



WRITTEN DIRECTIVE	No. PD15-0802	Page: 1 of 9
Subject: TRAFFIC DIRECTION AND CONTROL	Effective Date:	4-28-15
	Supersedes/ Amends:	PD11-0802
	Reference:	61.1.6, 61.3.2, 61.3.4 61.4.2



I. Purpose

The purpose of this directive is to establish guidelines for traffic direction and control as performed by officers of the Lynchburg Police Department.

II. Policy

It shall be the policy of the Lynchburg Police Department that officers follow established procedures when directing traffic or conducting traffic checkpoints.

III. Procedure

A. MANUAL TRAFFIC DIRECTION

1. Officers will manually direct traffic under conditions and circumstances deemed to require other than ordinary traffic control, to include but not be limited to:
 - a. crash and hazard scenes,
 - b. crime and fire scenes,
 - c. checkpoints,
 - d. special events, and
 - e. adverse weather conditions.

2. When manually directing traffic officers will:
 - a. position themselves as conspicuously as possible
 - b. position their vehicles, depending upon the circumstances of the situation, with emergency lights on and in as highly visible location as possible,
 - c. wear issued reflective vest for maximum officer visibility to traffic, and
 - d. use clear and uniform hand signals, supplemented with whistle blasts as deemed necessary.

61.3.2 G

61.3.2 B

3. Traffic direction signals:
 - a. Manual direction of traffic shall be in accordance with:
 - 1) Lynchburg City Code 25-215, and
 - 2) Code of Virginia 46.2-1309
 - b. Stopping traffic by hand:
 - 1) Stand with shoulders parallel to moving traffic to be stopped.
 - 2) Raise arms at right angles to the body, with palms toward traffic to be stopped
 - c. Moving traffic by hand
 - 1) Stand with shoulders parallel to traffic to be moved.
 - 2) Extend the arm and hand full length, at shoulder height, toward the traffic with the fingers extended and palm down.
 - 3) Bring the hand sharply in the direction that the traffic is to move.
 - 4) Repeat the movement with the left arm to start traffic from the opposite direction
 - 5) For best effect use hand signals in conjunction with the whistle.
 - d. Directing traffic in darkness by flashlight
 - 1) To stop traffic slowly swing the beam across the path of oncoming traffic
 - 2) The light may then be directed onto the pavement at the point the officer wants the lead vehicle to stop.
 - 3) After the vehicle has stopped arm signals may be given in the usual manner while the vehicle headlights provide illumination.
 - 4) If available, officers should use a slip-on orange cone in conjunction with the flashlight for greater signal visibility.

61.3.2 F

B. USE OF TEMPORARY TRAFFIC CONTROL DEVICES

1. Marker flares and other control devices may be used as deemed necessary by officers to minimize danger and aid in the flow of traffic.
2. The LPD sign board may be utilized to warn drivers of unsafe driving conditions or to display traffic safety messages.
3. Temporary traffic control devices available from the City Public Works Department will include the following:
 - a. traffic cones,
 - b. amber warning lights,
 - c. traffic direction and control signs, and
 - d. barricades.
4. Such devices may be requested and deployed on supervisory approval.
5. The supervisor authorizing deployment of any temporary traffic control device accessed from the City Public Works Department will:
 - a. see to its removal or deactivation should the traffic control assignment conclude during their duty tour, or
 - b. ensure that the relief supervisor is advised of any traffic control situation extending beyond the duty tour.
6. Unattended, temporary stop signs should not be used as traffic control devices, except under emergency conditions

61.1.6 D, 61.3.4

C. TRAFFIC CHECKPOINTS

1. For the purposes of this directive, a traffic checkpoint shall refer to the deliberate, temporary stopping of vehicular traffic:
 - a. by means of manual traffic direction by officers,
 - b. for the purpose of selective traffic checks for violations of state code and city ordinance.

