

THURMONT POLICE DEPARTMENT

GENERAL ORDER	<i>Date Issued:</i> June 19, 2006	<i>Effective Date:</i> June 19, 2006	<i>Order No:</i> Chapter 35.4
<i>Authority:</i> Chief of Police <p style="text-align: center;">Gregory L. Eyer</p>		<i>Manual Page No:</i>	
<i>Subject:</i> TRAFFIC DIRECTION AND CONTROL		<i>Replaces Page No:</i>	
<i>Accreditation Standard:</i> Chapter 61.3	<i>Distribution:</i> ALL	<i>Amends:</i>	<i>Number of Pages:</i> 9
<i>Related Documents:</i> U.S. Department of Transportation Manual on Uniform Traffic Control Devices, Pursuit Driving		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of the order is to establish guidelines for traffic direction, traffic control, engineering, and crossing guard operations.

II. POLICY:

It shall be the policy of the Thurmont Police Department to provide safe and efficient movement of vehicular and pedestrian traffic within the Thurmont Corporate limits.

III. DEFINITIONS: None

IV. PROCEDURE:

TRAFFIC ENGINEERING

A. AGENCY ACTIVITIES RELATED TO TRAFFIC ENGINEERING:

1. The Department will utilize the current edition of the Manual on Uniform Traffic Control Devices as a guide for engineering activities.
2. Engineering functions will be conducted in conjunction or at the request of the Town Engineer, Zoning and Public Safety Committee Members, or Citizen requests. All requests will be directly related to the discovery and remedy of crash and congestion hazards. It will be the responsibility of the Police Department to:

- a. Collect and Compile traffic data;
- b. Conduct special traffic surveys and studies;
- c. Analyze crash and enforcement data;
- d. Prepare special reports and make recommendations concerning the efficient use of traffic control devices, new or revised laws or ordinances, and engineering improvements; and
- e. Participate in local and regional transportation system management planning.

B. ENGINEERING DEFICIENCIES:

1. The Department will investigate citizen reports or requests of actual or potential traffic related problems. A report will be generated by the Traffic Information Officer and submitted to the Chief of Police for presentation to the Zoning Committee for appropriate action.
2. The preparation and maintenance of crash/collision and condition diagrams provide a factual base upon which to base traffic engineering decisions or recommendations. The elements to be considered when preparing collision and condition diagrams shall include, at a minimum, the following data:
 - a. Type of crash;
 - b. Traffic Control;
 - c. Roadway defects;
 - d. Road character;
 - e. Lighting conditions;
 - f. Weather Conditions;
 - g. Road surface conditions;
 - h. Vehicle maneuver;
 - i. Roadway lanes;
 - j. Vision obstructions; and
 - k. Miscellaneous information.

3. All traffic engineering activities performed by the Thurmont Police Department will comply with the guidelines established by the **Manual on Uniform Traffic Control Devices**. (U.S. Dept. of Transportation)

C. CRASH DATA TRANSMITTAL TO LOCAL AND STATE AGENCIES:

1. The Department will provide collected crash and enforcement data to the Town Engineer, Frederick County Highway Department and to the Maryland Department of Transportation as required by law.
2. Any information provided to the Department will also be routed to the Town Engineer for analysis and recommendations.

D. PARTICIPATION IN LOCAL AND REGIONAL PLANNING:

1. The Town Engineer is primarily responsible for participation in local and regional transportation system and planning and will act as the liaison for the Police Department.

TRAFFIC DIRECTION AND CONTROL

E. TRAFFIC DIRECTION AND CONTROL:

1. This function is the responsibility of both sworn and non-sworn personnel when needed at traffic crashes, fire scenes, special events, parades and other non-routine incidents.
2. Uniform and Gestures:
 - a. All personnel assigned to traffic direction shall use the approved signals and gestures depicted in (Appendix A).
3. High Visibility Clothing:
 - a. Any department member who directs or controls traffic will be equipped with a reflective high visibility safety vest and will wear the vest when directing or controlling traffic.
 - b. The safety vests shall be stored in the equipment box in the trunk of each marked squad car.
4. Fire Scenes:
 - a. The Police Department shall coordinate it's efforts with the Fire Department at emergency scenes to provide crowd control and

adequate safety measures for vehicle and pedestrian traffic.

- b. Department personnel engaged in traffic control and direction shall provide and maintain access to and from the fire scene for fire and other emergency vehicles and equipment.

5. Traffic Crashes:

- a. All department personnel shall follow the procedures outlined in the General Order on Traffic Crash Investigation.

6. Adverse Weather and Road Conditions:

- a. With the onset of adverse weather conditions department personnel shall notify the appropriate agency, provide traffic control as needed, and protect or barricade the scene until the problem or condition is resolved.
- b. Adverse weather and road conditions include but are not limited to:
 1. Hazards such as debris that has fallen on the roadway, downed power lines, etc.
 2. Acts of nature, including, snow and ice storms, rainstorms, flooding, windstorms, tornadoes, etc.
 3. Engineering hazards including exposed guardrail, roadway failures or other objects that may cause damage to or injury to a vehicle or pedestrian should they strike such object.

