



Garner Police Department Written Directive

Chapter: 800 - Operations

Directive: 830.05 - Traffic Direction and Control

Authorized by: Chief Brandon Zuidema

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CALEA Standards: 61.3.2, 61.3.4, 61.3.5, and 61.3.6

Last Revision: October 1, 2015

830.5.1 - Purpose

The purpose of this directive is to establish guidelines to assist personnel in their duties pertaining to the movement and control of vehicles and pedestrians.

830.5.2 - Policy

It will be the policy of the Garner Police Department to carry out its responsibilities for traffic direction and control by providing and managing appropriate personnel and other resources, in numbers and kind, adequate to deal with reasonable expectations concerning the need for traffic direction and control services.

830.5.3 - Definitions

- A. Adverse Road and Weather Conditions - Those conditions caused by acts of nature or man which inhibit the safe movement of vehicular and/or pedestrian traffic.
- B. Manual Traffic Direction and Control - The actual physical presence of personnel who give instructions using uniform signals and gestures to drivers and pedestrians to control traffic flow.
- C. Special Events – For the purpose of this directive, situations at which a high volume of vehicular and/or pedestrian traffic is anticipated and hostile crowds are not expected. Special events may include highway construction and maintenance activities, parades, picketing, sporting events, etc.
- D. Traffic Control Device - All signs, signals, markings, and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic. This includes both permanent and temporary devices.
- E. Traffic Direction and Control - In general terms this includes all functions, procedures, apparatus, markings, etc. designed to promote and ensure the safe and efficient movement of vehicles and pedestrians.

830.5.4 - Traffic Direction and Control Functions (61.3.2)

- A. Traffic direction and control is a joint function between the Police Department, the Town of Garner, and the North Carolina Department of Transportation (NCDOT) to ensure the safe and efficient movement of vehicles and pedestrians.
 - 1. Both the Town of Garner and the NCDOT utilize the current edition of the manual on Uniform Traffic Control Devices for streets and highways, published by the Federal Highway Administration, to determine where such devices should be.

2. The majority of traffic control and direction will be by unmanned mechanical devices, signals, and signs. Personnel will be assigned to carry out traffic direction and control functions only at those times and places where law enforcement authority and/or human intervention is required to ensure safety and efficiency, and until such time that the problem is resolved or traffic control apparatus can be installed.

B. Situations Requiring Traffic Control:

1. Accidents, fires, and other emergencies, special events or activities such as parades, sporting events, funeral processions, traffic light malfunction, etc.;
2. Major street excavation, particularly at intersections adjacent to the construction and during periods of peak traffic flow; and
3. Any condition which causes congestion of traffic in a particular location.

C. Conditions of Traffic Control:

1. When directing traffic, officers are to keep in mind that the immediate area of control is not the only area affected. Whenever applicable, officers should consider the movement of traffic at adjoining intersections as well.
2. Officers will adhere to the procedures and guidelines outlined in this directive when performing traffic direction and control functions.

830.5.5 - Traffic and Parking Control Surveys (61.3.2; 61.3.4)

- A. The Support Services Division Lieutenant, or designee, will conduct an annual survey, in conjunction with the Engineering Department, to determine locations that require point traffic control. Factors to be considered in such determinations include:
1. Traffic volume/speed;
 2. Number of turning movements;
 3. Number of pedestrians present;
 4. Duration of congestion; and
 5. Presence or absence of traffic control devices.
- B. The Support Services Division Lieutenant, or designee, will conduct surveys of traffic patterns in response to citizen complaints, accident investigations, and officer observations.
1. Copies of these surveys and any statistical data will be given to the NCDOT. This information will help identify locations where additional or new control devices may be needed.
 2. Additional surveys may be conducted by the NCDOT when traffic accident data, enforcement data, or citizen complaints suggest the existence or unsafe conditions at certain locations.
- C. The Support Services Division Lieutenant, or designee, will conduct a survey, in conjunction with the Engineering Department, to determine locations where parking control is required. This is normally done with new construction or in response to citizen complaints, accident investigations, and officer observations.

