


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT: TRAFFIC DIRECTION & CONTROL, HIGHWAY EMERGENCIES & VEHICLE ESCORTS DPS SOP 2013-12	SECTION(S): ALL	DISTRIBUTION: ALL PERSONNEL
		ISSUING AUTHORITY: ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)	EFFECTIVE DATE: December 3, 2013 REVISED DATE: June 15, 2020

TRAFFIC DIRECTION & CONTROL, EMERGENCIES & VEHICLE ESCORTS

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REFERENCES:

- SOP 2013-03 Towed and Impounded Vehicles
- SOP 2011-01 Traffic Accident Investigations
- SOP 2011-05 Traffic Enforcement
- SOP 2012-15 Pedestrian, Bicycle & Vehicular Traffic Safety
- NYS Traffic Sign Handbook (In Forms folder on the "G" Drive)

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all sworn Syracuse University Department of Public Safety (DPS) Peace Officers.

II. PURPOSE: The purpose of this order is to prescribe procedures for DPS traffic direction and control, the proper handling of traffic hazards and vehicle escorts. This SOP provides guidelines and protocols related to authorizing and providing non-emergency traffic escorts and also the proper method for dealing with emergency requests for vehicle escorts associated with medical emergencies.

III. POLICY: It is the policy of the Department of Public Safety to the extent possible to follow the guidelines and procedures in this SOP for the safe and efficient direction and control of traffic associated with our campus. The DPS will provide service and assistance that is timely and appropriate to the circumstances for motorists experiencing a highway emergency or breakdown. The DPS does not provide unauthorized or unofficial vehicle escorts.

IV. PROCEDURES: TRAFFIC DIRECTION, CONTROL AND HIGHWAY EMERGENCIES

In the course of a patrol officer's duties there are times when officers must personally direct traffic at or around the scene of an event and provide assistance at a scene to move traffic safely around obstructions, traffic accident scenes or disabled vehicles and to assist in the correction of those problems to restore safe and efficient traffic flow.

The following are guidelines developed to assist in the success and safety of those activities.

A. Traffic Direction Procedures:

1. Officers Directing Traffic Will Wear Reflective Vests: Officers **will wear** high-visibility reflective clothing while directing traffic and will: **(10.3.1 b) (61.3.2 g) 06/15/20**
 - a. Position themselves in the center of the intersection or roadway where they are readily observable to all traffic.
 - b. Remain alert and face oncoming traffic.
2. Use Standardized Gestures and Signals: When directing traffic, officers will use standardized gestures and signals to have motorists, pedestrians, and bicyclists stop, turn or proceed as directed. When stopping traffic, the officer should ensure adequate distance is available for the driver of the vehicle to stop safely especially during periods of reduced traction or visibility. **(10.3.1 a) (61.3.2 a, b)**

3. Hand Signals and Gestures: To Stop and Re-Start Traffic:
 - a. The officer should first extend his/her arm and index finger toward and look directly at the person to be stopped until that eye contact is established.
 - b. The pointing hand is then raised at the wrist so that the palm is facing the person to be stopped, and is in the position until the person stops.
 - c. Conversely, to start traffic, the officer should stand with the shoulder and side toward the traffic to be started, extend his/her arm and index finger toward and look directly at the person to be started.

