

# University of Chicago Police Department

## GENERAL ORDER

		<b><i>Effective Date:</i></b> March 15, 2018	<b><i>Number:</i></b> <b>GO 502</b>
<b><i>Subject:</i></b> <b>Traffic Control and Direction</b>			
<b><i>References:</i></b> CALEA Standards: 61.3.1, 61.3.2.			
<b><i>Reevaluation Date:</i></b> Annually			<b><i>No. Pages:</i></b> 5
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<b><i>Approved By:</i></b> Kenton W. Rainey, Chief of Police		<b><i>Signature:</i></b> Original signed document on file in Accreditation Office	

### 502.1 PURPOSE

The purpose of this policy is to establish guidelines and procedures governing traffic control and direction by uniformed officers.

### 502.2 POLICY

Uniformed officers shall have the responsibility of maintaining and/or restoring the safe, efficient movement of vehicular and pedestrian traffic without exposing themselves or others to unnecessary risk.

### 502.3 DEFINITION

Officer: All ranks of sworn personnel, or Community Service Officer.

### 502.4 MANUAL TRAFFIC CONTROL AND DIRECTION

- A. When conditions are present which interfere with the orderly flow of traffic, uniformed officers may be required to direct traffic until the conditions no longer exists, or until directed otherwise by a supervisor. These conditions include, but are not limited to the following:
1. Collision scenes.
  2. Power failures.
  3. Special events.
  4. Periods of unusually heavy traffic.

- B. When performing manual traffic control and direction, uniformed officers must take care to position themselves so that all can clearly see them. Uniformed officers conducting manual traffic control and direction and/or crash investigation, shall wear the Department issued reflective traffic vest.
- C. When performing manual traffic control and direction, uniformed officers will employ uniform procedures (signals, gestures, etc.) to enhance driver and pedestrian recognition and response to their direction. The following procedures shall be utilized when performing manual traffic control and direction:

- 1. **Stopping Traffic:**

- a. The officer should first extend his/her arm and index finger toward and look directly at the person to be stopped until the person is aware or it can be reasonably assumed that he is aware of the officer's gesture.
- b. The pointing hand is then raised at the wrist with all fingers extended so that the palm is facing the person to be stopped. Officers should maintain this position until the person stops.
- c. 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.

- 2. **Starting Traffic:**

- a. The officer should first stand with his or her shoulder and side toward the traffic in which he/she intends to start, extend his or her arm and index finger toward and look directly at the person to be started until their attention is confirmed.
- b. 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 will be repeated until traffic begins to move.
- c. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

- 3. **Directing Right Turns:**

- a. If the driver is approaching from the officer's right side, his or her extended right arm, 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.

- b. If the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm extended or the extended left forearm may be raised to a vertical position from elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver's intended turn.

**4. Directing Left Turns:**

- a. Drivers should not be directed to effect this movement while the officer is also directing oncoming traffic to proceed. The officer should either a) 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 b) to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn.
  - b. 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.
  - c. 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 as well as the officer's gaze is directed toward the driver who intends to effect a left turn.
  - d. 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.
- D. Occasionally, a driver or pedestrian may not understand the officer's directions. Should this happen, the officer should move reasonably close to the person and explain the directions. Officers should take care not to lose their temper if the driver does not comply immediately.
- E. A flashlight may be used to halt traffic. To stop traffic, officers will slowly swing the beam of the light across the path of oncoming traffic so that the beam of the light strikes the pavement as an elongated spot of illumination. After the driver has stopped, arm signals will be given in accordance with Section 502.4.C.

**502.5 MANUAL OVERRIDE AND OPERATION OF TRAFFIC CONTROL DEVICES**

- A. When a traffic control device (e.g. traffic light) is determined to be malfunctioning, the responding officer shall notify the UCPD Emergency Communications Center (ECC) that the traffic light is malfunctioning. ECC personnel shall notify the City of Chicago Office of Emergency Management and Communications (OEMC) to request assistance.

- B. Officers may manually override a traffic control device if it is reasonably necessary to restore or maintain the safe and efficient flow of traffic. Circumstances that could warrant overriding a traffic control device include but are not limited to the following:
  - 1. Clearing the lane of travel for any approaching emergency vehicles.
  - 2. To relieve severe traffic congestion on a roadway.
  - 3. To protect the scene of a vehicle collision.
- C. Situations that may require numerous points of traffic direction or the use of portable stop signs or barricades for a temporary period (e.g. power outage) should be governed by such factors as traffic volume, absence or malfunctioning of existing traffic signals, and weather conditions. Under these circumstances, the on-duty supervisor will be responsible for determining the points of traffic control and the placement of any temporary traffic control devices.

#### **502.6 TRAFFIC CONTROL AT MOTOR VEHICLE COLLISIONS**

- A. The first officer to arrive at the scene of a motor vehicle crash and/or any emergency is responsible for summoning emergency medical assistance, when necessary; and implementing traffic control measures sufficient to protect the scene.
- B. As soon as practical, the first responding officer will notify the UCPD ECC of existing conditions and request assistance from other agencies or other personnel as needed. Other necessary resources may include but are not limited to the following:
  - 1. Chicago Police Department.
  - 2. Chicago Fire Department.
  - 3. Chicago Street Department authorities.
  - 4. Towing services, etc.
- C. The responding officer will assume responsibility of traffic direction and control until relief personnel are available.

#### **502.7 TRAFFIC CONTROL FOR ADVERSE ROAD AND WEATHER CONDITIONS**

- A. Department personnel are responsible to warn motorists and implement control measures to protect motorists from hazards caused by adverse road conditions. This can be accomplished by removing the hazard or by diverting traffic around it.

- B. Options include traffic measures as simple as illuminating water and ice hazards, or encouraging motorists to slow down by operating emergency lights from a stationary position.
- C. During adverse weather conditions, officers should only attempt to perform manual traffic control when it is necessary to ensure public safety. When it becomes necessary to get out of the vehicle, officers shall take measures to ensure that they are as visible as possible. In addition to the traffic safety vest, inclement weather clothing should be worn with the reflective side visible if so equipped.
- D. Further measures include, summoning additional units, activating all emergency lights on responding patrol vehicles, and deploying traffic-warning devices such as cones, triangles or barrels.

#### **502.8 TRAFFIC ENGINEERING**

The responsibility for traffic engineering rests with the City of Chicago Office of Emergency Management and Communications (OEMC) and the Illinois Department of Transportation.

- A. All complaints received by this Department concerning engineering deficiencies will be forwarded to the City of Chicago OEMC for evaluation and/or corrective action.
- B. The Records Manager is responsible for transmittal of collision reports to the Illinois Department of Transportation. The forwarded collision reports contain any relevant enforcement information.
- C. The Chief of Police, at their discretion, may have a summary of requested impact/complaint areas prepared and forwarded to the Office of Emergency Management for review.