1. The survey is intended to identify specific needs and/or deficiencies regarding tow-away zones, loading zones, non-parking areas, restricted parking areas, and overtime parking enforcement.
 2. The NCDOT conducts periodic surveys and investigates citizen recommendations to evaluate current parking regulations and to identify locations where parking control may be required. Responsibilities for the surveys, when requested, may be shared by the Department so appropriate measures can be taken to address any problems that may be identified if necessary. The NCDOT will include in its review problem identification, suggested alternatives, and/or cost effectiveness data.
- D. The Support Services Division Lieutenant or designee will conduct an annual survey, in conjunction with the Engineering Department and school authorities, to determine locations and specify times requiring adult school crossing assistance. Results from the survey will form the basis for establishing school crossing points and school routes.

830.5.6 - Procedures for Manual Traffic Direction (61.3.2)

- A. Personnel carrying out manual traffic direction and control shall position themselves so that they can clearly be seen by all, typically in the center of an intersection or street.
1. Personnel, including school-crossing guards, will wear high visibility reflective clothing in addition to the full uniform whenever performing traffic direction.
 2. When practical, officers should position their vehicle, with emergency lights activated, in such a manner so as to provide a greater warning to oncoming traffic.
- B. Personnel will employ uniform procedures provided during basic and/or refresher training (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their direction.
1. A whistle may be used to get the attention of drivers and pedestrians; however, the whistle should be used judiciously.
 2. The voice is seldom used in directing traffic. Arm gestures and a whistle usually are sufficient. When a driver or pedestrian fails to understand arm signals, the Department employee controlling traffic should move reasonably close to the person and politely and briefly explain the command. The employee will not shout or exhibit a loss of temper.
 3. An illuminated baton or, if a baton is not available, a flashlight may also be used in making signals and gestures at night or during bad weather when visibility is low.
 4. Highway flares may be used to channel traffic from one lane to another.
 - a. Flares should normally be placed on the ground and used for fixed-point traffic control. At no time should a flare be used as a hand-signaling device.
 - b. Flares should typically be placed approximately twenty feet apart to maximize their effectiveness in directing approaching traffic.
 - c. Flares will be used only after the officer has surveyed the area for fire hazards.

830.5.7 - Manual Operation of Traffic Control Signals (61.3.2)

- A. When a traffic control signal is determined to be malfunctioning, officers are authorized to place the signal in a flashing only mode and Traffic Engineering personnel should be summoned.

- B. The responding officer should assess whether or not manual traffic control is necessary. If the officer does not remain on the scene, he/she will advise the Raleigh-Wake Emergency Communications Center (RWECC) describing the malfunction and the affected lanes of travel.

830.5.8 - Temporary Traffic Control Devices (61.3.2)

- A. Temporary traffic control devices include moveable barriers, portable signs, and other similar apparatus intended for limited use to assist in the safe and efficient movement of vehicular or pedestrian traffic. When portable barricades are required, they will normally be delivered and removed by the Town of Garner Public Works Department.
- B. Temporary traffic control devices may be used for circumstances including, but not limited to, the following:
 - 1. Sustained power outages which render traffic control signals inoperative;
 - 2. Special events; and
 - 3. Other situations when supervisory personnel deem it necessary.

830.5.9 - Special Events

- A. The Support Services Division Commander, or designee, will coordinate the planning process for traffic direction and control at special events.
- B. The planning process will address the following concerns as circumstances dictate:
 - 1. Routes will be planned to allow for normal and emergency activities to continue with minimal disruption. Route selection should provide for the ingress and egress of vehicles and pedestrians while also supplying alternatives for through traffic.
 - 2. Parking for the event will be considered. Perimeter streets around the special event shall be used to their maximum advantage by eliminating or increasing parking spaces, making temporary one-way streets, and assigning officers to key intersections.
 - 3. The Department will provide for adequate crowd control. If the event is a parade, ropes or other appropriate barriers may be used along the parade route with officers stationed at intervals as needed.
 - 4. Adequate publicity of any changes or alterations in street use, parking availability, public transportation services, and location of the event or parade route will be coordinated with the Parks, Recreation, and Cultural Resources Department.
 - 5. Consistent with the duration of the need for traffic direction and control services, provision is to be made for scheduling adequate breaks for those personnel providing such services.
 - 6. Provisions will be made for identifying those persons working directly with the event to assist them in crossing police lines. This includes promoters of the event, vendors, and press personnel.
 - 7. Adequate emergency service access will be provided to the scene of the event, including fire and ambulance services.
 - 8. When private security services are involved, their contingency plan should be reviewed to ensure that adequate services will be provided for the particular event.

