	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: O2606
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		Distribution: All

Title: TRAFFIC DIRECTION & CONTROL		Section: Traffic
Issued: 06/28/2011	Effective: 07/06/2011	Revised: 09/22/2016
Rescinds: All Previous	Amends:	
CALEA References: 61.3.1, 61.3.2, 61.3.3		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish procedures for ensuring the safe and efficient flow of vehicle traffic through engineering, escorts and traffic direction and control.

II. Policy

The safety of the motoring public and pedestrians using the roadways is a responsibility entrusted to the police department. It is the policy of this department to address this responsibility by striving for the safe and efficient flow of traffic by addressing engineering needs, and providing escorts and traffic direction as necessary.

III. Definitions

(This section intentionally left blank).

IV. Regulations

A. While in the roadway, officers who direct or control traffic will wear department approved reflective vests (61.3.2g) [A].

V. Procedures

A. Traffic Engineering

1. The Andover Police Department will establish a Traffic Safety Committee that will meet three times per year to review motor vehicle accidents, the department's traffic enforcement efforts, traffic issues and traffic related complaints. The committee will exist to obtain community input and identify traffic safety problems, as well as, formulate potential solutions. Additionally, the committee will be utilized to handle or refer complaints and/or suggestions concerning traffic engineering deficiencies to the City of Andover's Traffic Engineering authorities. Members of the committee should include, but are not limited to (61.3.1b):
   a. Chief of Police
   b. Traffic Enforcement (SPEED) Coordinator

c. Director of Public Works
d. City Council Liaison to the Police Department
e. A member of the business community
f. A representative from the school district
g. City Engineer
h. Operations Commander.

2. The Traffic Enforcement (SPEED) Coordinator shall prepare and submit to the Office of the Chief of Police for review, the traffic safety committee meeting agenda, the summary of the motor vehicle accidents, the summary of the traffic enforcement efforts and the traffic complaints from the previous four months one week prior to the schedule meeting. The Traffic Enforcement Coordinator is responsible for facilitating and presenting the information to the Traffic Safety Committee.

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3. Department personnel, who receive traffic complaints, observe traffic hazards or observe locations where accidents have or may occur due to engineering problems will report the problem to the Traffic Enforcement Coordinator through their chain of command. The coordinator will, as necessary, forward the concerns to the traffic safety committee (61.3.1a).
4. When officers observe a traffic situation that constitutes a potential problem or hazard requiring immediate attention, officers should correct the problem or promptly notify the appropriate authority via Communications. Examples of engineering problems or situations that constitute hazards include:
   a. Sight restrictions;
   b. Traffic signalization;
   c. Missing or malfunctioning traffic control devices;
   d. Traffic flow restrictions that may necessitate manual intervention by officers.
5. In some situations involving missing or malfunctioning traffic control devices, the officer may be required to remain at the location and direct traffic until the situation is corrected. In other situations (i.e. missing street identification signs), the officer will notify Communications to notify the proper authority and continue with their routine patrol duties.
6. The Records/Evidence Custodian will furnish the city and county engineering departments with copies of accident reports when requested or as necessary (61.3.1b).
7. The department will contribute whenever possible to the planning of major traffic projects that may affect the traffic enforcement needs and accident frequency (61.3.1b).
8. The Records/Evidence Custodian will submit all State reportable traffic accidents to the Kansas Department of Transportation.
9. Records personnel will submit traffic enforcement data to the Municipal Court Clerk for submission to State authorities.

