



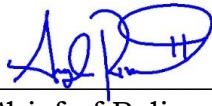
## **NORTH MIAMI POLICE DEPARTMENT**

### *STANDARD OPERATING PROCEDURES*



### **TRAFFIC DIRECTION AND CONTROL 300.13**

EFFECTIVE DATE: 08-10-23

APPROVED:   
Chief of Police

SUPERSEDES: 05-28-20

CFA: 17.03, 18.07, 18.08, 18.09,  
18.10, 18.11, 18.12

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### **I. PURPOSE**

The purpose of this directive is to establish guidelines for traffic direction and control.

### **II. POLICY**

Traffic direction and control will be performed in conformance to law and this policy when it is necessary for Officers, Public Service Aides (PSAs), and School Crossing Guards to ensure the safe and efficient movement of vehicles and pedestrians.

### **III. SCOPE**

This policy applies to all members of this Department.

## IV. DEFINITIONS

Language clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

## V. MANUAL TRAFFIC DIRECTION

This will be performed, when necessary, to ensure the safe and efficient movement of vehicles and pedestrians. It shall be the responsibility of all sworn officers and authorized PSAs to perform traffic direction and control functions when necessary as dictated in this policy:

- PSAs will be utilized for traffic direction and control whenever possible.
- PSAs will receive training in traffic control and direction while attending the Academy. **CFA 18.12 B**
- PSAs uniforms will be different from sworn personnel, and will be a uniquely different color shirt with Police Department and Public Service Aide patches.
- PSAs will be assigned to a shift and will be under the direct supervision of the Patrol Supervisor. PSA's authority and responsibilities will be outlined in their training. **CFA 18.12A**

## VI. HAND SIGNALS

The following hand signals will be used: **CFA 18.07**

- STOP: The arm is extended at shoulder level toward approaching traffic with the palm out and fingers pointing upward.
- GO: The member should stand with their shoulder and side toward the traffic to be started. They will point at the driver and establish eye contact. The pointing arm is swung from the elbow with the palm through a vertical semicircle until the hand is adjacent to the chin. This gesture is repeated until the traffic begins to move. To start traffic from both directions, the procedure is repeated for traffic from the other

direction.

- C. TURNS: The member will point at the driver and establish eye contact. The member will indicate the turn by bending the arm at the elbow and pointing in the direction of the turn. Left turning traffic will not be directed to move while the officer/PSA is directing oncoming traffic to proceed.
- D. When directing pedestrians, the member must first control the vehicular traffic. Pedestrian traffic will be coordinated into the traffic pattern. Pedestrians should walk from corner to corner in the same direction as the traffic is flowing.
- E. While directing traffic, the following equipment will be utilized:  
**CFA 18.08**
  - 1. Reflective vest will be worn at all times;
  - 2. Protective clothing will be worn during inclement weather;
  - 3. A flashlight will be used at night and flares will be set up, if practical;
  - 4. If warranted by conditions, a marked unit with emergency lighting equipment activated will be utilized; and
  - 5. High visibility gloves will be worn, if available.
- F. Officer safety shall be the primary consideration when the normal control of traffic is impaired due to flooding conditions, thunderstorms, hurricanes or downed power lines.
- G. Use of Temporary Traffic Control Devices: During peak traffic hours or special events, officers may utilize temporary control devices such as traffic cones, temporary signs, variable message boards or any device which may facilitate the control and flow of traffic.

## **VII. ESCORTS**

Under routine and emergency circumstances, members may escort vehicles at the discretion of the Chief of Police. Only the listed escorts are authorized by members of the North Miami Police Department. **CFA 18.09**

- A. Dignitaries and Public Officials: Escorts will be provided for dignitaries and public officials when requested by the FBI, Secret Service, or when requested by the appropriate agency authority. All requests will be referred to the Traffic Safety Sergeant. **CFA 17.03**
- B. Other escorts: Requests for other emergency vehicles, oversized vehicles, or hazardous or unusual cargo escorts will be referred to the O.D.J.C. (Off-Duty Job Coordinator). The Miami-Dade Fire Department will be notified if the cargo contains hazardous materials. Escorts for funerals or civilian vehicles will only be authorized upon approval from the Chief of Police.

