

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 361-T

REFERENCE STANDARDS: 61.2.2 61.3.1 61.3.2 61.3.3

SUBJECT: Ancillary Traffic Services

PURPOSE: It is the purpose of the Hanover Park Police Department to follow established procedures when dealing with various traffic-related functions. The primary goal in performing such activities is to provide for the safety of people using the streets and highways of the Village of Hanover Park.

I. PROCEDURE

A. TRAFFIC CONTROL AND DIRECTION (61.2.2e) (61.3.2)

A number of situations can occur that require police personnel to perform traffic control and direction. This activity is often essential for the smooth flow of vehicular traffic but can put personnel in peril.

1. At most vehicular accident scenes roadways become partially or fully blocked. While police personnel must fully investigate these events they must also arrange for smooth traffic flow of other vehicular traffic. Personnel may have to perform several different activities to create this smooth flow. (61.3.2a)
 - a. Personnel should first attempt to protect the accident scene by properly positioning their police vehicle with adequate emergency lights activated.
 - b. The accident investigation officer may require the assistance of additional personnel to direct traffic until the scene can be cleared.
 - c. All personnel at an accident scene must coordinate their traffic direction activities to eliminate confusion on the part of motorists.
 - d. At the scene of a fatal or serious injury accident it may become necessary to completely or partially block a roadway for an extended period of time. The use of barricades as well as additional personnel is authorized for such scenes.
2. Police personnel should use standardized hand signals while engaged in traffic direction activities. These gestures are taught in the basic police academy and in other police training. (61.3.2a)
3. Police personnel may be requested to assist with traffic direction at the scene of fires being worked by the Hanover Park Fire Department. Police personnel have certain responsibilities at such incidents. (61.3.2a)

4. Adverse weather conditions can create a number of situations that require blocking or directing vehicular traffic. (61.3.2b)
 - a. Severe weather can cause trees and other debris to block roadways and require traffic control by police personnel.
 - b. Flooding may occur.
 - c. Ice and snow may make certain roadways impassible.
5. Under certain circumstances, it may become necessary to control traffic by manually operating electronic traffic signals. This may be the safest and most convenient method of directing traffic. (61.3.2c)
 - a. Without prior approval of the on-duty patrol supervisor, personnel may only alter a traffic signal by placing the signal on four-way flash mode.
 - b. During planned events where large volumes of traffic will occur, arrangements can be made to control several traffic signal lights with manual controls. Only officers trained in such operation shall perform this activity.
6. Temporary traffic control devices may be requested and used for long-term roadway blockages. A temporary stop sign shall be requested at locations where permanent signs have been removed through accident or theft. (61.3.2d)
7. Any time police personnel must stand in traffic lanes and direct traffic during hours of darkness, they shall wear a Department issued reflective, brightly colored traffic control vest. Personnel shall wear the vests at all times while engaging in prolonged activities of traffic direction and/or accident investigation. (61.3.2e)

B. POLICE ESCORTS (61.3.3)

Police personnel may be requested to assist motorists by performing escort services. This may be required for special events or may be requested by individual citizens.

1. Request for escorts in regards to parades, organized runs and other activities must be approved by the Chief of Police.
 - a. Police personnel will supply manpower to facilitate these requests once the request is approved.
 - b. Police personnel may be needed on large events.
2. Police personnel do not routinely provide escorts for funeral processions. However, on a case-by-case basis, such escorts may be approved by a police supervisor.
 - a. Funeral escorts for active police employees may be approved.
 - b. Funeral escorts with an extremely large number of vehicles involved in the procession may be approved.
 - c. Funeral processions for past police personnel may be authorized.
3. Police personnel shall not provide emergency escorts to medical facilities when requested by citizens. Personnel shall take other actions to assist the citizens.
 - a. Directions to hospitals may be given to the citizen.

- b. If immediate medical attention is required, personnel should request the citizen to remain at the location of contact, request EMT services and perform necessary first aid.
- c. Personnel may advise the citizen that EMT services can be called to the location of contact and the sick or injured person can be transported in an ambulance. Personnel should stay with the citizen until the EMTs arrive.

