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POLICY/PROCEDURE NUMBER: 07-L.E.-006

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SUBJECT: TRAFFIC DIRECTION AND TRAFFIC CONTROL

EFFECTIVE DATE: December 18, 2019

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AMENDS/SUPERSEDES: December 7, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 9.2.2(f) - roadblocks, 10.3.1, 10.3.2, 10.3.3, 10.3.4

APO STANDARDS: 5.1

CSU POLICE SYSTEMWIDE POLICY: NO

APPROVED: Gregory L. Murphy, Chief of Police

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## I. PURPOSE

To establish procedures for the control, coordination, and effective direction of vehicular traffic through the use of temporary traffic control measures by members of the Department of Police Services and response to potential traffic engineering deficiencies.

## II. POLICY

It is the policy of the Department of Police Services to perform the functions of traffic control, parking control, emergency assistance, and identification and reporting of hazardous conditions, as well as to provide information and recommendations for improving traffic safety.

## III. DEFINITIONS

- A. RIMS: Records Information Management System - Computer-aided dispatching and records software used by the Department of Police Services.
- B. Traffic Control Device: All signs, signals, markings, and devices placed on, over, or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.
- C. Traffic Engineering Authorities: Persons responsible for traffic engineering in various local, regional, and state agencies.

## IV. PROCEDURES

A. Traffic Engineering:

1. Handling and referral of complaints or suggestions concerning traffic engineering deficiencies.
  - a. All complaints or suggestions concerning traffic engineering deficiencies will be will be forwarded to the Patrol Operations Commander, via the chain of command, for review and appropriate action.
  - b. All traffic engineering issues on campus will be forwarded to the Facilities Planning, Design and Construction Division. The Facilities Planning, Design and Construction Division will ensure that a traffic engineer qualified to certify state roadways will inspect the roadway as necessary.
  - c. Officers will note any traffic engineering deficiencies they observe and report these to the appropriate department.
    - 1) Deficiencies noted on-campus will be referred to the Deputy Chief via the chain of command who will advise and work with the Parking & Transportation Services Manager, and Facilities Planning, Design and Construction Division in assessing and responding to the safety concern as deemed appropriate.
    - 2) Deficiencies noted off-campus will be referred, through the proper channels, to the Los Angeles Department of Transportation.
2. Any hazardous roadway conditions will be reported and alleviated if deemed necessary in protecting the public's safety. Examples of items to be brought to the attention of the proper agency include:
  - a. Defects in the roadway;
  - b. Visually obstructed or defective traffic control devices or signs;
  - c. Inadequate or defective roadway lighting.

See section IV.E.3 of this policy for procedures to correct hazardous highway/road conditions.
3. Collision and enforcement data that could assist with determining corrections that may be needed will be forwarded to:
  - a. Parking and Transportation Services, Physical Plant Management, Environmental Health & Safety, and Facilities Planning, Design and Construction via memorandum created by the on-duty police shift supervisor which is to be reviewed and forwarded by the Deputy Chief via the chain of command;

- b. Local and regional traffic engineers, through direct written correspondence from the Chief of Police or her/his designee, to include documentation of the incident(s) and supporting statistical data, if any.
  - 4. Accompanying any collision and enforcement data provided to local and regional traffic engineers would be recommendations regarding possible corrective actions.
- B. Traffic Direction and Control:
  - 1. Procedures at the scenes of traffic collisions
    - a. Uniformed police officers always have primary responsibility for the direction and control of traffic at motor vehicle collision scenes.
    - b. The investigating officer will determine how to provide traffic direction and the diversion of traffic.
    - c. Officers should set up perimeter traffic control points to:
      - 1) Allow for the ingress-egress of police, fire, and rescue equipment;
      - 2) Halt or divert approaching traffic away from or around the collision scene; and
      - 3) Provide for a system of alternate routes to move traffic around the collision.
    - d. Officers shall notify dispatch of the action being taken so that dispatch may notify other affected jurisdictions.
    - e. When it becomes necessary to close or restrict the flow of traffic, the following means of control may be used:
      - 1) Flares may be used only when hazardous materials are not present;
      - 2) Barricades and portable signs are appropriate when an entire roadway or intersection must be closed; and
      - 3) Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares.
    - f. Additional personnel will be requested as needed. If required, Parking and Transportation Services will be notified of the need for additional cones or barricades and traffic control.