2. The assigned supervisor will be responsible for the planning, location and implementation of traffic checkpoints within the City limits, and will be on the scene of the checkpoint.
3. Checkpoint locations will be pre-approved by a supervisor of Lieutenant rank or higher, who will not be on the scene of the checkpoint.
4. Checkpoints will be pre-planned so as to maximize:
 - a. the safety of motorists, pedestrians and officers
 - 1) Checkpoints will be located so as to provide motorists with adequate visual warning to safely stop.
 - 2) Police vehicle emergency warning lights, flares, barricades or a combination thereof, will be used to provide supplementary visual warning.
 - 3) Officers conducting a traffic checkpoint will wear the issued reflective vest.
 - 4) Checkpoint signs should be placed so that:
 - a) the “stop” sign is in the road centerline at the officers’ position, and
 - b) the “checkpoint ahead” signs are at an adequate distance to provide warning to motorists, but not out of the officers’ sight.
 - b. the effectiveness of the particular operation being conducted.
 - 1) Data on crash or violation frequency for given areas will be applied in checkpoint planning, as well as citizen complaints and previous arrests.
 - 2) Locations may be selected so as to present minimal opportunity for violators to detour checkpoints.
5. All checkpoints will be planned and operated so as to uphold constitutional restraints upon police investigation.
 - a. Vehicles will be checked in accordance with a pre-selected, impartial strategy (such as all vehicles checked, every third vehicle checked, etc.)
 - b. All officers involved in the checkpoint will adhere to the pre-selection strategy as determined by the authorizing supervisor.

- c. Any charge made by an officer will be based upon appropriate probable cause.
 - 1) The driver of the vehicle (possessing a valid driver's license) will be instructed to move the vehicle to the side of the roadway to a predetermined area for completing necessary enforcement actions.
 - 2) Officers confronting violators will explain the offense in a professional manner, answering reasonable questions posed by the offender.
 - d. Officers will minimize inconvenience or delay to motorists while accomplishing the planned objectives.
 - 1) Motorists will not be detained unnecessarily or for unreasonable periods of time
 - 2) Should undue delays occur in verifying DMV data, it will be at the officer's discretion to:
 - a) release the motorist, after collection of identifying information, and
 - b) pursue any appropriate charges in accordance with the Code of Virginia and the Lynchburg City Code.
 - 3) In the event of excessive traffic congestion or emergency, the participating supervisor(s) may temporarily suspend checkpoint activity.
 - a) The traffic check may be reinitiated when traffic congestion or the emergency has cleared.
 - b) The participating supervisor(s) will note both the suspension and re-initiation times for report purposes.
 - c) When reinitiated by the participating supervisor, the checkpoint will adhere to the same planned pre-selection strategy.
6. The supervisor authorizing the traffic checkpoint will ensure that:
- a. All participating supervisors and officers have been instructed in policy guidelines regarding all procedures, including officer and motorist safety.

- b. Staffing, marked vehicles, and traffic control devices are available to efficiently handle the traffic volume encountered.
 - c. Officers are wearing the designated uniforms/attire and have been instructed to use their reflective vests or other safety equipment.
 - d. Conditions are controlled so as to minimize:
 - 1) risk to officers, and
 - 2) hazard and delay to motorists.
 - e. Each traffic checkpoint is documented for court purposes by means of a Checkpoint Report completed by the participating supervisor(s).
7. Checkpoints may be conducted as joint operations involving units from within the Department and/or in conjunction with other law enforcement agencies.

D. Containment Checkpoints

- 1. For the purposes of this directive, a containment checkpoint shall refer to the deliberate, temporary stopping of vehicular traffic:
 - a. By means of manual traffic direction by officers, and/or stationary barricades
 - b. for the purposes of containing, locating and apprehending suspects fleeing the scene of a crime
- 2. A supervisor may order the establishment of containment checkpoints.
- 3. When utilized, containment checkpoints should be set up according to the "circle system":
 - a. The circle system involves establishment of checkpoints in a ring around the crime scene.
 - 1) The radius of the circular checkpoint deployment will be determined by the time elapsed since the incident occurrence.
 - 2) Checkpoints will allow officers to screen passing vehicles, motorists and pedestrians.
 - b. Checkpoints may also be set up in additional, outlying rings around an established inner perimeter, to apprehend suspects who may have passed by inner checkpoints.

