

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 11/29/17
Chief of Police: 	Traffic Direction and Control, 61.3	
Cross Reference:	Policy Sections: 61.3.1 Traffic Engineering 61.3.2 Traffic Direction 61.3.3 Escorts 61.3.4 Crossing Guards 61.3.5 Student Safety Patrol Programs 61.3.6 Liaison with Traffic Safety Groups/Agencies 61.3.7 Traffic Safety Information	

PURPOSE

The purpose of this policy is to establish guidelines for the direction and control of traffic.

POLICY STATEMENT

It is the policy of the Elgin Police Department to establish general guidelines for the traffic direction and control functions when necessary to ensure the safe and efficient movement of vehicles and pedestrians.

PROCEDURES

61.3.1 TRAFFIC ENGINEERING

- A. Engineering functions are conducted through the City Manager's Office. A member of the Traffic Investigations Unit or designee serves as a liaison to the committee.
- B. Traffic Engineering Complaints and/or Suggestions.
 1. Citizens and city employees forward complaints and/or suggestions directly to the City Manager's Office for review. Any complaints and/or suggestions coming to the attention of the police department will be forwarded through the Traffic Investigations Unit or designee.
 2. Upon reviewing complaints and/or suggestions, if requested, the police department may be tasked with:
 - a. Collecting and compiling traffic collision data
 - b. Analyzing traffic collision data
 - c. Conducting traffic surveys
 - d. Forwarding traffic collision diagrams
 3. Recommendations are provided to city council for further review.
 4. Traffic engineering activities performed by the department will comply with the guidelines established by the U.S. Department of Transportation Manual on Uniform Traffic Control Devices.
- C. The Records Division provides traffic collision and enforcement data to the Cook and Kane County Highway Departments and the Illinois Department of Transportation.

61.3.2 TRAFFIC DIRECTION

A. Crash Scene Traffic Direction

Officers performing traffic direction at crash scenes shall allow for the safe ingress and egress of emergency vehicles and provide alternative routes for other traffic. Officers may utilize any of the following:

1. Police vehicles with activated overhead lights
2. Flares
3. Traffic cones
4. Barricades

B. Manual Traffic Direction Procedures

Officers assigned to direct traffic should use the following uniform signals and gestures perform traffic direction:

1. Stopping Traffic - Officer should first extend the arm and index finger toward, and look directly at the driver to be stopped, until that driver is aware, or it can be reasonably inferred, that the driver is aware of the officer's gesture. The pointing hand is then raised at the wrist so that the palm is toward the driver to be stopped. The palm is held in this position until the driver is observed to stop. To stop traffic from both directions, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the previously stopped traffic.
2. Starting Traffic - Officer should first stand with shoulder and side toward the traffic to be started, extend the arm and index finger toward, and look directly at the driver to be started, until that driver is aware of, or it can be reasonably inferred that the driver is aware of the officer's gesture. With palm up, the pointing arm is swung from the elbow, through a vertical semicircle, until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions, the procedure is then repeated for traffic coming from the other direction.
3. Right or Left Turning - Officer should extended arm and index finger and gaze toward the driver, followed by swinging the extended arm and index finger in the direction of the drivers intended turn.
4. Use of Flashlight - Officer should slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given with the vehicle headlights providing illumination.

C. Traffic Direction at Critical Incidents

1. The primary task of officers engaged in traffic direction will be to maintain access avenues to and from the scene for emergency vehicles.
2. Officers will coordinate their efforts with the other responding agencies to provide crowd control and adequate safety measures for vehicular and pedestrian traffic.

