



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-16 APPROVED: _____
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SUPERSEDES: 5/1/2007 Reviewed/Revised: May 25, 2012

SUBJECT: **Traffic Direction and Control**

I. PURPOSE:

To establish procedures for the coordination, effective direction and control of vehicular traffic through the use of traffic control officers and temporary traffic control devices.

II. POLICY:

It is the policy of the University Police to perform the functions of traffic control, parking control, emergency assistance, the identifying and reporting hazardous conditions, and to provide information and recommendations for improving traffic safety.

III. DEFINITIONS:

- A. 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.
- B. 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 documented in a information report and entered into ARMS. The completed report will be forwarded to the Operations Lieutenant for review and appropriate action.
 - b. All traffic-engineering issues on campus will be provided to traffic engineer qualified to certify state roadways.
 - c. Officers will note any traffic engineering deficiencies they observe and report these to the appropriate department.

- d. Deficiencies noted on campus will be referred to Parking and/or Facilities Management.
 - e. Deficiencies noted off campus will be referred through the proper channels to the City of Los Angeles, Alhambra, or Los Angeles County.
 2. Any hazardous roadway conditions will also be reported. 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; and
 - c. Inadequate or defective roadway lighting.
 3. Accident and enforcement data that could assist them with determining corrections that may be needed will be forwarded to:
 - a. Parking and Facilities Management via memorandum from the Operations Lieutenant;
 - b. Local and regional traffic engineers through direct written correspondence from the Chief of Police and will include documentation on incident(s) and supporting statistical data, if any.
 4. Accompanying any accident and enforcement data provided local and regional traffic engineers would be recommendations on possible actions and results desired.
- B. Traffic Direction and Control.
 1. Procedures at the scenes of traffic collisions.
 - a. The investigating officer will determine traffic direction and the diversion of traffic.
 - b. Uniformed police officers always have the primary responsibility for the direction and control of traffic at motor vehicle accident scenes.
 - 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 accident scene; and
 - 3) Provide for a system of alternate routes to move traffic around the accident.
 - d. Officers should notify dispatch of the action being taken so that they may in turn notify other jurisdictions that may be affected.

- 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. Parking Services will be notified for additional cones or barricades for accident scene and traffic control, if required.
 - g. Should traffic control be needed for an extended period of time, the on-duty Watch Commander 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 traffic control is needed as a result of work being done to a roadway that requires a long period of traffic control, the Watch Commander or Operations Lieutenant will determine what is needed and coordinate the incident.
2. Uniform hand signals and gestures for manual traffic direction and control.
- a. Officers, when assigned to manual traffic control, will utilize uniform traffic control signal and gestures. The signals can be hand signals, whistle signals, or combinations 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 moving begins at shoulder level, with the officer extending his/her arm toward the stopped vehicle, pointing and waiving the car onward by bending his/her arm at the elbow and drawing his/her hand toward his 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, keep the pointing hand and arm 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, the opposing Traffic should be stopped using the standard stop signal, and monitoring the left turning vehicle 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 scenes of fires.

- a. At the scene of a fire, the police shall assist and support the fire-rescue operations.
- b. Fire 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 fire scene and for fire and rescue equipment.
 - 3) Setting up perimeter traffic control points to allow for the ingress-egress of fire and rescue equipment and authorized personnel to be at the scene.
 - Such personnel shall include all persons who can identify themselves as firemen by badge or possession of standard fire service equipment such as a hat and coat.

- It shall be the responsibility of supervisory officers of the fire department to correct any problems resulting from the above persons blocking fire lanes or retarding either charged lines or the efficiency of persons at the scene.
- 4) Controlling key intersections used by ambulances as route to hospitals.
 - 5) Keeping dispatch informed as to the location of control points and the alternate routes that traffic will be utilizing.
4. Procedures during periods of severe road and weather conditions.
- a. The watch commander will determine the need for additional personnel to assist with traffic direction and control during adverse weather conditions (heavy rain, flooding, high winds)
 - b. Facilities 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 watch commander will direct dispatch to notify the news media of any adverse road conditions that will affect the motoring public, including incidents that threaten to close the University.
5. Circumstances warranting manual operation of traffic control devices.
- a. The intersection signals that control roadways directly at the entrances to the campus may be set to flash when deemed necessary by the watch commander. This should be done only after consultation with the appropriate jurisdiction.
 - b. This procedure will only be utilized to facilitate the excessive flow of traffic either on to or off of the campus.
 - c. This type of situation will normally only occur as the result of special events on campus, such as commencement, in the event of an emergency where the campus needs to be evacuated quickly, or because of a malfunctioning traffic signal.