4. Additional officers may be assigned to patrol areas within the encircling checkpoints
5. A checkpoint IBR report will be completed during or immediately after the operation.

61.2.3 E, 61.3.2 A

E. CRASH SCENES

1. Officers have primary responsibility for the direction and control of traffic at vehicle crash scenes.
2. The first officer to arrive at a crash scene will act in accordance with guidelines set forth in FO-0813 (*Vehicle Crash Response*).
3. Police vehicles parked in the roadway at a crash scene:
 - a. will be located so as not to endanger pedestrians or motorists
 - b. should have emergency lights in operation, if practical in conditions at the scene, and
 - c. should be moved from the travel portion of the roadway after the crash scene has been cleared.
4. Officers will set up perimeter traffic control points to:
 - a. allow for entrance and exit of police, fire and rescue equipment,
 - b. halt or divert approaching traffic away from or around the crash scene, and
 - c. provide for a system of alternate routes to move traffic around the crash scene.
5. Officers will notify LynComm of any alternate traffic routes selected for re-routing of traffic around a crash scene
6. Officers will avoid using flares at crash scenes involving fuel and chemical spills.

61.3.2 C

F. FIRE SCENES

1. The primary task of officers engaged in traffic direction and control at fire scenes will be to maintain routes of entrance and exit for use by fire and other emergency services vehicles and personnel

2. Officers engaged in traffic direction and control will maintain liaison with the Lynchburg Fire Department incident commander.

61.3.2 D, 61.4.2

G. HAZARD SCENES

1. Traffic hazards may be caused by conditions to include, but not limited to, the following:
 - a. objects, debris or spills on the roadway
 - b. adverse weather conditions (rain, ice, flooding, etc.)
 - c. malfunctioning traffic control devices
 - d. roadway blockage due to road maintenance or repair.
2. Officers arriving at the scene of a traffic hazard should utilize precautions and procedures appropriate to the specific situation.
3. Contractors and Public Works crews will generally be required to provide adequate manual traffic control at the location of any hazardous road condition or obstruction they have caused.

61.3.2 E

4. On locating a malfunctioning traffic light, an officer
 - a. will request LynComm to report the malfunction to the City Department of Traffic Engineering,
 - b. may access the traffic control box at that intersection to change the malfunctioning light to flashing mode, as deemed safe and appropriate, and
 - c. should manually direct traffic until the traffic light is repaired, if necessary.
5. Hazardous material incidents will be handled according to procedures set forth in PD-2013 (*Hazardous Material Incidents*).

H. SPECIAL EVENTS AND CRITICAL INCIDENTS

1. When possible, the Metro Division will normally be assigned responsibility for special events and critical incidents. When practical, they will develop an advance plan for each event to cover:
 - a. vehicular and pedestrian traffic,

- b. entrance and exit routes,
 - c. control,
 - d. parking requirements,
 - e. provisions for the news media,
 - f. spectator control / perimeters, and
 - g. other pertinent information.
2. During these events the Metro Division Captain or the on-site Incident Commander will ensure that:
 - a. alternate routes for traffic are established, and
 - b. emergency vehicle entrance and exit routes are maintained.
 3. During events that require relief of officers assigned to traffic control, the Metro Division Captain will ensure that:
 - a. officers are relieved as planned, and
 - b. continuous service is provided at those locations.
 4. During events that require provisions for parking, a designated area will be utilized for this purpose except where prohibited (City Code 25-256).
 5. During events involving a large volume of traffic entering or exiting a highway officers will control intersections so as to:
 - a. ensure safe entry and exit of vehicular and pedestrian traffic, and
 - b. minimize delays to traffic on the highway.

Original Signed

Parks H. Snead
Chief of Police

April 28, 2015

Date