



TRAFFIC DIRECTION AND CONTROL OPERATIONS

FC No.: 1031

Date: 06-19-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Policy

The major objective of traffic direction is to maintain/restore the safe and efficient movement of vehicular and pedestrian traffic. The department will maintain a close working relationship with those agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety.

II. Definitions

- A. ***Temporary Traffic Control: Measures employed at a traffic incident scene that permit the safe and expeditious flow of traffic through or around the event, reduce the likelihood of secondary collisions and mitigate the effects to secondary roadways surrounding the incident.***
- B. ***Traffic Incident: An emergency/hazardous situation on the roadway such as a traffic collision, natural disaster, hazardous material spill or other unplanned incidents that affects or impedes the normal flow of traffic.***
- C. ***Coordinated Highway Accident Response Team (CHART): A resource provided by the State Highway Administration (SHA) that provides coordinated traffic incident management through the deployment of emergency traffic patrol vehicles and a Statewide Operations Center (SOC) staffed 24 hours per day to effectively manage incidents and resources.***

III. Manual Traffic Direction

- A. Employees are responsible for regulating traffic flow and controlling turning movements, coordinating vehicle movements with the flow at adjacent intersections, detouring traffic, controlling pedestrian movements, arranging for removal of traffic obstructions, facilitating emergency vehicle movements, and rendering aid and assistance to motorists and pedestrians.

B. Training

Employees assigned to traffic direction duties will receive manual traffic direction training. The department's Training and Education Division will train officers. The School Safety Section will train school crossing guards.

C. Safety

Employees will use uniform hand signals and gestures to enhance driver and pedestrian recognition and response to their direction. Employees will emphasize safety when engaged in traffic direction and will take reasonable steps to prevent personal injury or property damage.

D. Law Enforcement Authority

Officers will be assigned traffic direction duties when law enforcement authority is deemed necessary. Non-sworn employees may perform these duties if law enforcement authority is not anticipated.

E. Required Outer-Wear

1. Employees will wear department-issued high visibility/**reflective** outerwear whenever engaged in scheduled traffic direction. This will include, at minimum, the **high-visibility**/reflective vest, flashlight (nighttime), and raincoat (as appropriate).
2. *As required by the Code of Federal Regulations Title 23 §634 and the Maryland Manual on Uniform Traffic Control Devices, employees will wear department issued high-visibility/reflective outerwear (HV vest, HV jacket, or HV raincoat) when:*
 - a. *Directing traffic*
 - b. *Investigating collisions on or near the roadway*
 - c. *Handling lane closures, obstructed roadways, and disasters within the roadway.*
3. *The federal regulation does include exemptions for law enforcement for wearing the high-visibility/reflective outerwear while working in potentially adversarial or confrontational roles. Officers are not required to wear the high-visibility/reflective outerwear:*
 - a. *During normal traffic enforcement activities*
 - b. *When exigent circumstances exist and the officer does not have time to don the outerwear*
 - c. *If officer safety would be compromised by use of the vest (i.e. tactical situations).*
4. *Employees will ensure the high-visibility/reflective outerwear is worn as the outermost garment.*

F. Unscheduled Traffic Direction

When unscheduled manual traffic direction is necessary and an immediate public safety hazard is present, employees may initiate manual traffic direction while displaying only a department authorized identification item (refer to FC 321, "Identification of Plainclothes Personnel"). As soon as practical, the employee will don high-visibility/**reflective** outerwear as required in section III.E.

IV. **Temporary Traffic Control Devices**

A. Supervisor Approval

Temporary traffic control devices such as portable signs or signals may be deployed with approval from a supervisor.

B. Removal/Deactivation

The supervisor authorizing deployment of any temporary traffic control device will ensure that it is removed or deactivated as soon as practical after it is no longer needed.