- g. Should traffic control be needed for an extended period of time, the on-duty police shift supervisor will arrange for sufficient relief (every hour to two hours) for officers assigned at a traffic control point. Food and beverages will be provided as needed.
  - h. In incidents in which a long period of traffic control is needed as a result of work being done to a roadway, the police shift supervisor will determine requirements and coordinate the response to the incident.
  - i. If the officer deems it appropriate, dispatch may be requested to summon assistance from the Los Angeles Department of Transportation, Bureau of Parking Enforcement and Intersection Control (LADOT). LADOT can provide personnel and traffic control equipment resources, as well as the ability to manually control the operation of electronic traffic control devices. Manually controlling LA City electronic traffic control devices is under the sole discretion of the LADOT.
2. Uniform hand signals and gestures for manual traffic direction and control
- a. Police and parking officers, when assigned to manual traffic control, will utilize uniform traffic control signal flashlights and gestures. Signals can be hand signals, whistle signals, or a combination of both.
  - b. When using hand signals, eye contact should be made with the drivers who are being signaled.
  - c. When using hand signals:
    - 1) Stop Signal:

Basic signal to stop is an upraised hand at the end of an extended arm, raised well above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.
    - 2) Starting Signal:

The signal for a “stopped” to “start” move begins at shoulder level, with the officer extending his/her arm toward the stopped vehicle, pointing and waving the car onward by bending the arm at the elbow and drawing the hand toward his/her chest. Once traffic in one direction starts to move, the officer turns and faces opposing traffic and delivers the same signal.
    - 3) Pull Up Signal:

The signal to pull to a position, indicated by the officer directing traffic at an intersection, is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. It is started by the officer pointing to the position at which the driver should pull his/her stopped or slowly approaching vehicle. It is

completed by monitoring the driver forward to the selected position. If possible, the pointing hand and arm should be kept in position to hold the turning vehicle until conditions are safe for the turning movement.

4) Turning Traffic:

Once it is safe for the motorist to complete the turn, opposing traffic should be stopped using the standard stop signal, and the left turning vehicle should be instructed to complete its turn by making a come-along signal with the other hand. Right turning traffic requires little traffic direction unless the turning movement is crossing a heavily traveled crosswalk or has to merge into heavy vehicular traffic. Natural gaps are best used for turning vehicles, when available.

d. Use of whistle signals

- 1) Stop - A single, long blast
- 2) Start - Two short blasts
- 3) Emergency Stop - Three or more short blasts

3. Procedures at the scene of a critical incident

- a. At the scene of a critical incident (e.g. fire, hazardous material spills, etc.) the police shall assist and support all operations including fire rescue.
- b. Critical scene responsibilities shall include:
  - 1) Consulting with the Incident Commander/Fire Official in charge of the scene to determine their needs.
  - 2) Providing protection for the critical scene and for fire, rescue and other equipment.
  - 3) Setting up perimeter traffic control points to allow for the ingress-egress of fire and rescue equipment and other critical scene authorized personnel. Such personnel shall include all persons who can identify themselves as critical incident responders either by badge or possession critical incident equipment (e.g. standard fire service equipment). It shall be the responsibility of supervisory officers of the responding agency (e.g. fire department) to correct any problems resulting from the above persons blocking fire lanes or retarding either charged lines or the efficiency of personnel at the scene.
  - 4) Controlling key intersections used by ambulances as routes to

hospitals.

