

INSTRUCTIONAL ORDER

August 2017

Immediately

V.5:09

Distribution: All Employees

Subject: **AUXILIARY TRAFFIC SERVICES**

Index as:	Dignitary Visits Escorts	Stranded Motorists Roadway Hazards	Traffic Services
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Accreditation Standards: 61.2.1, 61.2.2, 61.2.3, 61.3.3, 61.4.1, 61.4.2
 Cross Reference:
 Replaces: I.O. V.5:9, Auxiliary Traffic Services (April 5, 2000)

This Order establishes procedures for providing services indirectly related to traffic flow. It consists of the following sections:

- I. General Assistance
- II. Stranded Motorists
- III. Hazardous Roadway Conditions
- IV. Hazardous Materials on the Roadway
- V. Dignitary Visits and Escorts

I. GENERAL ASSISTANCE

A. Officers shall provide information related to traffic law and traffic safety.

- 1. Informal requests for information shall be courteously and promptly answered.
- 2. Requests for formal presentations or speaking engagements shall be directed to the Lieutenant, Traffic Section.
- 3. Traffic safety printed materials shall be available at Police Headquarters through the Traffic Section and the Public Information Office.

B. Employees shall courteously provide direction and information when requested by motorists or pedestrians.

C. When necessary, Officers shall make use of temporary traffic control devices such as cones and barricades, etc. to insure safe and expedient traffic flow.

II. STRANDED MOTORISTS

A. Sworn personnel encountering a stranded motorist shall:

- 1. Stop and offer assistance; or, if encountered while responding to a call for police services as directed by the **Emergency Communications Center**, request another Unit to respond to help assure the safety of the motorist.
 - a. When practical, strategically park the police vehicle to protect the stranded vehicle until it is removed.
 - b. Activate the emergency warning lights to increase the visibility of the police vehicle.
- 2. Coordinate, via radio, a wrecker or repair service as requested by the motorist and ensure that help arrives in a timely fashion; or,

3. Request the contract wrecker service which provides 24-hour emergency road service for a fee.

B. Employees shall not:

1. Use City equipment, including police vehicles, for any type of repair service; i.e., pushing, siphoning of fuel, or providing a City vehicle for a jump-start, etc.

2. Perform any type of repair work on the disabled vehicle, such as jumping batteries or changing tires, etc.

C. In the interest of safety, Officers may consider transporting the motorist to a safe location when in a hazardous location or environment.

III. HAZARDOUS ROADWAY CONDITIONS

A. Roadway Debris

1. Accident debris shall be removed by the wrecker service removing the accident vehicle.

2. If there is no wrecker service and the debris is too extensive for the Officer to remove, the Officer shall notify the Emergency Communications Center, which will coordinate the response of the appropriate City department to clean up the debris.

3. Debris in the roadway, unrelated to an accident or incident, shall be reported to the Emergency Communications Center which will coordinate its removal by the appropriate City department.

4. Drivers of vehicles dropping debris shall be made aware of the situation and required to remove it. If appropriate, they shall be cited.

B. Roadway defects shall be reported to the Emergency Communications Center, which will coordinate the response of the appropriate City department.

C. Improperly operating mechanical traffic control devices and damaged, down, missing, improper, or visually obstructed signs shall be reported to the Emergency Communications Center, which will coordinate the response of the appropriate City department.

D. The on-scene Officer shall ensure the safety of motorists encountering defects in the roadway, debris, inoperative traffic control devices, or damaged signs.

E. Scenes of Working Fires

1. Although two Police Units are the standard response, additional Units may be needed to:
 - a. Protect hose lines crossing roadways;
 - b. Ensure a safe area of operation for fire personnel and equipment by controlling traffic entering the area.

2. When necessary, Officers should coordinate their activities with the Incident Commander who will usually be located near the on-scene command post.

F. If available, the Volunteer Road Patrol should be considered when resolving hazardous roadway conditions.

IV. HAZARDOUS MATERIALS ON THE ROADWAY

A. Hazardous material control or removal shall be handled by the Fire Department. The Officer shall take the following actions and precautions:

1. Be alert for standardized placards describing hazardous materials and markings required on vehicles.

2. When encountering a hazardous material in an accident or other incident (for example, leaking), the Officer shall:

- a. Request the Fire Department's assistance;
- b. Move and keep people away from the incident scene;
- c. Not walk into nor touch any spilled material;
- d. Avoid inhalation of all gases, fumes and smoke, even if no hazardous materials are involved;
- e. Never assume that gases or vapors are harmless because of lack of odor.

B. Officers shall assist the ranking Fire Department official in abating the emergency.

V. DIGNITARY VISITS AND ESCORTS

A. Requests for traffic assistance for dignitary visits and escorts will be directed to the Assistant Chief, Uniform Services Bureau, or designee.

B. The visitor's itinerary, developed in coordination with the Intelligence Division, will indicate routes, locations and duration of stops.

1. Itinerary changes will be coordinated with the Intelligence Unit.

2. The Intelligence Unit shall notify the Assistant Chief, Uniform Services Bureau, or designee, as soon as changes become available, to assure proper adjustment of personnel assignments.

C. Personnel needed for traffic and crowd control will be the responsibility of the Assistant Chief, Uniform Services Bureau or designee.

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