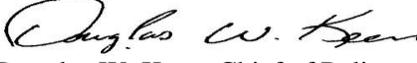




# City of Manassas Police Department General Duty Manual



Effective Date: 11-07-2005	<b>GENERAL ORDER</b>	Number: 08-09
Subject: Traffic Direction and Control		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 01-12-2015 General Order # 8-9 Dated: 6-13-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 61.3.2/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 5

## PURPOSE:

To establish procedures for manual and mechanical control and direction of traffic.

## POLICY:

Officers and other members should at all times give due consideration to their own safety while carrying out manual traffic direction and control. Officers and other members should employ uniform procedures (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their direction.

Traffic direction and control should be employed at the scene of accidents and other roadway emergencies or at other times to alleviate severe congestion.

The Department provides only that degree of traffic direction and control service in support of special events as is absolutely necessary. The primary task of officers and other members conducting traffic direction and control at these events is to assist motorists and / or pedestrians in the vicinity of the event.

Traffic direction and control should only be performed by those properly trained. Recruit and trainee officers are authorized to direct traffic under the direction and training of their Field Training Officer. Non-sworn members or volunteers such as School Crossing Guards, Parking Enforcement officials, Explorer Scouts (when implemented), etc. are authorized to direct traffic after successfully completing minimum training as determined by the Special Operations Lieutenant.

## DISCUSSION:

The major objective of officers and other members carrying out traffic direction and control is to maintain and restore the safe and efficient movement of vehicular and pedestrian traffic. In so doing, the officer or other member is responsible for:

- A. Regulating traffic flow.
- B. Controlling turning movements.
- C. Coordinating vehicle movements with the flow of traffic at adjacent intersections.
- D. Detouring traffic as necessary.
- E. Controlling pedestrian movements.
- F. Arranging for removal of traffic obstructions.
- G. Facilitating emergency vehicle movements.
- H. Rendering aid and assistance to motorists and pedestrians.

## PROCEDURE:

### I. High Visibility Clothing

- A. The Department provides high visibility reflective traffic vests to officers and other members (hereafter, the term "members" shall be used in this context) assigned to perform scheduled manual traffic direction and control functions. Members are required to wear the reflective vest with the full prescribed uniform whenever conducting scheduled manual traffic direction and control. See General Order 2-3.

Effective Date: 11-07-2005	<b>GENERAL ORDER</b>	Number: 08-09
Subject: Traffic Direction and Control		Page: 2 of 5

- B. Unless exigent circumstances exist, or on traffic stops, issued traffic vests shall be worn by members while directing traffic or working in or near the roadway or vehicular traffic, even if for brief periods of time.
- C. The vest shall be worn over any outerwear, except as provided below. Also see General Order 8-8.
  - 1. During inclement weather, the raincoat may substitute for the traffic vest, provided that the safety orange side of the raincoat is displayed.

**II. Positions, Commands and Aids**

- A. Members carrying out manual traffic direction and control must ensure that their presence and purpose are well demonstrated to drivers and pedestrians by effective use of available visual warning devices, such as flares, emergency lights and other lights, flashlights, etc., and by:
  - 1. Positioning so as to be clearly seen by all, usually in the center of an intersection or street.
  - 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 facing or with back to stopped traffic, and with the side toward traffic being directed to move.
- B. Signals and commands.
  - 1. Signals and commands found in this section are used in conjunction with signaling aids (see Section II, C, below).
  - 2. To stop traffic: The member first extends his arm and index finger toward and looks directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the member's gesture. Secondly, the pointing hand is raised at the wrist, so that its palm is toward the person to be stopped, and 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 other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
  - 3. To start traffic: The member 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 that person is aware or it can be reasonably assumed that he is aware of the member's gesture. Secondly, with palm up. The pointing arm is swung from the elbow, only, through a vertical semicircle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.
  - 4. Right turning: The member should first ensure that the way is clear prior to allowing the turn. If the driver is approaching from the member's right side, his extended right 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 member's left side, either the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to 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.
  - 5. Left turning: Drivers should not be directed to effect their movement while the member is also directing oncoming traffic to proceed. Therefore, the member 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 into his turn. The member's right 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 member'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.

Effective Date: 11-07-2005	<b>GENERAL ORDER</b>	Number: 08-09
Subject: Traffic Direction and Control		Page: 3 of 5

- C. Signaling aids.
1. The whistle is used in conjunction with hand signals 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 the go signal.
    - c. Several short blasts to get the attention of the driver or pedestrian who does not respond to a given signal or to warn of hazardous or unusual conditions.
  2. The whistle should be used judiciously. It should not be used to indicate frustration, but the volume should be sufficient to be heard by those whose attention is required. Therefore, whistle blasts directed at pedestrians should be moderate in volume. The whistle should be used only to indicate stop, go or to gain attention, and when its purpose has been achieved, the member should cease sounding the whistle. If the whistle is utilized 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 misinterpretations that are dangerous. An order that is shouted can antagonize the motorist.
  4. Occasionally a driver or pedestrian will not understand the member's directions. When this happens, the member should move reasonably close to the person and politely and briefly explain his directions. Members must not exhibit loss of temper by shouting or otherwise indicate antagonism toward those who do not understand or who do not wish to obey the member's directions.
  5. The traffic wand may be confusing to drivers and pedestrians unless properly used.
    - a. When using the traffic wand to command a stop: Face oncoming traffic, hold the traffic wand in the right hand, bend the right elbow, hold the traffic wand vertically, then swing the traffic wand from left to right through an arc of approximately 45 degrees.
    - b. When using the traffic wand to command go or left turn: Use the same gestures previously described in Section B, above. However, the traffic wand should be used as an extension of the hand and index finger.
  6. Signals and directions given with the aid of the traffic wand should be exaggerated and often need to be repeated because of the poor visibility existing. The traffic wand's light should be turned off when it is not being actively utilized to give directions.
  7. A flashlight (without traffic wand cover) can be used to halt traffic. To stop traffic, slowly swing the beam of the light across the path of 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, the vehicle's headlights providing illumination.
  8. Flares are used for stationary illumination devices. They are not normally used for hand held signaling devices.