6. Use of temporary traffic control devices.
 - a. The following temporary traffic control devices are available for use by this department:
 - 1) Portable stop signs;
 - 2) Barricades;
 - 3) Temporary signage;
 - 4) Traffic cones; and
 - 5) Flares.
 - b. Temporary traffic control devices may be utilized when traffic signals are inoperable, during special events, to divert traffic around a hazard, or other circumstances as approved by the watch commander.
 - c. Special signs and other portable signs are available from the Parking Services Department, and may be requested at anytime.
 - d. When approval is given to remove temporary traffic controls, Communications will notify Parking Services, who will then remove the temporary controls.
7. Reflective clothing.
 - a. Police officers and other personnel with traffic direction responsibilities shall have their traffic safety vest with them while on patrol, and shall wear it at all times when directing traffic.
 - b. Officers may, during inclement weather, wear department issued raincoats, which are bright yellow in color.

C. Vehicle Escort Services.

1. Sworn Police Officers shall provide escorts of private or public vehicles on campus, when available, to ensure the safe and efficient movement of traffic and safety to the community as a whole.
2. Escorts, when appropriate, shall only be provided by Police Officers in marked vehicles using emergency equipment. Examples of this service may include:
 - 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.
3. Officers shall not escort any vehicle or chain of vehicles without prior authorization by a supervisor.

4. Officers are prohibited from providing escorts for privately owned vehicles during medical emergencies. Officers should request dispatch to summon fire/paramedic personnel.
5. Parking Control Officers and their supervisors may provide escort service for emergency medical and fire vehicles when sworn officers are not available or when requested through Dispatch. While providing such escort services, Parking Control Officers and their supervisors must obey all rules of the road (ie; speed limit laws, crosswalks and other traffic signs and signals).

D. Roadblocks and Forcible Stopping.

1. The University Police will not participate in the use of roadblocks, or forcible methods of stopping vehicles.
2. These methods are inherently dangerous, carry a tremendous amount of liability, and their use will be avoided.
3. Supervisors are to document any violations of this policy with the completion of a Use of Force Form and an incident report. The completed reports will then be forwarded to command for administrative review.

E. Regional System Transportation Management.

1. The University Police participates in a regional joint powers authority agreement (JPA) to manage the on-campus Metrolink Station.
 - a. Agency personnel participating in the JPA includes the Chief of Police and the Transportation Unit supervisor.
 - b. Regional meetings are held at the University Police Department (normally bimonthly) and include representatives from participating agencies.
 - c. Management of the station involves a established annual budget, ridership, regional bus services, shuttle services, and maintenance.
2. The department also participates in regional transportation efforts that include:
 - a. public mass transit bus services;
 - b. vanpools; and
 - c. the Southern California Air Quality Management Program.

F. Ancillary Services.

1. General Assistance.
 - a. 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 communications of the situation.
 - b. If a motorist needs assistance outside of the campus area, Communications will notify the appropriate agency having jurisdiction.
 - 1) Public Safety 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, the dispatcher will inform the watch commander of the request. If the request can be satisfied, the watch commander will direct the dispatcher to assign an officer to the motorist to provide assistance.
 - c. When stalled vehicles are creating a traffic hazard the officer will stop and provide traffic control until the hazard is alleviated or he/she is relieved.
 - d. Transporting of civilians can only be done with permission of a supervisor. Alternate means of transportation should be obtained, if possible. Officers who must transport shall advise Communications of the starting point and destination, as well as the starting and ending mileage, if the person is the opposite sex from the transporting officer.
 - e. The University Police shall support Parking Services and its ability to serve motorists to the University. Officers shall respond to calls for service on campus and to University properties in the area. When parking personnel are unavailable, police personnel will provide general assistance to motorists including:
 - 1) Directions for the area; and
 - 2) Transporting the motorist to a safe location to wait for assistance.
 - f. Officers will remain with all stranded motorists who are in hazardous locations until assistance arrives. If a female motorist becomes stranded after hours of darkness, the officer will remain with the motorist or transport her to the station to await assistance.
 - g. Should an officer have to leave a stranded motorist after arranging for assistance, the officer will check back after a reasonable time to be certain the requested assistance did arrive.