With the palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle until the hand is adjacent to the chin.
4. Whistle: Officers, in conjunction with appropriate hand signals, should use a whistle to get the attention of motorists, pedestrians, and bicyclists, in the following manner:
 - a. One long blast as a STOP signal
 - b. Two short blasts as a GO signal
 - c. Several short blasts if the operator does not respond to a given signal, or to obtain the driver's immediate attention.
5. Traffic Direction in Adverse Road or Weather and Lighting Conditions: (10.3.1 c) (61.3.2 d)
 - a. Attempt to stand in a lighted area so as to be seen by motorists if possible
 - b. A flashlight equipped with a red plastic tip is recommended for use at night and/or adverse weather conditions to assist the motorist in understanding the intent of the officer.
 - c. The flashlight plastic adapters cast a red, orange or yellow glow which focuses the driver's attention to the arm movements of the member directing traffic and should be used in conjunction with the arm gestures described above.
 - d. In the absence of a specialty flashlight, a flashlight whose beam is moved rapidly back and forth at right angles to the vehicle also makes an effective warning device
 - e. Caution should be employed whenever an officer uses a flashlight absent the plastic tip to ensure that the light is not pointed directly at a motorist as it may confuse or disorient them.
6. Traffic Signals, Signal Failures and Manual Operation: Before an officer begins to direct traffic at an intersection or roadway controlled by a traffic signal, he/she should attempt to utilize the traffic signal pattern and direct traffic with the signal if possible to make direction easier for a motorist to understand. **(10.3.1 d) (61.3.2 e)**
 - a. If this cannot be accomplished or the traffic light is not properly functioning or is otherwise causing an impediment to traffic control, officers should request that the traffic signal be placed on 'flash' and direct and control the traffic by using hand signals, flares or signs as may be necessary.

- b. Officers should request the DPS Patrol Sergeant to contact the ECC, who will, in turn, request the Syracuse Police Department Traffic Unit through the Onondaga County 911 Center to allow the light to be switched for manual control or to flashing mode if possible or
 - c. The ECC may contact the City of Syracuse Highway Department at 448-2489; or contact the after-hours NYS Department of Transportation for traffic lights at 455-6312.
- 7. Officer Safety: Directing Traffic at an Accident or Incident Scene: Officers will exercise due caution when directing traffic at traffic accidents, serious incidents requiring traffic direction or during hazardous situations.

No Procedure can anticipate every possible scenario, but the exercise of common sense based on officer experience and training should guide the officer's actions which may include: **(61.3.2 a, c)**

 - a. Maintaining a safe and prudent distance from HAZMAT incidents, flooded or washed out roadways or electrical or other unknown wires down across or near the roadway or walkway.
 - b. Requesting additional specialized assistance when needed to handle hazardous or difficult scenes. That may include requesting additional patrols, the Patrol Sergeant, the fire department, HAZMAT, National Grid, DPW for salt or plowing, or any other University department or outside entity.
- 8. Positioning the Patrol Vehicle Using Emergency Lights and Flares: Officers directing traffic at accident scenes, around critical incidents or road obstructions should position their police vehicle in such a manner that it is highly visible to approaching motorists and does not impede or hinder the flow of traffic, and
 - a. The Officers **will** wear reflective vests, use vehicle emergency equipment and place sufficient road flares to enhance their visibility when there is limited visibility or higher speed traffic requiring time to slow and react to instruction being given. **(10.3.1 e) (61.3.2 c)**
- 9. Using Temporary Traffic Control Devices and Traffic Cones: DPS officers have the authority to place temporary traffic control devices when necessary for warning, regulating, or guiding traffic. **(10.3.1 e) (61.3.2 f)**
 - a. Temporary traffic control devices may be used during hazardous road condition, collisions, special events, large gatherings or during adverse weather conditions, fire/rescue operations or where additional traffic control is required.
 - b. These traffic devices may be requested at the direction of a Patrol Sergeant and may be requested by the ECC from the University's Physical Plant or through the Syracuse Police department from the City of Syracuse Department of Public Works.
 - c. The Items requested may include:
 - i. Movable barriers to include saw horses and barrels
 - ii. Portable signs
 - iii. Police emergency tape

- iv. Traffic cones
 - v. Emergency Lighting
 - d. As soon as practical following the termination of the need for the temporary traffic control device, the supervisor responsible for deploying the device(s) shall ensure its [their] removal and then make appropriate notifications.
10. Road Closures:
- a. Temporarily Closing a Road: Whenever an officer discovers a hazardous situation that might adversely affect street or highway users, the officer, using his/her best judgment, training, and discretion is authorized to temporarily close a road or portion thereof to traffic until the situation has been rectified.
 - b. Notify the ECC of Road Closings: The officer must notify the Emergency Communications Center as soon as practical, so that information may be disseminated to other University departments or outside agencies to include the Onondaga County 911 Center relative to the circumstances surrounding the incident and the estimated length of duration.