C. **MCDOT Division of Highway Services**

The *Montgomery County Department of Transportation (MCDOT) Division of Highway Services* will supply and coordinate the issuance of temporary traffic control devices. The Transportation Management Center will be contacted at (240) 777-2100 (*Monday-Saturday 0500-0030 hours, Sundays and Holidays 0700-0030 hours*) to arrange for the deployment of temporary traffic control devices. *For after-hours requests, the notification will be made through ECC.*

D. **State Highways**

The SHA CHART Team will supply and coordinate the issuance of temporary traffic control devices on state roads. CHART can be contacted at (301) 345-7130 (Monday-Sunday 0500-2100 hours). For after-hours requests, the notification will be made to Statewide Operations Center (SOC) at (410) 582-5650.

E. **Special Requests**

Most requests for issuance of temporary traffic control devices can be accomplished by telephone. However, requests for special devices or use of these devices for extended periods of time may have to be made in writing. *MCDOT* will be the decision-making authority in those instances.

V. **Traffic Direction and Control for Special Events**

A. The department will provide only that degree of traffic direction and control service in support of special events as is absolutely necessary.

B. **Requests for Special Events**

All requests from outside sources for police assistance with traffic direction and control in support of special events that exceed the resources at the district level must be made in writing to the Chief, Field Services Bureau (FSB), at least 45 days prior to the start of the event. At a minimum, the request will include the time, date, location, and anticipated attendance at the event. Provisions will be made for identifying those persons working directly with the event to assist them in crossing police lines. This includes promoters, vendors, and the media.

C. **Traffic Division Assistance**

Upon learning of the event, the Chief, FSB, may request that the Director, *Traffic* Division, assist the respective district commander in planning for the event. Adequate emergency service access will be provided to the scene of the event, including fire and ambulance services.

D. **Road Closure Events**

If the event is a parade or other road closing event, the route will be determined and coordinated with other public service and transportation agencies, including railroad, mail, *schools*, and public works, to provide an opportunity in adjusting the normal schedules for these services.

E. **Media Notification**

The Public Information Office will be notified, in advance, of all scheduled special events.

F. **Parades**

If the event is a parade, ropes or other appropriate barriers may be used along the parade route with employees stationed at intervals as needed.

G. **Utilizing Perimeter Streets**

The perimeter streets of the special event shall be used to maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning employees to key intersections for traffic control.

H. Street Closings

The department will ensure adequate publicity for any changes or alterations in street utilization, parking availability, public transportation services, and the location of the event or parade route.

I. Scheduling

Consistent with the scheduled duration of the need for traffic direction and control services, provisions will be made for scheduling adequate breaks for employees providing these services.

VI. Adverse Road and Weather Conditions

A. Upon discovering an adverse road condition, employees will ensure that the appropriate agencies and persons responsible for correcting the condition are notified.

B. When there are adverse road/weather conditions, employees will provide traffic direction/control and scene protection, as appropriate.

VII. School Crossing Guards

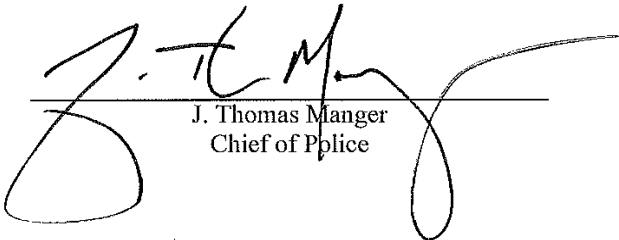
A. The department provides non-sworn employees to serve as school crossing guards. The primary function of these crossing guards is to provide for the safety of students as they travel to and from school.

B. When carrying out their assignments, school crossing guards will wear the full uniform prescribed and provided by the department, which will be distinctly different from the uniform worn by officers.

VIII. CALEA Standards: 46.1.4, 46.2.7, 61.3.2, 61.3.4

IX. Proponent Unit: *Traffic Division*

X. Cancellation: This directive cancels Function Code 1031, dated ***03-19-01***.



J. Thomas Manger
Chief of Police