C. USE OF ROADBLOCKS (61.3.4)

Police personnel may be called upon to conduct roadblocks for a variety of reasons.

- 1. The establishment of a roadblock must be approved by a member of the command staff or by a field supervisor.
- 2. A command staff or field supervisor may cancel a roadblock.
- 3. A field supervisor or command staff member shall be in charge of a roadblock.
- 4. The person in charge of a roadblock shall ensure that adequate staffing levels are available to operate the roadblock in a safe and efficient manner.
- 5. In every case except extreme emergency conditions prior planning should take place before the establishment of a roadblock.
- 6. Roadblocks may be considered for use under a number of situations. Some typical examples of situations where a roadblock may be authorized are:
 - a. To conduct traffic checks such as sobriety check points;
 - b. To search for a wanted or missing person;
 - c. To direct traffic away from a congested area;
 - d. To assist with traffic direction during a special event.
- 7. All roadblocks shall be established in a manner that they are clearly visible to approaching traffic with adequate warning to allow for vehicles to come to a complete stop before reaching the roadblock.
- 8. Roadblocks shall be established in such a manner that authorized and/or emergency vehicles are able to maneuver through the roadblocks. Normally, a roadblock should not block the entire roadway.

D. MOTORISTS ASSISTS

Because of the danger presented by the stranded motorist, both to himself, and to other motorists on the highway, the department offers reasonable assistance to motorists encountered who appear to be in need of aid. Such service will be rendered during all hours of the day, but will receive particular attention during the night time hours, when the hazards increase commensurately.

1. Officers are expected to be alert for motorists who appear to need assistance, and when consistent with other assignment, officers are expected to stop and offer help to motorists who appear to be in need of help.
2. If an assignment prevents an officer from rendering assistance, arrangements should be made for another police unit to render the necessary assistance. If practical, the motorist should be advised of this by the original officer.
3. Officers who assist stranded motorists should remain alert to the following possibilities:
 - a. the driver has not been authorized to use the vehicle;
 - b. the vehicle is unsafe;
 - c. the motorist is not licensed;
 - d. The motorist is incapable of safely operating the vehicle;
 - e. The vehicle's occupants have engaged in criminal activity.
4. If the immediate removal of a disabled vehicle from the highway is required to avoid further traffic problems, the officer is expected to do so by calling for a tow truck.
5. Officers are prohibited from:
 - a. using their patrol cars to push or pull any vehicle;
 - b. using their patrol car to jump start a motorists vehicle;
 - c. manually pushing or changing a tire.
6. Other Exceptional Services
 - a. Transporting fuel to the motorist.
 - b. Protecting the vehicle while the motorist:
 - 1) obtains gas;
 - 2) changes a tire; or
 - 3) does other mechanical services.
 - c. Whatever motorist services are provided, the officer should also consider:
 - 1) availability of commercial roadside service;
 - 2) time of day;
 - 3) accident hazard created by the motorist;
 - 4) physical condition of the motorist; and
 - 5) weather conditions.

E. TRAFFIC SAFETY MATERIAL

1. Preparation and dissemination of traffic safety educational materials support enforcement efforts and enhance public understanding of traffic safety programs.
2. The Police Department will make available to the general public, traffic safety educational material and information through the following sources:
 - a. radio;
 - b. newspaper;
 - c. T.V.;

- d. schools;
- e. mailouts; and
- f. lobby information rack.

F. TRAFFIC ENGINEERING (61.3.1a)

The safe movement of vehicular traffic through the Village is a joint venture of several elements. Police personnel are responsible for enforcement activities in regard to traffic violation. The Village's Engineering Department is responsible for overseeing the construction of safe roadways. In order to function effectively these two elements must work in cooperation.

1. The Deputy Chief of Operations shall be the main liaison with the Village Engineer. (61.3.1a)
2. Engineering problems observed or reported to police personnel by members of the public shall be passed on to the Chief of Police through the existing chain of command. (61.3.1b)