

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: TRAFFIC DIRECTION & CONTROL, ANCILLARY SERVICES

NUMBER: 18-1

EFFECTIVE: 1/14

REFERENCE:

RESCINDS/ AMENDS: 24-1

REVISED: 1/22

ATTACHMENTS: [FSS 316.640.pdf](#)

A. PURPOSE

The purpose of this directive is to provide department personnel with operational guidelines that will assist in traffic direction and control.

B. POLICY

It shall be the policy of the New Smyrna Beach Police Department (NSBPD) to ensure the safe and efficient movement of vehicles and pedestrians through the direction and control of traffic. The purpose of traffic direction is to give the users of the streets and highways the greatest freedom of movement consistent with the safety and rights of others.

C. PROCEDURE

18.1.1 Traffic direction by sworn personnel

Traffic direction will be performed by sworn personnel as follows:

1. When it is determined that it is necessary in the interest of safety or efficiency;
2. When necessary to preserve a crime scene;
3. To facilitate the safe passage of the public at special events involving the large flow of vehicular or pedestrian traffic.

18.1.2 Traffic direction by non-sworn personnel

In accordance with [FS 316.640\(4\)\(a\), Citizens on Patrol \(COPs\)](#) who have been trained as traffic control officers may assist, under the direction of sworn personnel, in the direction of traffic, both pedestrian and vehicular, on public roadways and quasi-public property, such as parking lots. Training shall consist of a minimum of eight hours of instruction in traffic control procedures in accordance with this statute.

1. The departments training section shall maintain a list of COP members who are qualified to assist with traffic direction and control and shall make the list available to supervisors who may require their services.

2. COP's shall act under the supervision of a sworn officer, have no sworn authority, and shall limit their activities to the direction of traffic or other activities as may be directed by a sworn officer.

18.1.3 Community Service Aides (CSA) are assigned to the Operations Division and report for assignment to the Shift Supervisor. CSA's will be assigned as needed. The duties and responsibilities of CSA's include, but are not limited to Traffic Direction and Control

18.1.4 All members engaged in traffic direction and control activities shall wear high-visibility clothing. High-visibility clothing is that type of clothing or uniform accessory that is intended to enhance member safety and driver recognition and response. Department issued high-visibility clothing shall include but not be limited to reflective vests and raincoats.

18.1.5 The shift supervisor shall ensure that non-sworn personnel deployed to direct traffic have had the training, skill, knowledge and abilities to perform the function.

D. MANUAL CONTROL OF TRAFFIC

18.1.6 Officers, COP's, and CSA's shall exercise judgment in carefully weighing the necessity of effecting manual control of traffic.

1. Factors to be considered should include, but are not limited to, existing roadway congestion, adverse weather conditions, emergency situations, traffic volume, traffic speed, and number of pedestrians, estimated duration of congestion period, and manpower availability and safety.
2. Automated traffic signals should be placed on a flashing mode when manual control is performed.
3. Members shall have access to a whistle, a flashlight or traffic wand, portable radio, a raincoat, cones, and a reflective vest when engaged in the manual direction of traffic.
 - The issued reflective vest shall be worn while directing traffic. The reflective vest will be worn over any non-reflective rain gear in foul weather conditions. An exception would be during those brief periods of time when initially effecting manual traffic direction on an emergency basis.
4. Traffic control personnel should use highway cones and police vehicle emergency lights when conditions warrant enhancing member safety and visibility while engaged in traffic control operations.
5. The member will choose a position for the optimum observation of traffic conditions and visibility to vehicular and pedestrian traffic.
6. When more than one member is involved in manual direction or control of traffic within the same area, a sworn officer on the scene shall assume the responsibility of coordinating traffic control.

18.1.7 Whistle signals

Whistle signals shall be coordinated with hand signals and be of sufficient volume as to be audible with respect to the surrounding conditions:

1. Stop – One long whistle blast.
2. Proceed – Two short whistle blasts.
3. Attention – A series of short whistle blasts.

18.1.8 Hand and arm signals

The following hand and arm signals shall be used:

1. Stop – The arm is extended at shoulder level with the palm facing traffic and the fingers pointing upward.
2. Proceed – A waving motion across the chest indicating the direction of travel.

3. Turns – The arm and hand is pointed at the lane of traffic that is to be turned, and then a pointing motion in the direction the traffic is to be directed.

18.1.9 Pedestrians

Members must control the vehicular traffic present and coordinate pedestrian traffic into the traffic pattern.

18.1.10 Emergency vehicles

Emergency vehicles approaching in an emergency mode shall be given precedence over other traffic.

E. TEMPORARY TRAFFIC CONTROL DEVICES

18.1.11 The Department has the authority to place and maintain temporary traffic control devices when necessary for warning, regulating, or guiding traffic within the city. Temporary traffic devices may be employed for a variety of traffic conditions including but not limited to:

1. Emergency conditions such as accidents, fires, hostage situations, riots, road obstruction.
2. Non-emergency situations such as parades, special or sporting events, other planned events involving large gatherings of people or traffic.

18.1.12 The basic types of temporary traffic control devices and their uses are as follows:

1. Officers/COPs: Utilized to divert or control traffic in lieu of other regulatory devices.
2. Members should not be used when a traffic signal will eliminate the problem;
3. Marked vehicles with emergency lights activated: Utilized to block a particular area or street, or to provide warning.
4. Barricade: Used to block an area or street.
5. Traffic cones or LED flares.
6. Portable Stop Signs.