B. General Guidelines for Roadway [Highway] Emergencies and Breakdowns:

Officers generally shall be alert and offer their services to motorists in need of assistance due to vehicle malfunctions or operator/passenger related emergency problems that they encounter while on patrol or that they are assigned to handle. **(10.3.4 a) (61.4.1 a)**

1. Render Aid or Call for Assistance: **(10.3.4 b)** Officers shall be expected to provide reasonable assistance to motorists. Help may include requesting the ECC to call wreckers, emergency medical services or obtaining other services to assist a stranded or disabled motorist or one requiring emergency medical services.
 - a. Time and duty permitting, officers may assist stranded and disabled motorists to obtain fuel and repairs, recognizing the importance of the service component in these tasks.
2. Call the ECC to Report Request of Assistance if Unable to Stop: When an officer is responding to a call for service and is unable to stop to aid a motorist needing assistance, the officer shall request the ECC to dispatch another unit to the scene to provide service. **(61.4.1 b)**
4. Take Reasonable Efforts to Assist Stranded Motorists: Officers shall be aware of possible dangers to motorists who are stranded in isolated and hazardous locations on the roadway and shall take steps to reduce these threats by transporting motorists to safer locations or by using an emergency vehicle's lighting or a flare pattern to warn other motorists until the matter can be resolved. **(10.3.4 c) (61.4.1 c)**
5. Start Services to Scene and Render Aid: Officers arriving at the scene of any highway emergency shall request the ECC to obtain needed services and then if required, provide emergency first aid, and requesting additional assistance as the situation requires, pending arrival of appropriate emergency services. **(10.3.4 d) (61.4.1 d)**

- C. **Guidelines and Protocols Relating to Vehicle Escorts: (10.3.3)** In the course of the duties of the DPS there may come a request, or need to provide non-emergency dignitary-related or other vehicle escorts, including escorts of oversize vehicles and loads and hazardous materials passing through the campus and there may also be requests for medical emergency related escorts. This section provides guidance on how those matters will be handled:
1. Non- Emergency Escorts: The department may provide planned and unplanned, non-emergency escorts when, in the opinion of a supervisor, the circumstances surrounding the request warrant an escort and personnel are available. The supervisor shall be responsible for the management of these escorts and shall have the responsibility to terminate them when necessary. **(61.3.3 a)**
 2. Non – Emergency Escort Approval: All planned non-emergency escorts: visiting dignitaries and sports teams require approval and shall be coordinated through the Special Events, Community Policing Lieutenant.
 - a. The Special Events, Community Policing Lieutenant will notify the SPD Special Event Office of any planned events that require traffic control or escort that take place on any city streets
 - b. The ECC shall be kept advised of the progress of an escort, planned or underway, with regard to the impact of the escort on the traffic or operation of a campus event or otherwise as directed by a supervisor, or command level officer.
 3. Emergency Medical Escort Requests: (61.3.3 b)
 - a. Officers receiving requests for medical emergency escorts, requesting the transportation of ill or injured persons, shall notify the ECC of the emergency and request emergency medical service personnel to be dispatched to their location to assist the parties requesting a medical emergency related escort.
 - b. Officers shall not provide emergency escorts for private vehicles.
 - c. Officers shall not transport ill or injured persons unless there are life-threatening exigent circumstances and waiting for an ambulance might not be practical or is life threatening in the officer's judgment.
 - d. The Patrol Sergeant shall be notified of such emergency escort requests and the related concerns as soon as is possible.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Reviewed/Revised re IACLEA	02/29/16
2	Revised to Meet Standard for CALEA	06/15/20
3		
4		
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