- 5) Keeping dispatch informed as to the location of control points and the alternate routes that traffic will be utilizing.
- 6) Procedures and guidelines for traffic management during campus closures or evacuation are found in policy number 08-S.O.-019, Unusual Occurrence – All Hazard Plan, appendix D.

4. Procedures during periods of severe road and weather conditions

- a. The police shift supervisor will determine the need for additional personnel to assist with traffic direction and control during adverse weather conditions (e.g., heavy rain, flooding, high winds).
- b. Physical Plant Management will be notified of any downed trees, power or telephone lines, or other hazardous conditions.
- c. The fire department will be notified of any roadways that are considered impassable for an extended period of time, as well as any fire hazards.
- d. Any roadways deemed to be hazardous will be closed by use of barricades and/or flares. Officers will be assigned to temporarily divert traffic around hazards.
- e. The police shift supervisor will advise the Department's Public Information Officer to notify the news media of any adverse road conditions that will affect the motoring public, including incidents that threaten to close the university. The Public Information Officer will ensure that the University Public Relations Office is aware of the action.

5. Use of temporary traffic control devices

The following temporary traffic control devices are available for use by the department from the Division of Parking and Transportation:

- a. A-frame barricades (aka parade barricades);
- b. Type I barricades (aka traffic barricade);
- c. Temporary signage;
- d. LED message board;
- e. Traffic cones;
- f. Flares.

Los Angeles city traffic signals are computerized and synced, thus unable to be operated manually. In as such, the use of alternative temporary traffic control devices may be utilized in times when Los Angeles traffic signals are inoperable, during special events, to divert traffic around a hazard, or in other circumstances as approved by the shift supervisor. Special signs and other portable signs are available from Parking and Transportation Services and may be requested at any time. When approval is given to remove temporary traffic controls, dispatch will notify Parking and Transportation Services, who will then remove the temporary controls.

6. Reflective clothing

Police officers and parking enforcement officers with traffic direction responsibilities shall have their department-issued ANSI compliant traffic safety vest with them while on patrol, and shall wear it at all times when directing traffic. Officers may, during inclement weather, wear their department-issued ANSI compliant rainwear.

C. Vehicle Escort Services:

1. This department shall provide escorts to private or public vehicles on campus to ensure the safe and efficient movement of traffic and safety to the community as a whole. Examples of this service may include, but are not limited to:
  - a. Medical and fire services;
  - b. Hazardous cargo;
  - c. Oversized loads;
  - d. Travel into areas that are primarily pedestrian-exclusive;
  - e. Special events;
  - f. Dignitaries and government officials; and
  - g. Funerals.
2. Officers shall not escort any vehicle or chain of vehicles without prior authorization by a supervisor.
3. Officers are prohibited from providing escorts for privately owned vehicles during medical emergencies. In such cases, officers should request dispatch to summon fire/paramedic personnel.

D. Roadblocks:

Roadblocks are inherently dangerous and carry a tremendous amount of liability. The California State University, Northridge Department of Police Services will not initiate the use of roadblocks except in the case of special events (such as commencement), which require a formal operational plan, implemented under the direction of the Deputy Chief or designee in his/her absence.

In the event that a roadblock becomes necessary to assist in the apprehension of a criminal or another emergency police action, either LAPD or CHP shall be contacted via a mutual aid request.

E. Ancillary Services:

1. General Assistance

- a. Police and Parking Officers will stop and render aid to stranded motorists whenever possible. Should an officer not be able to stop to assist, the officer will notify dispatch of the situation so that appropriate assistance can be summoned.
- b. If a motorist needs assistance outside of the campus area, dispatch will notify the appropriate agency having jurisdiction.
  - 1) Police Services personnel are not required to provide such assistance to vehicles parked off campus.
  - 2) If another law enforcement agency requests that an officer of this department respond to a stranded motorist on a roadway or highway off-campus, dispatch will inform the shift supervisor of the request. If the request can be accommodated, the shift supervisor will direct dispatch to assign an officer to provide assistance.
- c. When a stalled vehicle creates a traffic hazard, the officer will stop and provide traffic control until the hazard is alleviated or he/she is relieved.
- d. Police and Parking Officers who must transport civilian shall advise dispatch of the starting point and destination. If the person is the opposite gender of the transporting officers, the starting and ending mileage shall be given. Alternate means of transportation should be obtained, if possible.
- e. University Police shall support Parking and Transportation Services in its mission of serving university motorists. Officers shall respond to calls for service on-campus and to campus properties in the surrounding area. When parking personnel are unavailable, police personnel will provide general assistance to motorists, including:
  - 1) Directions for the area; and
  - 2) When circumstances warrant, transporting a motorist to a safe