830.5.10 – Critical Incident Scenes (61.3.2)

- A. When directing traffic at a fire, hazardous materials, or other critical incident scene, employees must be concerned with keeping traffic from entering the area, as well as assisting trapped vehicles out from behind the established restricted area when appropriate. Once traffic has been cleared from the area, no vehicles shall be permitted to enter other than emergency vehicles and public utility repair trucks.
- B. Critical incidents attract large numbers of spectators; officers should establish a plan for where this traffic is to be detoured. Spectators who arrive on foot are to be kept beyond the established fire line.
- C. Officers are to provide fire engine protection and security from spectators and traffic. Officers should pay particular attention to fire hoses in the street and shall not allow traffic to cross over them. Officers are to coordinate enforcement and traffic direction activities with the fire department officials in charge.
- D. NC General Statute 20-114.1(b) permits uniformed regular and volunteer firemen and uniformed regular and volunteer members of a rescue squad to direct traffic and enforce traffic laws and ordinances at the scene of fires, accidents, or other hazards in connection with their duties as firemen or rescue squad members.

830.5.11 - Adverse Weather/Road Conditions (61.3.2)

- A. Adverse road and weather conditions may include, but are not limited to:
 - 1. Accidental hazards, such as debris that has fallen onto the roadway;
 - 2. Acts of nature, such as fog, snow, storms, flooding, ice, etc.; and
 - 3. Engineering hazards, such as an exposed guardrail end, a downed power line, or other objects that might cause damage or injury should a vehicle impact with such objects for any reason.
- B. Upon discovering an adverse road or weather condition, personnel will contact RWECC and have the appropriate agencies and persons notified for the purpose of correcting the condition.
 - 1. Departmental personnel will provide traffic direction, control services, and scene protection in the vicinity of adverse road and weather conditions, as appropriate.
 - 2. Temporary traffic control devices may be deployed in support of traffic direction and control services with approval of the on-duty supervisor.
- C. It will be the responsibility of the Operations Captain to develop and implement mutual assistance policies, procedures, and programs with appropriate agencies prior to and during periods of adverse road and weather conditions.

830.5.12 - School Crossing Guard Program (61.3.4)

- A. The Department will authorize and provide, as necessary, non-sworn personnel to serve as adult school crossing guards.
 - 1. The function of these school crossing guards is to expedite the movement of children to and from school by creating safe gaps in vehicular traffic, and directing children to cross through these gaps, when and as appropriate.
 - 2. The school crossing guards may direct vehicular traffic as needed during their normal operational hours and may be utilized for special events upon approval by their supervisor.

3. The school crossing guards are non-sworn personnel and have no authority to enforce the law beyond that specifically prescribed for traffic control purposes.
- B. School crossing guards will be selected based on the aptitudes and abilities consistent with the employee selection process of the Department and must meet the following minimum requirements:
1. Must be at least eighteen years of age;
 2. Must be of good moral character as determined by a thorough background investigation;
 3. Must have a criminal history check to disclose any criminal record; and
 4. Must be deemed suitable for the position based on a personal interview by the Chief of Police or designee.
- C. Prior to assignment to school crossing duties, the school crossing guard will successfully complete training in manual traffic direction knowledge and skills. Training will be the responsibility of the Support Services Division Commander or designee.
- D. The equipment issued to school crossing guards will consist of the following items:
1. High Visibility Vest with reflective stripes, and
 2. Hand held "Stop" sign.

830.5.13 - Criteria for School Crossing Guard Locations (61.3.4)

- A. The following variables will be considered when determining school crossing guard locations:
1. Traffic volume/speed;
 2. Number of turning movements;
 3. Width of intersection;
 4. Physical terrain;
 5. Presence or absence of traffic control devices; and
 6. The number and age of children utilizing the crossing.
- B. The Town Council may choose to fund and appoint additional school crossing guards based on complaints and/or concerns expressed by citizens.