous situation;

b. **EMERGENCY SITUATION:** The manual operation of a traffic control signal may facilitate the movement of traffic at a traffic accident scene, fire scene, or other emergency;

c. **TRAFFIC BUILD UP:** The manual operation of a traffic control signal may alleviate the buildup of traffic during motorcades, parades, and rush hour traffic.

## **TRAFFIC DIRECTION AND CONTROL**

**TEMPORARY TRAFFIC CONTROL DEVICES:** Temporary traffic control devices will normally be placed by Public Works personnel when there is sufficient time. Temporary traffic control devices may be used to direct or control traffic for:

- a. **Scheduled Special Events:** The Traffic Lieutenant, or an officer designated by the Traffic Lieutenant may direct the placement of temporary traffic control devices in planned special events;
- b. **Emergencies:** In the event of the failure of existing traffic control signals during severe accidents, fires, or natural disasters, the personnel of this Department may have to place temporary traffic control devices, such as portable stop signs, detour signs, warning signs ect.

**HIGH-VISIBILITY CLOTHING:** All officers are issued a reflectorized vest as part of the uniform. All uniformed officers are expected to have their vests at hand. Reflectorized vests will be worn by officers whenever they are given a manual traffic assignment or whenever they are on a public highway for a prolonged period of time. An exception to this procedure is in an emergency situation that requires the officer to exit the police patrol vehicle immediately. In such instances, the vest will be put on as soon as conditions permit. The issued uniform raincoat may be used in lieu of the vest provided the reflectorized side is exposed. Officers may also use flashlights and reflectorized gloves when directing traffic to enhance visibility.

### **SPECIAL EVENT TRAFFIC CONTROL PLAN:**

Special events are any activities that may involve large amounts of vehicular and/or pedestrian traffic. Special events may include parades, fairs, picketing, road maintenance or any large public gathering. The Head of the Traffic Division shall prepare a plan to provide for traffic direction and control during these events. The plan shall be prepared and should address the following areas.

- a. The number of officers required to provide adequate traffic and pedestrian and/or crowd control.
- b. Evaluation of need for on-street parking restrictions
- c. The routes and/or detour(s) shall be carefully planned to allow for normal and emergency activities to proceed with minimal disruption.
- d. The media will be supplied with information pertaining to the event at the earliest possible time.
- e. Supervisors shall ensure that officers are provided adequate relief during the course of the event.

### **SCHOOL CROSSING GUARDS:**

1. **AUTHORITY AND RESPONSIBILITY:** School crossing guards have the authority of a police officer in the direction and control of traffic at the crossing to which the guard is assigned. School crossing guards have no authority to arrest or issue citations to traffic violators.

## **TRAFFIC DIRECTION AND CONTROL**

2. **SELECTION:** School crossing guards will be screened and selected on the basis of their mental and physical aptitudes and abilities, consistent with the knowledge and skills required for the school crossing function.

3. **UNIFORM:** While at their assigned posts school crossing guards shall be in possession of all Department issued equipment. Issued reflectorized safety vests shall be worn at all times. The issued raincoat may be worn in conditions of inclement weather or limited visibility.

4. **LOCATION CRITERIA:** The establishment of school crossing locations is a collaboration of the school board authorities and this Department. The criteria for determining locations that require adult school-crossing guards are as follows:

- a. Traffic volume and speed;
- b. Number of turning movements;
- c. Width of intersection;
- d. Physical terrain;
- e. Presence and types of traffic control devices;
- f. Applicable statutes and ordinances;
- g. Number of children crossing during peak hours; and
- h. Special circumstances, such as handicapped children.

**LOCATION/SURVEY:** The Lieutenant of the Traffic Division will cause an annual survey in cooperation with the school board authorities to identify locations requiring school crossing guard supervision. The survey will form the basis for establishing school route plans and crossing points. The survey will take into consideration the criteria specified in section 4 above.

**TRAFFIC SAFETY EDUCATIONAL MATERIALS:** Preparation and dissemination of traffic safety educational materials support enforcement efforts, enhance public understanding of traffic safety programs, and promote voluntary compliance with traffic laws and regulations.

This Department will participate in the education of the public through:

1. Public announcements to heighten the public's knowledge and awareness;
2. Dissemination of printed materials and SPD social media posts;
3. Public appearances to address general or specific issues of interest or safety.