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# Iowa State University Department of Public Safety

Directive: 61.3

SUBJECT: TRAFFIC DIRECTION AND CONTROL

EFFECTIVE DATE: 03/21/19

REVISED DATE:

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STANDARD: CALEA 61.3.1, 61.3.2

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## POLICY:

The Iowa State University Department of Public Safety (ISUDPS) shall implement guidelines for traffic direction and control that include providing for and managing appropriate personnel and resources.

## DEFINITIONS:

“Road block” refers to deliberate obstruction by physical means at one or more selected points on a roadway for the specific purpose of stopping vehicular traffic.

“Special event” refers to an activity, such as a parade, festival, athletic contest, or public demonstration that results in the need for control of traffic or crowds.

“Traffic survey” refers to an examination of traffic characteristics such as volume, speed, delay, collisions, origins, or destinations.

## PROCEDURE:

### 61.3.1 TRAFFIC ENGINEERING ACTIVITIES

The following outlines the department’s traffic engineering-related activities:

- A. Complaints concerning traffic engineering deficiencies and possible solutions on university roadways will be investigated by a patrol officer when feasible. The officer shall initiate appropriate remedial action when applicable and possible or refer the information to Iowa State University Facilities Planning and Management (FPM).
- B. The records section is responsible for sending a copy of all motor vehicle crash reports meeting state requirements to the Iowa Department of Transportation.
- C. The department performs collision and enforcement data analyses. As roadway or traffic control deficiencies are noted, they should be forwarded to FPM. The day shift lieutenant shall meet with FPM to address any traffic engineering-related issues.
- D. The primary responsibility for traffic engineering at the university belongs to FPM. The day shift lieutenant will act as a liaison between the Police Department and FPM regarding traffic engineering issues. When an officer identifies a traffic problem that may be due to engineering, the officer should initiate an incident report outlining the problem. The day shift lieutenant will coordinate collecting and compiling traffic enforcement and motor vehicle collision data to identify specific engineering problems and solutions, conduct special traffic surveys and studies to further investigative efforts, review traffic enforcement motor vehicle collision data to discern trends and relationships symptomatic of engineering problems, make recommendations concerning the efficient use of traffic control devices, and notify FPM of any fatal or serious collisions for review of traffic engineering in identifying possible improvements.

### 61.3.2 TRAFFIC DIRECTION AND CONTROL PROCEDURES

The following shall govern the implementation of traffic direction and control activities:

- A. Officers who perform traffic direction and control activities at collision scenes shall allow for the safe ingress and egress of emergency vehicles and provide for a system of alternative routes for other vehicles as necessary. Police vehicles with activated lights, flares, traffic cones, and barricades may be used by officers to aid in protecting the collision scene.
- B. During traffic direction and control, personnel shall wear high visibility, reflective vests, or high visibility jackets in addition to their full uniform. The department provides high visibility reflective vests and/or jackets to all personnel who may be assigned to provide manual traffic direction and control functions. It is the responsibility of all field personnel to have available to them high visibility reflective vests or jackets during on-duty hours.
- C. Department personnel assigned and authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction:
  - 1. To stop traffic, an officer should signal the person to be stopped by raising a hand at the wrist, so the palm is toward the person to be stopped.
  - 2. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
  - 3. To start traffic, the officer should swing their arm through a vertical semi-circle in the direction the traffic is to move.
  - 4. To signal a left or right turn, the officer should swing the extended arm in the direction of the driver's intended turn.
  - 5. To direct traffic with a lighted wand, the officer should use the same gestures as above only using the lighted traffic wand instead of their hands.
  - 6. To stop traffic utilizing a flashlight, the officer should slowly swing the beam of light across the path of oncoming traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicle headlights providing illumination.
- D. A primary task of department personnel engaged in traffic direction and control services at critical incidents is to maintain access avenues to and from the scene for emergency vehicles while maintaining a secure outer perimeter. Officers should coordinate their efforts with responding agencies at critical incident scenes to provide adequate safety measures for vehicle and pedestrian traffic.
- E. Upon discovering adverse road or weather conditions, department personnel shall take appropriate action. Adverse road and weather conditions may include collision hazards, acts of nature such as fog or snowstorms, and engineering hazards. Department personnel action may include notifying the appropriate agency via the communications center, providing traffic control as needed, protecting the scene as appropriate, or immediately rectifying the situation where feasible.
- F. Police officers are neither trained nor equipped to make traffic signal repairs or adjustments to timing cycles. FPM may provide for manual operation of electronic traffic control signals if required.
- G. Temporary traffic control devices include movable barriers, portable signs, traffic cones, and other similar apparatus intended to assist in the safe and efficient of vehicular or pedestrian traffic. These items may be placed and removed by department personnel when special traffic needs are identified. Temporary traffic control devices may be used when there have been sustained power outages which render traffic control signals inoperative, during special events, in the event of collisions, during critical incidents, and during other situations when deemed necessary.