

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 61.3

TRAFFIC DIRECTION AND CONTROL

ISSUED APRIL 2006

61.3.1 Traffic Engineering

It is the policy of this Department that the information contained in all traffic collision reports shall be made available to the City Traffic Engineer.

The Records Division shall forward all traffic collision reports to the California Highway Patrol for entry into the Statewide Integrated Traffic Records System (SWITRS). SWITRS will forward the information to the City Traffic Engineer in a statistical summary of the traffic collision data and locations.

When requested, a Traffic sergeant will send a statistical summary of all traffic enforcement data to the Traffic Engineer.

The Traffic Engineer utilizes the collision and enforcement data to identify possible solutions to problem locations through engineering changes.

61.3.2 Traffic Control Procedures

Manual traffic control will be provided, on an as needed basis, to alleviate traffic congestion in special areas. The following situations may result in needed manual traffic control:

- Traffic collision scenes
- Rush hour traffic
- Special events (parades, races, etc.)
- Emergency conditions (fires, earthquakes, other disasters, etc.)
- Traffic signal light failure
- Inclement weather conditions
- Stalled or disabled vehicles

Manual Traffic Control

Any member of the Department can provide traffic control. As necessary, members may utilize flares, cones, portable warning signs and other related items when directing traffic.

Members providing traffic control will utilize uniform traffic control signals and gestures. The signals can be hand or whistle signals, or a combination of both. Hand signals shall conform to the following guidelines:

61.3

Stop Signal:

Basic signal to stop is an upraised hand at the end of an extended arm raised to above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.

Starting Signal:

The signal for a stopped vehicle to start moving begins at shoulder level, with the member extending his/her arm toward the stopped vehicle (pointing) and waving the vehicle onward by bending the arm at the elbow, and drawing the hand toward the chest. Once traffic starts to move in one direction, the member turns and faces opposing traffic and delivers the same signal.

Pull-up Signal:

This motion is started with the member pointing to the position where the driver should pull his/her stopped or slowly approaching vehicle. Motioning the driver forward to the selected position completes the signal. The pull-up signal is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. Keep the pointing hand and arm in position to hold the turning vehicle until conditions are safe for the turning movement.

Turning Traffic:

When it is safe for the motorist to complete a left turn, the opposing traffic should be stopped using the standard stop signal. The turning traffic may then be motioned to complete its turn by making a come-along signal with the hand.

Right turning traffic requires little traffic direction, unless the turning movement is crossing a heavily traveled sidewalk or has to merge into heavy vehicular traffic. Gaps in traffic are best used for turning vehicles.

Manual Operation of Traffic Signals

Members, who are trained in the operation of traffic control signals, may be used to operate traffic signals (that are designed for manual use) under certain circumstances which can be, but are not limited to, the following:

- Malfunctioning of the signal
- Facilitating movement at traffic signals
- Special events

Use of Reflective Clothing

Members performing traffic control will use Department-issued safety devices to enhance safety and driver recognition. They shall wear reflective, Department-issued safety vests when they are manually controlling vehicular traffic. During inclement weather, the wearing of yellow

reflective rain gear will be an acceptable means of complying with this section. Reflective vests need not be worn when the traffic control will only be momentary or is spontaneous in nature.

61.3.3 Escorts

Except as authorized, officers will not provide escorts to civilian vehicles. Escorting civilian vehicles is limited by Vehicle Code Section 21057, which states:

"Every police and traffic officer is hereby expressly prohibited from using a siren or driving at an illegal speed when serving as an escort of any vehicle, except when the escort or conveyance is furnished for the preservation of life or when expediting movements of supplies and personnel for any federal, state, or local governmental agency during a national emergency, or state of war emergency, or state of emergency, or local emergency as defined in Section 8558 of the Government Code."

In a medical emergency, private ambulance or paramedics should transport the patient(s). When circumstances deem it necessary, an officer may exercise discretionary decision-making to transport a patient.

Non-emergency escorts for parades, special events, oversized loads, etc. may be provided with the approval of the Operations Division Captain. Normal funeral escorts are performed by a civilian funeral escort service.

Groups or organizations requesting escorts must possess appropriate permits and authorization as required by the City. The Department shall participate in the review of all requests for these types of permits before final approval.

The Operations Division Captain (or designee) will be responsible for the planning and coordinating of all requested escorts.

61.3.4 Roadblocks and Other Tactics

Roadblocks are utilized on a limited basis for traffic enforcement (i.e. seatbelt and sobriety checkpoints). When such a checkpoint is utilized, temporary traffic control devices (signs, cones, flares, and vehicle placement) shall be utilized.

