

DEKALB POLICE DEPARTMENT

Subject: **Ancillary Traffic Services**

Policy #: **403.5**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task: # 34

Reference Material: NA

ILEAP Standards Covered: OPR.06.08, 06.09(a), 06.11

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PURPOSE: It is the purpose of this policy to define various ancillary traffic services that the department performs on a regular basis. Facilitating the smooth flow of traffic is a primary concern of the department, and various means are used to accomplish this. Officers also regularly provide traffic services as a courtesy and public service to the motoring public.

POLICY: It is the policy of the department to provide various traffic services that help facilitate the flow of traffic and assist motorists in various ways.

DEFINITIONS: none

PROCEDURE: Officers provide the following traffic services as a matter of standard priority:

- A. **Keys locked in vehicle** : Officers can provide this service to the owner or authorized driver of a vehicle, following this procedure:
 - 1. Determine if keys can be obtained within the city limits at their home, work, etc. If so, transportation can be provided if necessary to obtain the keys.
 - 2. Registration of the vehicle should be verified and called in to dispatch.
 - 3. Owner/driver shall be given warning that damage could result in the use of the opening tool and the department/city is not responsible for any damage.
 - 4. Owner's/driver's license should be checked for validity.
 - 5. An officer may decline service if an owner/authorized driver is not present, the driver has no valid license, the driver is intoxicated or otherwise impaired, or the vehicle has no valid or verifiable registration.
 - 6. If unable to open in a reasonable period of time (generally ten minutes but can be longer if no other calls are on hold), officers can inform the driver to contact a for-hire lockout company.
 - 7. Vehicles with a child locked inside will be given higher priority.
- B. **Assisting motorists** : Officers are routinely flagged down or summoned to assist motorists with providing directions or other services; officers should notify dispatch whenever possible when on an assist motorist call or flag-down. Officers are encouraged to go "above and beyond" to provide directions or other helpful information to motorists. Officers may also stop a motorist to advise them of a particular hazard; e.g., muffler falling off, item left on the roof, etc. [ILEAP OPR.6.11(a)]
- C. **Disabled vehicles** ; vehicles disabled along the roadway will be checked by officers.
 - 1. Officers may stand by to assist the motorist, alert passing cars of any hazard, or direct traffic around the scene.
 - 2. Officers will not manually push any disabled vehicle due to potential for injury, except in life-threatening situations.
 - 3. Officers, after receiving permission from the shift supervisor, may transport a motorist home or to a service station to assist them in removing the disabled vehicle.
 - 4. Officers may transport fuel to a disabled vehicle, providing that the fuel is in a container approved for fuel, and transported in the trunk.
 - 5. Officers may assist with minor repairs or tire changing, if acceptable with the vehicle owner. Officers should advise the motorist that the department is not liable for any damages sustained due to the officer's attempted assistance. Officers should not engage in repairs that they are not familiar with or able to perform. [ILEAP OPR.06.11(b)]

6. Officers may assist the motorist in calling for a tow and may stand by in waiting for the tow for public relations and/or safety reasons.
7. The amount of time spent in assisting with a disabled vehicle may be dictated by the current volume of calls for service.
8. If a motorist must be left with a disabled vehicle to await other help, the officer should check back to ensure that help was obtained and/or the vehicle has been removed.

D. **Abandoned vehicles** will follow the procedure in Policy # 403.7.

E. **Assisting Stranded Persons** : Officers will make attempts to assist stranded persons, including the following:

1. Assisting in making telephone calls for help.
2. Transporting the stranded person to a designated location or a place of safety.

[ILEAP OPR.06.11(c)]

F. **Emergency Assistance** : Officers will provide emergency assistance as necessary and if possible:

1. Provide first aid for injured persons.
2. Request an ambulance for injured or impaired persons in need of medical attention.
3. Fight vehicle fires with a fire extinguisher if deemed safe to do so.
4. Requesting fire service assistance when needed as soon as possible.

[ILEAP OPR.06.11(d)]

G. **Directing traffic** ; officers may direct traffic around traffic hazards, disabled vehicles, accident scenes, or other locations to facilitate the smooth flow of traffic or reduce the potential for accidents.

1. **Traffic Accidents** :

- a. When possible, have involved vehicles move to the side of the roadway or off of the roadway.
- b. Protect blocked lanes by placing a squad car to the rear of the scene, with emergency lights activated.
- c. Protect blocked intersections by placing squad cars at each side of the affected area.
- d. If designated traffic lanes or other traffic control devices need to be temporarily altered to direct traffic around an accident, such alterations must be clearly indicated by squad car placement, traffic cones, flares, or police officer traffic control hand signals.
- e. If an intersection or roadway is going to be closed for an extended period due to an accident, traffic will be re-routed with the assistance of traffic control officers. The supervisor will request notification of road closures to the local media.