F. ADVERSE WEATHER

18.1.13 Member safety shall be paramount when the normal control of traffic is impaired during adverse road or weather conditions including, but not limited to: sink holes, fog, rain, severe lightning, smoke, blowing sand, downed power lines, and spillage.

1. The procedures for traffic direction and control specified herein shall apply to adverse weather conditions.
2. Additional equipment and personnel may be required to adequately perform traffic control in a safe and efficient manner.
3. Members requiring additional equipment or personnel shall make such requests through the Communications Center or shift supervisor.
4. Members shall insure that the situation has been adequately provided for before securing a traffic post. This does not preclude the placement of barricades, cones, reflectors and/or signs to route traffic around or away from the hazard.

G. FIRE, CRITICAL INCIDENT SCENES

18.1.14 A traffic control perimeter should be established close enough to a fire/incident scene to control access yet at a sufficient distance from the scene to prevent injury to personnel or damage to property.

1. Fire/Incident personnel, including volunteer police/fire units from other jurisdictions, may be utilized to direct traffic at fires, accident scenes or other emergency situations.

2. An unobstructed traffic way will be maintained for use by emergency vehicles.
3. A location will be established for pedestrian (spectator, reporter) control.

H. HAZARDOUS MATERIAL

18.1.15 Each officer, COP and CSA shall have access to the DOT Chart 9, the Hazardous Material Marking, Labeling and Placard Guide.

1. The chart lists the various labels for hazardous materials. Members that come upon a scene where hazardous materials are located, or believed to be, should immediately notify Dispatch.
2. Whenever possible, the member should relay to Dispatch the type of label on a placard from Chart 9 associated with the hazardous material incident.
3. The Haz-Mat unit(s) will take charge of the scene upon their arrival. The member's function will be maintaining crowd control and keeping the area clear to minimize injuries from possible exposure.

I. MEDICAL EMERGENCIES

18.1.16 Members will respond to roadside medical emergencies and notify the dispatcher of the location, type of medical emergency, the number of injured parties, and the apparent condition of the sick or injured. Members will:

1. Request emergency medical personnel as needed.
2. Render as much assistance as possible based on individual training and experience.

18.1.17 Officers will not escort civilian vehicles under emergency circumstances.

J. TRAFFIC CONTROL AT RAILROAD CROSSINGS

18.1.18 The Communications Center will be requested to contact the Florida East Coast Railway when a report is received of a malfunctioning railroad crossing gate.

1. Any request by Florida East Coast Railway to send a unit to protect or standby shall be referred to the on-duty supervisor.
2. The on-duty supervisor may provide traffic direction at the needed location contingent on upon other priority calls and the availability of units.
3. Supervisors shall have discretion in providing traffic direction for excessive periods of time if repair crews are delayed in responding.
4. If calls for service prevent the sending of a unit, or a patrol unit is sent and must be called away before the repair is made, dispatch shall be requested to contact Florida East Coast Railway and advise them accordingly. Florida East Coast Railway is required to reduce train speed when the crossing is not properly flagged by the Department or the Florida East Coast Railway.

K. MOTORISTS ASSISTANCE

18.1.19 It shall be the policy of the Department to offer assistance to motorists in need of aid. Officers, COP's and CSA's will assist or provide for the assistance of motorists appearing to be stranded or in need of aid, including, but not limited to:

1. Assisting stranded motorists will remain alert and cognizant to the possibility that law enforcement activity may be required, such as unattended disabled vehicles creating hazardous conditions for the motoring public.
2. Respond to requests for information.
3. Assist, as practicable.
4. Whenever a member encounters an attended motor vehicle that they consider to be a traffic hazard, the member shall:

- Assist in the removal to the untraveled or unpaved portion of the roadway; or
 - Insure the placement of warning devices;
 - Members shall not use department owned vehicles to push or pull any vehicle from the roadway;
 - When a motorist needs a wrecker and has no preference as to the company, the city rotation wrecker service will be utilized.
5. Members shall take all reasonable steps to ensure the safety of stranded motorists and passengers. This may include:
- Transport to the nearest location where assistance may be obtained;
 - Making a cellular phone call to a friend, relative or taxi for assistance.
 - Officers may, at their discretion, assist stranded motorists with minor repairs, such as changing tires. Officers will not, however, become involved in lengthy or technical repairs.
 - Officers will render emergency assistance to motorists.
6. Members will respond to vehicle fires and immediately inform the dispatcher of the location, vehicle description and extent of involvement.
- Upon arrival of the fire department, the officer will relinquish control of the scene to the senior fire department official.
7. The member will maintain traffic control until the hazardous situation has been resolved and the safety of the motorists and passengers is assured.

18.1.20 Members will identify and summon aid from, or report to, the proper agencies via the Communications Center any roadway and roadside hazards that may contribute to traffic accidents including, but not limited to:

1. Debris or defects in the roadway. If possible the member should remove any obstructing debris,
2. Damaged and/or missing traffic signs, or inoperable traffic signals;
3. Weather, smoke or tidal conditions;
4. Lack of, or defective, roadway lighting.

18.1.21 For vehicles parked or abandoned on or near the roadway see [Directive 18-13 Vehicle Towing/Impoundment Procedures](#).

Revised: RR 1/22

**Approved: Signature on File
Chief Mike Coffin**