Generally, roadblocks will not be used to stop fleeing vehicles (see [General Order 41.2](#) for further information).

61.3.5 Adult Crossing Guards

The authority for the control of traffic is granted to school crossing guards through Section 21100 of the California Vehicle Code and Section 10.05.060 of the City of Santa Clara Municipal Code.

61.3

The Santa Clara Police Department “Adult School Crossing Guard Employee Manual” defines the status, conduct, safety and appearance standards for all adult crossing guards employed by the City of Santa Clara.

All applicants for crossing guard positions are required to file an application with the City’s Personnel Office. Applicants meeting minimum standards are invited to appear for an oral interview with Police Department personnel.

Selection criteria include:

- Ability to safely perform the functions of the position,
- Ability to deal with the public in a courteous manner,
- Ability to remain calm in stressful situations,
- Ability to interact with children in a positive manner,
- Ability to make sound decisions with a minimum of supervision,
- No felony criminal history or other criminal acts which would indicate a potential inability to perform the duties of the position.

Uniforms

The standard uniform for all school crossing guards consists of the following items purchased by the Department (except for items listed as optional, which may be purchased at the guards expense):

- White shirt with appropriate shoulder patches and rocker (long or short sleeve).
- Black pants - non-uniform black pants may be acceptable only with prior approval.
- Black windbreaker with shoulder patches and rockers (as listed for shirts)
- Black jacket (optional) with shoulder patches and rockers.
- Black nylon flight jacket (optional) with shoulder patches.
- Black wool or nylon baseball cap (optional) with small Police Department patch attached to front.
- Black uniform tie. Wearing of the tie is optional, unless required for special events. Women may wear either a straight or crossed tie.
- Name tag, to be worn on the outer-most garment.
- Rain gear.
- White gloves (optional)

Each guard will provide and wear a pair of black shoes for wear during their employment.

The City will also provide the following items to each crossing guard:

- Hand-held stop sign
- Whistle
- Crossing guard badge
- Department ID card

- Orange safety/reflector vest

All issued items remain the property of the City of Santa Clara, and must be returned upon termination of employment. Replacement of worn or damaged uniforms is at the discretion of the Police Department.

The placement of adult crossing guards at various locations within the City of Santa Clara is based on the “School Crossing Guard Warrant” formula used by the City of Santa Clara Traffic Engineering Department. The formula is based on state traffic standards.

The City Council is responsible for the final approval or denial of any and all crossing guard locations.

Identification of Crossing Guard Locations

In March of each year, the public, private and parochial schools and districts are asked to submit requests for additions or reductions in adult crossing guard locations. Upon receipt of change requests, the Traffic Engineer will conduct a survey to determine if the change is warranted. Simultaneously, a count of the number of children crossing at each crossing guard-controlled location is conducted.

Upon completion of the crossing count and any traffic surveys the Traffic Engineer prepares and submits a report to the City Council. The City Council may approve, delete or change any of the crossing guard assignments at that time.

61.3.6 School Safety Patrol

Function

The function of the School Safety Patrol is:

- To instruct, direct and control the members of the student body in crossing the streets and parking lots at or near schools.
- To assist teachers and parents in the instruction of school children in safe pedestrian practices at all times and places.

Organization

The organization of school safety patrols is regulated by the California Education Code, starting with Section 49300, and the California Government Code, starting with Section 570.

Each elementary school in the city is responsible for the formation of their own safety patrol. The operation of the patrol is done through the Police Department, with a Community Service Officer assigned to oversee the overall operation of the program.

61.3

Operation

School safety patrol members shall be posted as to be clearly visible to approaching traffic. They shall not permit students to enter the roadway until it appears it is safe for them to cross.

When it appears it is safe for the students to cross, the patrol members shall direct the students to cross the roadway in a group.

At crossings where an adult (crossing guard, CSO or police officer) controls traffic, the safety patrol will direct the crossing of the students in conformity with the direction of the adult.

Under no circumstances will school safety patrol members interrupt the flow of traffic to allow students to cross. When a break in traffic occurs, the safety patrol may deploy their stop signs, and allow students to cross the street.

61.3.7 Regional Transportation Planning

The Santa Clara Police Department participates in regional transportation planning sessions as warranted. The City Traffic Engineer usually requests criminal justice input into regional transportation issues, and the Traffic Unit Commander will ordinarily be the Department representative when such a request is made.