[ILEAP OPR.06.08(a)]

2. **Uniform Hand Signals and Gestures** : For manual traffic direction and control:
- a. Stop: one or both arms raised at eye level with palm open and extended outward; solid blast of police whistle.
 - b. Proceed: motioning forward with one upraised hand. Short bursts on police whistle.

- c. Turns: motioning and/or pointing toward the desired or required direction of the turn.

[ILEAP OPR.06.08(b)]

- 3. **Traffic Control at Major Incidents** : Controlling traffic at a major crime scene, bomb threat scene, natural disaster site, large fire, etc. may require the diverting of traffic and/or closing intersections or roadways.

- a. Request additional assistance as necessary.
- b. Consult a supervisor about a traffic plan if necessary.
- c. Consider the use of street department cones, barricades, or barriers.
- d. Consider the use of CSO's, police volunteers, or temporary civilian assistance in directing traffic.

[ILEAP OPR.06.08(c)]

- 4. **Manual Operation of Traffic Control Devices** : During periods of unusually heavy traffic due to a special event, construction, detours, etc., a supervisor may authorize the temporary manual operation of traffic control devices. Traffic signal control box keys are located on the patrol key board. Officers may use the hand-held manual control located inside the traffic signal control box, monitoring traffic and allowing traffic through at desired intervals. Or, a traffic signal may be switched to flashing red in all directions to accomplish a four-way stop situation. [ILEAP OPR.06.08(e)]

- 5. **Use of Temporary Traffic Control Devices** : When using temporary devices to direct and control traffic, including cones, barricades, or barriers:

- a. Place devices in a manner in which they are clearly visible to approaching motorists.
- b. Arrange the devices so the desired intention is clear; e.g., directing traffic to a specific lane, directing traffic to turn, etc.
- c. If possible, place advance warning signs or flares.
- d. Remove the devices when the control measures are no longer needed.

[ILEAP OPR.06.08(f)]

- 6. **Safety Vest Required** : any personnel directing traffic, or in the roadway controlling traffic or investigating an accident, must wear a reflective traffic vest or clothing at all times. [ILEAP OPR.06.08(g)]

- 7. **Adverse Weather or Roadway Conditions** : during periods of particularly adverse weather or roadway conditions, officers are to use an extra measure of care when directing traffic, to include wearing the bright yellow raincoat, other reflective clothing or equipment, and being particularly alert to traffic. A supervisor may consider closing an intersection or roadway if it is particularly hazardous. [ILEAP OPR.06.08(d)]

- H. **Providing Personal Escorts**: Officers may be directed to provide personal escorts for City Hall clerks or other business people transporting large sums of cash or other valuable items.

- 1. Requests for a routine personal escort must be approved by the Patrol Commander.
- 2. Uniformed sworn officers will be used for personal escorts.
- 3. Personal escorts will be provided based on availability of an officer and will receive standard priority except in exigent circumstances.

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4. When transporting a person for an escort service, unnecessary stops or responding to other calls for service will not be made.
- I. **Providing Traffic Escorts** : Officers may be used to provide traffic escorts for public officials, dignitaries, other emergency vehicles, funeral processions, and oversized vehicles.
 1. Escorts for public officials and dignitaries are usually planned in advance with the authorization of the Patrol Lieutenant. In these cases, officers are to follow the designated plan and request permission for any deviations.
 2. Other escorts will be provided as requested or as the need arises. Escorts will be provided based on availability of an officer and will receive standard priority except in exigent circumstances.
 3. Oversize vehicles, including high and wide loads, may have or be required to have their own escort vehicles. Officers may provide escorts to authorized oversized loads if extra escort efforts become necessary.
 4. Escorts of civilian vehicles in medical emergencies is explained in Policy 405.2. [ILEAP OPR.06.09(a)]
- J. **Missing or Malfunctioning Traffic Signs and Signals** : Missing, stolen, or extensively damaged stop or yield signs will be reported immediately to the on-duty street department supervisor or on-call personnel. Traffic control signals that stop functioning, or are functioning improperly that creates a traffic hazard, will also be reported immediately.
- K. **Reporting special service needs:** Officers are encouraged to report special traffic service needs as needed, to include traffic signals with burned out lamps, street lights out, missing or damaged street signs, roadway defects, missing manhole covers, etc. Special traffic service requests will be forwarded to the Street Department or appropriate agency. When possible and safe to do so, officers should remove debris or other materials that may be blocking a roadway or otherwise creating a potential unsafe situation. [ILEAP OPR.06.11(e)]
- L. **Other requests for services:** Officers provide other traffic services as needed, such as investigating bicycle, ATV, or snowmobile violations; checking railroad signal malfunctions or gates remaining down; removing obstructions from the roadway, etc.
- M. **Traffic safety educational materials** are available to the public to promote voluntary compliance with traffic laws and regulations and to enhance public understanding of traffic safety issues.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.