7. Temporary Control Devices:

- a. Manual operation of traffic controls will be used when the discovery of a signal malfunction is observed or reported. The Communications Center shall notify the proper agency for repair.
- b. Temporary traffic control devices such as portable signs, barricades, flares and other devices intended for a limited period, shall be used to temporarily ensure the safe and efficient movement and control of both vehicular and pedestrian traffic.
- c. Traffic Incident Management Area Signs shall be utilized at the following incident class types (as directed in Chapter 6I, Section 6G.19 of the Manual on Uniform Traffic Control Devices – Appendix B):

1. Major (expected duration greater than 2 hours)
 - a. Proper traffic diversions, tapered lane closures, and upstream warning devices to alert end of queue; Channelizing devices should be used if a roadway is expected to be closed for more than 24 hours; Retro-reflective pink signface material.
2. Intermediate (expected duration between 30 minutes and 2 hours)
 - a. Proper traffic diversions, tapered lane closures, and upstream warning devices to alert end of queue; Retro-reflective pink signface material.
3. Minor (expected duration less than 30 minutes)
 - a. None specified (10/04)

8. Escort Services:

- a. EMERGENCY ESCORTS OF CIVILIAN VEHICLES **WILL NOT** BE PERMITTED.
- b. Requests for non-emergency escorts will be referred to the Deputy Chief of Police. The on duty Shift Supervisor when time constraints exists, may approve non-emergency escorts.
- c. Approval of non-emergency escorts will depend upon the circumstances and manpower available at the time of the request.
- d. Non-emergency escorts may include:
 1. Funeral Escorts;
 2. Bank Escorts;
 3. Hazardous or unusual cargos;
 4. Heavy equipment or oversize vehicles; and
 5. Public Dignitaries.

9. Use of Roadblocks:

- a. SHALL BE CONDUCTED AS OUTLINED IN THE GENERAL ORDER TITLED **PURSUIT DRIVING**.

ADULT CROSSING GUARD OPERATIONS

F. ADMINISTRATION AND RESPONSIBILITY:

1. Adult Crossing Guards are organized and administered by the Police Department, and supervision is the responsibility of the Traffic Officer in conjunction with the Deputy Chief of Police.
2. The Crossing Guards primary responsibility is 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, this gap shall be used to cross the children. To produce a safe environment the Crossing Guard will also:
 - a. Report any dangerous traffic violations to the Police Department;
 - b. Report any inability to report for duty at least **one hour** prior to their scheduled crossing post;
 - c. Conduct themselves in a friendly and courteous manner;
 - d. Wear the issued equipment when performing crossing duties including safety vest with jacket or winter coat; and
 - e. Refrain from use of alcoholic beverages prior to and while on post as they are expressly prohibited,
3. Cooperation and communication with the school authorities is also an important aspect of the adult crossing guard operation.
4. Selection of crossing guards is conducted as any other person hired by the Town of Thurmont who are classified as non-sworn part-time personnel under the Town of Thurmont Personnel Rules.
 - A. A brief list of requirements is as follows:
 - a. Minimum of 21 years of age;
 - b. Physical and mental ability to perform the assigned duties; and

- c. Sufficient corrected eyesight to perform assigned duties.
- 5. Uniforms include traffic safety vests, and other high visibility clothing, and hand held stop signs which are supplied and replaced as needed by the Police Department.

G. IDENTIFYING LOCATIONS REQUIRING SCHOOL CROSSING GUARDS:

- 1. The following data may be used to determine locations:
 - a. Traffic volume and speed;
 - b. Number of turning movements;
 - c. Width of the intersection;
 - d. Terrain features;
 - e. Existence or absence of traffic control devices;
 - f. Applicable ordinances and statutes;
 - g. Number and ages of the children;
 - h. Gap studies; and
 - i. Other pertinent information.
- 2. The Police Department in cooperation with Thurmont School District will identify locations requiring adult school-crossing guards, after conducting an annual analysis.
- 3. Information gathered from these studies and analysis will provide the basis for the selection, continuation, or elimination of school crossing locations.

H. School Student Safety Patrol

- 1. The Traffic Safety Officer will be responsible for the implementation of any student safety patrol programs that are requested by area schools. Because each school may have unique characteristics and logistical issues, the Traffic Safety Officer will handle each school on an individual basis.
- 2. The Traffic Safety Officer will work in cooperation with the school officials to provide the necessary training, supervision, and instruction to complement the

adult crossing guards already present.

3. At no time will any member of a student safety patrol have the responsibility of directing vehicular traffic, nor be allowed to use any type of flag, hand signs or other signal device.

ATTACHMENTS:

Appendix A - SIGNALS, COMMANDS, AIDS, AND POSITIONS

Appendix B - CHAPTER 6I OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Sergeant Shawn R. Tyler

Order Edited and Approved by:

CALEA Standards included in this Order

Chapter 61.3 TRAFFIC DIRECTION AND CONTROL