B. Traffic Direction and Control

1. Officers will perform traffic direction and control when and where necessary to ensure the safe and efficient movement of vehicles and pedestrians.
2. Officers will receive training in the proper use of traffic direction hand signals and mechanical control devices during their initial field training.
3. Safety for officers directing traffic and for the public should be the primary consideration when an officer directs and controls traffic.
4. Traffic Accident Scenes (61.3.2a):
   a. Officers will employ appropriate traffic control devices (i.e. cones, flares, vehicles) to ensure the scene is protected.
   b. Officers may re-route traffic in order to protect emergency responders and other people involved, and to preserve the accident scene until conclusion of the investigation.
5. Uniform Hand Signals and Gestures for Manual Traffic Direction & Control (61.3.2b)
   a. Effective traffic control is predicated on proper positioning in the roadway and effective communication with drivers and pedestrians. When directing traffic the officer should stand with his/her shoulders parallel to the flow of traffic and use hand signals to communicate with traffic.
   b. The officer should select a position which provides a full view of the roadway while also providing a high degree of visibility. This position should allow effective supervision of all vehicular maneuvers and pedestrian movements without interfering with the flow of traffic any more than necessary.
   c. To stop traffic, the officer should look directly at the driver of the vehicle to be stopped and then place the palm of an outstretched arm towards the driver. The officer should remain in the palm out position until the vehicle comes to a full and complete stop.
   d. To start traffic, the officer should make eye contact with the driver of the lead vehicle and then point in an exaggerated motion in the desired direction of travel.
   e. To assist a vehicle in turning, the officer should make eye contact with the driver of the turning vehicle, check that no on-coming traffic will interfere with the turn and then point in an exaggerated motion from the driver to the desired direction of travel.
   f. Officers performing these duties at night or during periods of reduced visibility should utilize flashlights.
   g. Officers may elect to use a whistle to increase their presence.
6. Critical Incident Scenes (61.3.2c)

a. It may be necessary to block roads and re-route traffic away from affected critical incident areas. If done, other first responders should be notified of the road closure and the public notified through appropriate methods.
b. Supervisors will assess the situation and determine the initial area to be controlled and will strategically set up the re-routing of traffic. Additional resources may be called as necessary (i.e. street department, highway department, etc.).
c. Officers responding to fire scenes should avoid parking police vehicles in a manner that would hinder the fire department's response to the fire and avoid parking in a location where they could become blocked by fire equipment. The primary duty of offices at fire scenes is to control pedestrian and vehicle traffic, and to protect fire hoses from the same.

7. Periods of Adverse Road and Weather Conditions (61.3.2d)
   a. Temporary adversity due to weather such as fog, rain, or snow and the associated road conditions may require temporary traffic control to warn motorists of the danger or to close off certain areas.
   b. If road conditions require long term traffic control measures, officers will notify Communications who will notify the proper authority to ensure the road condition is properly demarcated.
   c. Officers should remain at the location of hazardous road conditions until the hazard has been removed or until the responsible entity has assumed control of the area.
8. Circumstances Warranting Manual Operation of Traffic Control Devices (61.3.2e)
   a. In circumstances necessitating the need for manual operation of traffic control devices, personnel from the Street Department will be summoned to operate the devices.
   b. Those situations may include periods of heavier than normal traffic, when the traffic flow is being impeded by the timing of lights, severe accidents at major intersections, etc.
9. Use of Temporary Traffic Control Devices (61.3.2f)
   a. Officers may utilize traffic control devices (i.e. cones, flares, barricades, etc.) to increase visibility. These devices should be positioned so as to maximize visibility and clearly mark the desired route of travel for controlled traffic.
   b. Officers may position their patrol unit in such a manner as to provide increased visibility and/or limit access to protected or hazardous locations.

C. Traffic Escorts

1. Traffic control for a funeral procession or other event may be provided as manpower and equipment allow and at the direction of the Watch Commander or higher ranking officer. Vehicle escorts inherently create a greater risk for

injury and liability therefore should only be approved on a limited basis. All escorts that alter traffic flow by either speed or traffic control devices will utilize a properly marked emergency vehicle and any emergency warning devices necessary to adequately and safely facilitate traffic flow (61.3.3a).

2. Emergency escorts of a motor vehicle result in minimal time saved and create an unusually high level of danger to life and property. Therefore, emergency escorts are prohibited. Should a citizen request a medical emergency escort, the officer involved shall summon an ambulance for treatment or transport of the injured or ill person (61.3.3b).
3. In an extreme medical emergency, it may be necessary for an officer to transport the injured or ill person to a treatment facility in a police vehicle. Such transports shall be made only upon the approval of a supervisor (61.3.3b).
4. Dignitary escorts will be conducted in accordance with General Order O2517 Dignitary Protection.