### III. Use of Temporary Traffic Control Devices

- A. Temporary traffic control devices includes the manual operation of automated traffic lights, use of movable barriers, portable signs, and other apparatus intended for temporary deployment to assist the safe and efficient movement and control of vehicular and pedestrian traffic. Manual operation of traffic lights may be warranted under the following conditions:
1. Facilitating the movement of traffic near the scene of an accident or other emergency.
  2. Malfunction of the signal.
  3. Power Outage
  4. Providing a thoroughfare for motorcades.
  5. Alleviating traffic congestion caused by unforeseen circumstances.
  6. During school crossing assignments.
  7. Crash scenes
  8. Adverse weather and road conditions
  9. Fire scenes

Effective Date: 11-07-2005	<b>GENERAL ORDER</b>	Number: 08-09
Subject: Traffic Direction and Control		Page: 4 of 5

- 10. Construction
- 11. Special Events
- 12. Points of traffic obstruction
- B. Manual operation of automated traffic lights can be performed using the Traffic Box key or the Opticom emitter to manually operate the system.
- C. Supervisor approval is required for the deployment or use of temporary traffic control devices.
- D. As soon as practicable following termination of the need for the temporary traffic control device, the supervisor authorizing deployment of the device should ensure its removal / deactivation.
- E. Portable or part-time stop signs may be used as temporary traffic control devices, but are usually reserved for emergencies.

**IV. Special Events**

- A. Special events are those at which a large volume of vehicular and / or pedestrian traffic is anticipated and hostile crowds are not anticipated. Special events may include parades, sporting events, highway construction and maintenance activities, picketing, peaceful demonstrations, etc.
- B. The Planning and Resources Management Lieutenant is assigned to prepare plans for most special events.
- C. The time, location, and anticipated attendance should be determined.
- D. Parades are normally coordinated with other public service and transportation agencies to provide an opportunity to adjust schedules and for providing assistance.
- E. Provisions for parking, temporary one-way streets, and detours are outlined within the memorandum or Special Order.
- F. Adequate emergency service access is provided to the scene of the event, including fire and rescue services.
- G. Adequate crowd control should be detailed. If the event is a parade, ropes or other appropriate barriers may be used along the route with members stationed at intervals as needed.
- H. The department helps ensure adequate publicity for any changes or alterations in street utilization, parking availability, public transportation services, and the location of the event or parade route.
- I. Provisions are usually made for identifying those persons working directly with the event to assist them in entering restricted areas. This includes dignitaries, promoters of the event, vendors and media representatives.
- J. Consistent with the scheduled or anticipated duration of the needed traffic direction, provision is made for scheduling adequate breaks and / or rotation of the members providing those services.

**V. Conducting Traffic Direction and Control at Fire Scenes**

- A. The Department continues to maintain its close working relationship with the Fire and Rescue Departments, and continues to cooperate with them in developing and implementing plans and procedures for providing traffic direction and control support to fire and rescue operations.
- B. The fundamental task of members engaged in traffic direction and control services at fire and rescue scenes is to maintain access to and egress from the scene by fire and other emergency vehicles. Members should bear in mind that Fire Department protocols often call for certain vehicles to be parked uphill from, or at predetermined locations in relation to a fire.
- C. The Fire Chief / Rescue Chief (or his designee) is the commander of all fire scenes.
- D. Appropriate contingency plans are activated when needed.

**VI. Conducting Traffic Direction and Control at Crash Scenes**

- A. Officers investigating traffic crashes are responsible for the safety and security of the scene until the on-scene investigation has been concluded and all vehicles or persons removed from the roadway.
- B. The first officer on the scene will be responsible for establishing or requesting assistance for traffic control. The unit(s) directing traffic will accommodate traffic flow at that particular location while still protecting the crash scene.

Effective Date: 11-07-2005	<b>GENERAL ORDER</b>	Number: 08-09
Subject: Traffic Direction and Control		Page: 5 of 5

- C. Crash scenes will be protected using the most effective methods available and suitable for the needs of the crash scene. The methods include, but are not limited to:
  - 1. Reflective Cones
  - 2. Flares
  - 3. Patrol vehicles with emergency lights activated
  - 4. Manual operation of proximal traffic control devices

**VII. Conducting Traffic Direction and Control during Periods of Adverse Road and Weather conditions.**

- A. The Department continues to maintain its close working relationship with those other agencies and departments that share responsibility for coping with adverse road and weather conditions affecting traffic safety, and will continue to cooperate with them in developing and carrying out mutual assistance policies, procedures and programs to serve the public as effectively as possible when such adverse conditions exist.
- B. Upon discovery of an adverse road or weather condition, PSCC causes the appropriate agency, department or person to be notified for the purpose of correcting the condition. The Public Works, Electric Department, Street Department and other officials are available by telephone, pager and radio communication.
- C. Appropriate contingency plans are activated when needed. Also, see the City's Emergency Operations Plan, published separately.
- D. Members provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as appropriate or at the direction of the Duty Supervisor.

Attachments: N/A

Index as: Traffic Direction and Control.

References: N/A