- h. In any case where an officer arrives at any scene and discovers a medical emergency, the officer shall request fire and paramedic personnel, and provide first aid emergency care to the victim(s).
 - 1) When doing so, the officer is to provide the type of distress or injury, location, condition of patient and any other pertinent information.
 - 2) It shall be the responsibility of the officer on the scene to document the incident by making appropriate reports.
 - 3) Identify injured parties:
 - provide extent of injuries to communications (this information is often supplied to responding emergency units);
 - administering emergency medical care (basic life support) until paramedic or other rescue staff(s) arrive;
 - on non-injury accidents, officers will be dispatched to the scene, both on property and on the perimeter, to determine if paramedics will be needed and will advise Communications (Dispatch) of the situation;
 - in the event the accident involves injuries, the responding officer will administer first aid or needed medical attention to injured persons until paramedics arrive.
 - 4) Identify any fire hazards and/or hazardous materials.
 - On accidents involving any fire hazard or actual fire, any officer arriving prior to the fire department will be responsible for initial fire suppression efforts.
 - The initial efforts will be limited to that fire suppression equipment that is readily available (i.e. fire extinguisher, blankets, etc).
 - The officer will be responsible for advising Communications that Fire Department services are needed and will direct other responding police units to appropriate locations for evacuation or traffic control.
2. Mechanical Assistance/Towing and Removal of Vehicles from Campus.
 - a. Police vehicles equipped with push bars may be used to push vehicles from the roadway creating an immediate hazard. Vehicles should not be pushed further than required to alleviate hazard, and the unit shall not be used to push start-stalled vehicles.
 - b. 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 it or placing flares, cones, or other traffic safety devices.
 - c. Towing of vehicles is authorized under the following conditions.
 - 1) When the physical arrest of a driver occurs and:

- The arrestee will not authorize the vehicle to be driven from the scene by another party; or
 - The vehicle is stored/impounded as evidence.
- 2) Accidents:
- Any vehicle involved in an accident shall be removed from the roadway as soon as possible after necessary accident investigation steps have been completed, and information obtained.
 - Any vehicle that is damaged to the point where it is not operational must be towed at the expense of the owner.
 - The driver may select a tow service of their choice, or utilize the Department's contracted service.
 - If a tow service that is contacted is not able to respond in a reasonable time, the Department shall contact another service provider.
 - Vehicles towed from accident scenes for safekeeping, where the driver is transported to the hospital, will be inventoried by an officer on the scene and towed by a Department contacted tow service to their impound lot.
- 3) Emergency Situations:
- Any vehicle found illegally parked in the vicinity of a fire or area of an emergency, which creates a traffic hazard or interferes with police, fire or other rescue workers may be ordered towed, at the expense of the owner.
 - Official vehicles and vehicles being used by the press are exempt unless they obstruct police, fire or other rescue operations.
- 4) Impeding/Danger to Traffic:
- No vehicle shall be stopped in such a manner as to impede or render dangerous the use of the highway to others.
 - If such disabled vehicle is not promptly removed and creates a traffic hazard, the police officer may order the vehicle towed by a Department contract tow service.
- 5) Blocking a Parking Area:
- Any vehicle blocking a driveway or entrance to a parking facility or parking lot without prior permission from the University Police Department may be towed at the owner's expense.
 - Officers should first attempt to locate the driver of the vehicle.
- 6) Unattended Traffic Hazard/Violation of the Law:
- All vehicles found parked in posted tow-away zones can be towed upon approval from the Watch Commander.

- Officers may tow any vehicle found on the public street unattended by the owner/operator that constitutes a hazard or is parked in violation of the law.
 - Vehicles towed for violation of the law will first be cited for the violation and a copy of the parking ticket will be left with the vehicle.
- 7) Abandoned Vehicles - Subject to approval by the Watch Commander:
- Whenever any motor vehicle has been left unattended for more than 72 consecutive hours on campus, it may be towed at the owner's expense. California Vehicle Code Section 22651 (k).
 - A vehicle may be presumed abandoned if it does not display valid license plates, and which have been expired for more than 6 months. California Vehicle Code Section 22651 (o).
 - Officers towing abandoned vehicles must notify the registered owner, either in writing or by registered mail, that the vehicle was towed, where it was towed to, and the reason for the tow.
- 8) Evidence/Involvement in A Crime:
- Vehicles that must be processed for or as evidence, having been involved in the commission of a crime, will normally be impounded by a Department tow service. Including, but not limited to, impound for hit and run investigations, stolen vehicle recoveries, and vehicles driven while the driver's license was suspended or revoked.
 - When all evidentiary processing has been completed, vehicles may be released to their owners. The owner will be responsible for the charges of the tow, plus storage.
 - Vehicles used by a driver who is arrested for a violation of driving under the influence of alcohol or drugs will be towed by a Department's contacted tow service.
3. Request for tow service: Officers will obtain a tow for the vehicle's driver (or person in possession of the vehicle) when such a request is made.
4. Parking Citations: If a vehicle has 5 parking citations outstanding, Parking Services will make the determination whether or not to impound the vehicle in accordance with their policy and procedure.
5. Towing Procedure.
- a. Responsibilities:
- 1) Police officers must know under which provision of law the vehicle will be towed.

