508.1 PURPOSE

The purpose of this directive is to provide guidance and procedures for traffic direction and control applicable for the following circumstances at a minimum:

- Manual traffic direction and control;
- Manual operation of traffic control devices;
- At collision/crash scenes;
- During periods of adverse road and weather conditions;
- Use of temporary traffic control devices.

In addition, this policy requires all personnel directing traffic, or in the roadway controlling traffic, to wear reflective clothing.

508.2 POLICY

Traffic direction and control functions are essential to the safe, and efficient, movement of traffic. It is the responsibility of all uniformed members of the Columbia Police Department to ensure the safe, and efficient, movement of vehicle, bicycle, and pedestrian traffic, by performing various traffic control functions when and where intervention is deemed necessary.

In cases involving major traffic congestion, the City of Columbia Communications Department and Boone County Joint Communications should be notified to assist in using the alert system in use at the time, media, and social media outlets to divert people away from the area.

508.3 PROCEDURES FOR MANUAL TRAFFIC DIRECTION AND CONTROL

Manual direction is used in situations where traffic control signals, or devices, are not present, are inadequate, or inoperable. Emergency conditions and planned events may also dictate the use of manual traffic control or manual control of traffic devices. These include, but are not limited to:

- Collisions/crashes;
- Inoperable signals;
- Road construction; and,
- Special functions, e.g., athletic events, parades, large funeral processions etc.

Manual traffic direction is handled in a manner that would enable drivers, and pedestrians, to recognize, and respond, to verbal and gesture signals as follows:
• To stop traffic: the employee extends his arm outward with the palm toward the vehicle to be stopped. Verbal / whistle commands may be used to enhance the physical gesture.
• To start traffic: starting from the stop position, the arm is moved at the elbow in a manner to indicate that the traffic may now proceed. Rotating the arm upward toward the direction in which traffic is to flow does this.
• Right turns: the employee gestures to the driver to execute the turn by extending his or her arm in the direction in which the turn is to be made.
• Left turns: these turns are to be made only when there is a break in oncoming traffic. The employee points in the direction of the turn when such movement can be safely executed.

Employees may use flashlights, traffic wands, barricades, traffic cones, whistle, road flares or other road signals while manually directing traffic. This equipment should be used in a manner that enhances commands and visibility.

Employees should remain calm, and professional, whenever directing traffic. There are times when drivers, and pedestrians, do not understand commands, or may refuse to obey them. Such instances should be handled with courtesy, and professionalism, and within the guidelines of accepted procedures.

Any personnel directing traffic, or in the roadway controlling traffic, must wear approved reflective clothing that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 207-2006 during day and night time traffic direction/control.

508.4 PROCEDURE FOR MANUAL OPERATION OF TRAFFIC CONTROL DEVICES

508.4.1 ELECTRONIC TRAFFIC SIGNALS

Patrol officers may manually operate a traffic signal whenever the signal is malfunctioning, at special events, and/or the traffic situation requires a temporary modification of the signal’s cycle to assist in alleviating traffic problems.

When the traffic situation improves, it is the responsibility of the officer to ensure that the signal is returned to its normal cycle.

If the officer encounters a malfunctioning signal that they cannot reset, the officer should request Boone County Joint Communications contact the appropriate signal technician for repair.

508.4.2 TEMPORARY TRAFFIC CONTROL DEVICES

Temporary traffic control devices are used when approved by a shift supervisor or Watch Commander. Exceptions to this are emergency situations that dictate the immediate use of a temporary traffic control device to protect life and property.
508.5 PROCEDURES FOR TRAFFIC CONTROL AT SPECIAL EVENTS

Special events are activities that involve large amounts of vehicular/pedestrian traffic, such as parades, sports events, demonstrations, large funeral processions, and road maintenance. Employees are assigned to special events to help control the movement of traffic in the area. The following procedure will be followed regarding traffic direction and control at special events:

- The Special Events Commander or designee will coordinate the traffic detail at special events based on anticipated attendance, location and time.
- The detail will be carefully planned to allow for normal, and emergency, activities to continue with a minimal amount of disruption.
- Information addressing changes, or alterations, of the event, parking or other information of interest to the public, will be provided to the media at the earliest possible time.

508.6 PROCEDURES FOR TRAFFIC CONTROL AT CRASHES AND CRITICAL INCIDENTS:

Officers at the scene of a traffic crash or other critical incident must determine hazards present and take action to minimize further damage to property, or life, such as:

- Directing traffic;
- Blocking off an area to protect life and/or evidence;
- Evacuating the immediate area.

Officers assisting at traffic crashes or critical incidents shall work with the primary officer or Incident Commander to ensure the scene is clear for emergency vehicles or personnel to enter and restrict the entry of unauthorized vehicular/pedestrian traffic. Officers shall work with the primary officer or Incident Commander to determine traffic direction and control needs at the crash or critical incident location. Also see policy 502 TRAFFIC CRASH RESPONSE AND REPORTING.

508.7 PROCEDURES FOR HANDLING ADVERSE AND HAZARDOUS ROAD CONDITIONS

Adverse, and hazardous, road conditions may occur as a result of many situations, including accidental hazards, such as downed power lines or traffic control signals, road debris, defects in the roadway, lack of or defects in roadway safety features such as impact attenuation devices, reflectors, informational signs, parked or abandoned vehicles, and natural causes such as fog, ice, rain and snow.

To reduce the possibility of a traffic crash, anytime an officer comes across a roadway or roadside hazard, they are to report the problem and correct it if possible. Any efforts to direct or control traffic in these conditions should be taken with the utmost caution and regard for safety. If warranted, emergency measures should be taken, i.e., notifying Boone County Joint Communications, through proper channels, of areas needing salt or attention from a road crew/snow plow crews, and removing debris from the road.

- For appropriate action to be taken, an officer notifies the Shift supervisor of problems concerning weather conditions.
- The shift supervisor uses the Snow Removal Guidelines distributed when summoning salt / snow plow crews.
- If there is debris on the road that the officer cannot remove, a tow truck or the applicable Street Department or Highway Department should be summoned to remove the debris.
- Other potential hazards may include defects in roadways, defects in highway safety features, inoperable traffic control devices, etc. An officer should contact the following agencies / departments when discovering such hazards.
  - Traffic signs; Street Department and/or the Missouri Department of Transportation.
  - Mechanical traffic control devices; City of Columbia or Missouri Department of Transportation.
  - Roadway defects; City of Columbia or Missouri Department of Transportation.