D. Adverse Weather and Road Conditions

Upon discovering an adverse weather or road condition, officers shall take appropriate action which include, but are not limited to:

1. Notifying the appropriate agency through Communications
 2. Providing traffic direction as needed
 3. Protecting the scene
 4. Immediately correct the situation if possible.
- E. Operation of Traffic Control Signals
1. Officers have discretion to manually control traffic signals.
 2. Officers may place signals on four way flash during emergency situations or to temporarily alleviate a traffic control problem.
 3. Communications shall be notified of malfunctioning traffic lights.
- F. Temporary Control Devices
1. Temporary traffic control devices include, but are not limited to: moveable barriers, portable stop signs, traffic cones, and other similar apparatus intended to assist in the safe and efficient movement of vehicular or pedestrian traffic.
 2. Temporary traffic control devices may be used for circumstances that include:
 - a. Sustained power outages which render traffic control signals inoperative.
 - b. Special events/special police detail assignments
 - c. Traffic crashes
 - d. Other situations as deemed appropriate by a supervisor
- G. High Visibility Clothing
1. The department shall provide high visibility reflective vests and raingear.
 2. Employees are required to wear the high visibility reflective gear whenever performing traffic direction or other prolonged activities on the roadway.
 3. In emergency situations, when an officer has no time to put on a high visibility reflective vest, the officer shall make every reasonable effort to obtain one when time permits.

61.3.3 ESCORTS

Escort services, both routine and emergency, may be provided under the following circumstances:

1. Law Enforcement Escort

Requests for law enforcement escorts such as funeral, public officials, dignitaries, or unusual cargos shall be referred to the traffic investigations sergeant who has discretion as to whether the police department will assign an employee to conduct the escort service.
2. Medical Civilian Vehicle Escort
 - a. Officers are not permitted to escort civilian vehicles to emergency health

facilities. Communications shall be notified to dispatch paramedics to the scene.

- b. Officers who encounter medical emergencies are expected to provide reasonable assistance.

61.3. 4 ADULT SCHOOL CROSSING GUARDS

- A. Adult school crossing guards are managed by the Traffic Investigations Unit.
- B. Adult school crossing guards are primarily responsible for the safe crossing of school children. The crossing guard shall have full authority for directing pedestrian traffic at their respective locations. Although not given regulatory and enforcement powers, the crossing guard is trained to utilize the natural gaps that occur in moving traffic. To produce a safe environment, the crossing guard will also:
 - 1. Report dangerous conditions to the department
 - 2. Convey the inability to report for duty at least one hour prior to their scheduled crossing times
 - 3. Wear issued equipment when performing duties
 - 4. Cooperate and communicate with school authorities
- C. Applicants for the position of adult school crossing guard will be screened and selected on the basis of their qualifications being consistent with the knowledge and skills required for the crossing guard function.
- D. The department issues equipment to include traffic safety vests, high visibility clothing, and hand held stop signs.
- E. Prior to their assignment, crossing guards shall receive the necessary training to perform their job duties.
- F. The department maintains a list of locations having a school crossing guard. In cooperation with local school officials, a triennial review and survey of these locations are conducted to ensure crossing guards are placed where needed.
- G. The department may consider the following criteria in identifying locations requiring crossing guards:
 - 1. Traffic volume/speed
 - 2. Number of turning movements
 - 3. Width of an intersection
 - 4. Physical terrain
 - 5. Existence or absence of traffic control devices
 - 6. City ordinance mandates
 - 7. Number and age of children utilizing the crossing

61.3.5 STUDENT SAFETY PATROL PROGRAMS

- A. The management of student safety patrols is the sole responsibility of the school.

- B. Student safety patrol activities are intended to complement the Adult School Crossing Guard Program.
- C. Student safety patrols shall not direct or control vehicular traffic in any way.

61.3.6 LIAISON WITH TRAFFIC SAFETY GROUPS/AGENCIES

- A. City Liaison –Consists of various city departments, to include Public Works, for the purpose of reviewing and making recommendations to city council on issues related to safety which includes traffic safety.
- B. Police Department Liaison - The support services lieutenant or designee is the department's liaison and may also serve as the liaison with any other organization or group that deals with traffic safety.

61.3.7 TRAFFIC SAFETY INFORMATION

- A. Rules of the road, as well as other traffic safety materials, are available through the police department.
- B. Upon request, speakers will be available to community groups and homeowner's associations to discuss traffic related topics.