- 2) If the vehicle to be towed is larger than normal, or will require a flatbed tow truck, the officer will advise the dispatcher so that the tow service can respond accordingly.
- 3) Unless directed otherwise by the owner, any towed vehicle will be towed to a Department contacted service tow impound lot.
- 4) Dispatchers will be notified of all vehicles towed by officers and repossessions. Pertinent information will be noted concerning the vehicle towed on the department tow form, and this same information will be included when entering the vehicle into CLETS and ARMS (as appropriate). This information will include:

b. Inventory:

- 1) It shall be standing policy that any unlocked vehicle, which is legally stored or impounded in accordance with this or other procedures, shall be inventoried prior to being removed from the location from which it is contacted. This policy is intended to achieve the following goals:
 - Protection of police officers and the department from claims or disputes concerning allegedly lost or stolen property;
 - Protection and preservation of the property for its owner while that property remains in police custody; and
 - Assurance that inventory searches are conducted within the limits imposed by the Supreme Court of the State of California and the United States Supreme Court.
- 2) Vehicles that are towed at the request of the owner/operator or vehicles that are left legally parked will not be inventoried. Officers should remember, however, the “plain view doctrine.”
- 3) Inventory Procedures:
 - No inventory, other than listing the contents visible through the window, shall be made of any vehicle impounded to be used or processed for evidence. These circumstances should be treated as a crime scene and the investigator assigned will make inventory.
 - Should a vehicle be locked at the time of impoundment, the officer will inventory and list only those contents visible without making entry into the vehicle. The officer shall indicate that this method of inventory was used in a written report and no further inventory by this agency will be made.
 - The wrecker driver who is effecting the impound shall be responsible for unlocking of the subject vehicle to facilitate towing and is also responsible for completing such inventory

- as may be required by the employer. The officer shall indicate in the report that the wrecker driver unlocked the vehicle.
- All contents of the vehicle discovered through inventory, including property seized as contraband or evidence and property removed for safekeeping, shall be listed in the officer's report. Officers shall notify their supervisors of any unsecured personal property of high value (over \$500) or any property the officer feels may be a target of false accusations, which is discovered in the course of the inventory. Supervisors shall exercise their own discretion in electing to remove such articles for safekeeping.
 - Officers shall exercise due care to avoid inflicting damage to the vehicle or its contents during inventory. Upon completion of the inventory, the vehicle and its contents shall be restored to the condition and arrangement existing prior to impoundment, to the extent possible. Based on current case law, contraband or evidence discovered during the inventory of a legally impounded vehicle may be admissible in court. Uniform application of this policy is a must. Any evidence seized pursuant to this policy shall be handled, marked and secured in accordance with established procedures for handling evidence and property.
- 4) A vehicle inventory will be completed and included in the tow form, CHP 180, when an officer assumes responsibility for towing a vehicle.
- 5) The following information will be included on the inventory form:
- Reason towed;
 - Complaint number;
 - Condition of vehicle;
 - Location of the tows;
 - The name and address of the tow service;
 - Release or hold conditions on the vehicle;
 - Vehicle make, model and color;
 - Itemization of the property inside the vehicle and where found; and
 - Owner's name and address.
- 6) Officers will search all closed containers that are not locked or sealed. If the keys are left with the vehicle, all areas accessible by key will be inventoried. This includes, but is not limited to, the glove box and trunk. Any containers found in the vehicle, which are not locked or for which a key is present shall be opened and the contents inventoried.

inoperative, street lighting that is out in an entire section, etc.).

- e. Officers, upon observing any material which may be hazardous, should protect the scene, notify a supervisor, and notify the Los Angeles City Fire Department, campus Environmental Health and Safety Department, and Facilities Management of the situation.
 - f. Written Directive I-19, Section IV, B, provides other guidance related to internal campus departments and response to conditions needing attention.
8. Traffic Safety Educational Materials.
- a. The Department will obtain and make available to the public traffic safety and educational materials.
 - b. These materials will focus on areas to help support enforcement efforts and enhance public understanding of traffic safety programs.
 - c. Public Safety presentations, including student and employee orientations, will discuss traffic safety program issues.

V. APPENDICES: None.