

	POLICY & PROCEDURE	SERIES # 1007	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	TRAFFIC DIRECTION AND CONTROL		05/04/94
OVERSIGHT Operations			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1007 dated 9/11/86 and P&P #1008 dated 9/11/86		

I. **PURPOSE:**

To establish procedures governing those activities which directly affect the movement and control of vehicles and pedestrians, including periods of adverse road and weather conditions.

II. **POLICY:**

A. Personnel of the Hampton Police Division will at all time give due consideration to their safety and that of the public while performing traffic direction and control.

1. Adverse road and weather conditions may include:

- a. Accidental hazards, such as debris that has fallen onto the roadway from another vehicle, downed power lines, trees or signs, etc.
- b. Acts of nature, such as fog, ice on the road, high water, etc.
- c. Engineering hazards, such as an exposed guardrail end or other objects that might be hazardous due to hill crests or curves, etc.

2. Upon discovering an adverse road or weather condition, Division personnel shall cause appropriate agencies and persons to be notified for the purpose of correcting the condition.

3. Division personnel will provide traffic direction and control services in the vicinity of the adverse road or weather condition, as appropriate. These services will be continued until the condition is rendered safe.

4. During extended periods of providing traffic direction and control services supervisors shall ensure that adequate relief is scheduled for assigned officers. If the conditions persist beyond a shift change such relief shall be arranged as required.

APPROVED:
CHIEF OF POLICE



The Police Division will carry out its responsibilities for traffic direction and control in concert with other authorities by providing and managing appropriate personnel and other resources to deal with necessary traffic direction and control services.

III. PROCEDURE:

A. The major objective of those performing traffic direction and control is to maintain and/or restore the safe and efficient movement of vehicular and pedestrian traffic. In doing so, we have the responsibility for:

1. Regulating traffic flow
2. Controlling turning movements
3. Coordinating vehicle movements with the flow at adjacent intersections
4. Detouring traffic, as necessary
5. Arranging for removal of traffic obstructions
6. Controlling pedestrian movements
7. Facilitating emergency vehicle movements
8. Rendering aid and assistance to motorists and pedestrians

B. Manual Traffic Direction and Control

1. Personnel shall employ uniform procedures (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their directions. Personnel shall wear their safety reflectorized vest and wear the uniform hat for high visibility in accordance with existing policy and procedure.
2. Personnel performing manual traffic direction and control will ensure that their presence and purpose are well demonstrated to drivers and pedestrians by:
 - a. Positioning themselves so that they can clearly be seen by all, usually in the center of an intersection or street.
 - b. Standing straight with weight equally distributed on both feet.
 - c. Allowing hands and arms to hang easily at the sides, except when gesturing.
3. Signals and Commands
 - a. **To stop** traffic the officer should first extend his arm and index finger toward and look directly at the person to be stopped until

that person is aware or it can be reasonable assumed that he is aware of the officer's gesture. (See Illustration #1 in Appendix) Second, 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. (See Illustration #2 in Appendix) To stop traffic in 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. (See Illustrations 3 & 4 in the Appendix)

- b. **To start** traffic the officer 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 officer's gesture. (See Illustration #5 in Appendix) Second, with palm up, the pointing arm is swung from the elbow, only, through a vertical semi-circle until the hand is adjacent to the chin. If necessary this gesture is repeated until traffic begins to move. (See Illustration #6 in Appendix)

To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

- c. **Right turning** drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows: if the driver is approaching from the officers 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 (See Illustrations 7, 8 & 9 in the Appendix). If the driver is approaching from the officers left side, either the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to a 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.
- d. **Left turning** drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer 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 officer's right side and arm should be toward the oncoming traffic, and the left 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 the officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning drivers attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go. (See Illustrations 10, 11 and 12 in the Appendix)

e. Signaling Aids

1. The whistle is used to get the attention of drivers and pedestrians. It is used as follows:
 - a. One long blast with the STOP signal.
 - b. Two short blasts with the GO signal.
 - c. Several short blasts to that the attention of a driver or pedestrian who does not respond to the given signal.
2. The whistle should be used judiciously. It should not be used to indicate frustration, but the volume should be just that 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 officer 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 which are dangerous. An order which is shouted can antagonize the motorist.

C. Manual Operations of Traffic Control Signals

1. The following circumstances may warrant the manual operations of traffic control signals:
 - a. Malfunctioning of the signal
 - b. Facilitating movement at traffic accidents or other emergencies
 - c. Providing a thoroughfare for motorcades.
2. Supervisors will ensure that prior to the manual operation of a traffic control signal the responsible officer has knowledge of and is trained in the operation of the manual control of such devices.

3. The Police Division shall provide an adequate number of keys in order to allow ready access to the traffic signal control boxes by operational personnel.

D. Use of Temporary Traffic Control Devices

1. Temporary traffic control devices include 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.
2. Temporary traffic control devices may be deployed in support of traffic direction and control activities only with approval of supervisory personnel.
3. As soon as practical following termination of the need for the temporary traffic control device, the supervisor authorizing deployment of the device will see to its removal/deactivation.
4. Portable or part-time signs may be utilized in conjunction with providing traffic direction and control at special events. In this case the Officer-In-Charge shall be responsible for the deployment and removal of such devices.

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