location to await assistance.

- f. Police and Parking Officers will remain with all stranded motorists who are in hazardous locations until assistance arrives. If a motorist becomes stranded after hours of darkness, the officer will remain with the motorist or transport them to the station to await assistance.
- g. Should an officer have to leave a stranded motorist after arranging for assistance, the officer will advise dispatch upon leave and check back with the motorist after a reasonable time to be certain the requested assistance had arrived.
- h. For what initially appear to be non-injury collisions, police officers will be dispatched to the scene, both on campus property and on the campus perimeter, to ascertain whether paramedics will be needed. Dispatch will be advised of the situation.
- i. In a case where a police officer arrives at a scene and encounters a medical emergency, he/she will do the following:
  - 1) Request fire and paramedic personnel and provide dispatch with the following information:
    - a) scene location;
    - b) type and apparent extent of injury or distress;
    - c) any other pertinent information that would assist medical personnel.
  - 2) Administer first-aid emergency care to the victim(s) until paramedics or other rescue staff arrive;
  - 3) Document the incident by submitting the appropriate reports.
- j. Identify any potential fire hazards and/or hazardous materials:

For collisions involving a fire hazard or actual fire, police officer(s) arriving prior to the fire department will be responsible for initial fire suppression efforts. Initial efforts will be limited to fire suppression equipment that is readily available (i.e., fire extinguisher, blankets, etc.). The officer(s) will be responsible for advising dispatch that fire department services are needed and will direct other responding police units to appropriate locations for evacuation or traffic control.

## 2. Mechanical Assistance

- a. Police and parking vehicles equipped with push bars may be used to push vehicles from the roadway that pose an immediate hazard. Vehicles should not be pushed farther than required to alleviate a hazard. Units shall not be used to push-start stalled vehicles.

- b. Police and Parking Officers will not leave the scene of a vehicle that is creating a hazard without taking appropriate steps to protect the vehicle and the public, either by moving the vehicle (via pushing or obtaining use of a tow service) or by placing flares, cones, or other traffic safety devices.
3. Procedures to Correct Hazardous Highway/Road Conditions
- a. Roadway hazards, defects, debris in roadway, defective signals, defective lighting equipment, abandoned vehicles, and damaged or missing street signs can all become hazardous conditions which may lead to collisions or vehicle damage.
  - b. Police and Parking Officers observing any roadway or roadside hazard/defect will:
    - 1) Notify dispatch of the incident or situation, noting the location and type of hazard/defect;
    - 2) Should the situation present an immediate hazard, the appropriate university department or public service agency will be contacted to correct the problem immediately and the officer shall, if necessary, provide safety equipment (traffic cones, flares, signage, etc.)
  - c. Dispatch will notify Physical Plant Management by phone or radio, if there is a need for immediate university action.
  - d. Documentation of any hazardous roadway condition shall be made via RIMS entry. A written report (Hazard Investigation) will be completed if the condition is one that presents an extreme safety hazard that may require extensive repairs or actions (i.e., traffic lights that are inoperative, street lighting that is out in an entire section, etc.)
  - e. Police and Parking Officers, upon observing any material that may be hazardous, should protect the scene, contact the police shift supervisor, and request that dispatch notify the appropriate agency with jurisdiction over the area (e.g., city of Los Angeles, California State University, Northridge Physical Plant Management, etc.)