## **VIII. ROADBLOCKS**

The use of a roadblock/checkpoint must be approved by a supervisor. A supervisor or a designee will be present, in charge at a scene, and have the authority to cancel the roadblock/checkpoint at anytime. **CFA 18.10**

- A. A supervisor must review the following factors when considering the use of a roadblock:
  1. Risks to public safety vs. need for roadblock;
  2. Officer/PSA safety;
  3. Time of day;
  4. Volume of vehicle and pedestrian traffic;
  5. Road and weather conditions; and
  6. Adequate staffing.
- B. Types of roadblocks authorized:
  1. Fixed: A fixed roadblock requires the blocking of a road at a certain or fixed point. A fixed roadblock will be used for D.U.I. checkpoints, narcotics, vehicle defects, and/or driver license enforcement. The following applies: **CFA 18.10**
    - a. A detailed plan must be submitted by the Traffic Safety Sergeant for approval. The plan must include mission

objectives, staff assignments, provisions for public notification, equipment needs, and procedures for operational contingencies;

- b. One person will command the operation;
- c. All members will be in uniform, and marked patrol vehicles will be clearly visible;
- d. The checkpoint must be in an area with sufficient lighting and space for traffic safety. An “off street” parking area should be available for follow-up investigation;
- e. Sufficient traffic control devices and signs will be used to indicate a controlled entry into a checkpoint;
- f. A safety escape route must be provided for the avoidance of rear-end collisions;
- g. The inconvenience/intrusion to motorists should be minimal;
- h. Once the checkpoint is started, all vehicles should be required to stop, unless traffic volume necessitates stopping at a predetermined sequential pattern, or when the operation is suspended or terminated. The supervisor will make these determinations;
- i. Proper notification must be made to the State Attorney’s Office for all D.U.I. checkpoints;
- j. A press release will be prepared for all checkpoints; and
- k. All checkpoints will be publicly advertised in a local newspaper.

## **IX. SCHOOL CROSSING GUARD**

In order to work effectively at school crossings, the North Miami Police Department will provide crossing guards who shall have an understanding of

the principles behind the use of traffic control devices such as stop signs, signalization for motor vehicles and pedestrians and street markings.

**CFA 18.11B**

A. Responsibilities of the School Crossing Guard: **CFA 18.11B**

1. General Duties:

- a. Be present at their assigned post of duty at the specified time according to the related school's start time and remain on post until the specified time in accordance with the related school's end time.
- b. Assist students and others in crossing the street at designated school crosswalks pursuant to a traffic control device, i.e traffic light.
- c. Be familiar with the location and purpose of street and traffic signs within his/her assigned post.
- d. Be alert for emergency vehicles (fire truck, ambulance, and police car) and immediately clear the road of children, keeping them well away from the traffic way until the vehicle has passed.
- e. Be attentive of hazardous situations and violations while on post, taking note of the incident and reporting such situations and/or violations to the school crossing guard supervisor.
- f. Complete a time sheet and submit the same to the appropriate supervisor.

2. Personal Appearance:

- a. School crossing guards will be properly attired in assigned Crossing Guard uniform and assigned equipment to present a clean, neat, and well-groomed appearance.
- b. When conducting their crossing function/role, school crossing guards shall wear their issued high-visibility traffic vest.

3. Conduct:

- a. School crossing guards are yearly contract employees of the North Miami Police Department and are reminded that their actions reflect the professionalism of the Department. Therefore, they should strive to be role models for the children in their charge and remain professional at all times.
- b. School crossing guards shall not leave their assigned post during the prescribed school crossing times unless properly

relieved by a North Miami Police law enforcement officer, another school crossing guard, or school crossing guard supervisor.

- c. The use of, or being under the influence of alcoholic beverages or drugs (including prescription drugs) to the extent that one's normal faculties are impaired is prohibited.
- d. Smoking or the use of other tobacco products while on duty is prohibited.
- e. Use of profanity or other derogatory language will not be tolerated.
- f. Crossing guards shall not sit in a vehicle while on duty except in extreme inclement weather. School crossing guards shall not read newspapers, magazines, books, etc. or listen to radios, headsets, or watch television while on duty.

4. Authority: **CFA 18.11B**

- a. School crossing guards are hired by North Miami Police Department as yearly contract employees specifically for crossing guard functions.
- b. School crossing guards are not law enforcement officers. They have no arrest powers and are not permitted to carry weapons of any kind.
- c. School crossing guards shall not attempt to apprehend law violators or enforce any State laws or City ordinances of North Miami.
- d. School crossing guards should report any unruly behavior of students to the respective school principal, as well as notifying the police officer in charge of the School Crossing Guard program.
- e. Upon request, a school crossing guard will give their name to any person in a respectful manner.
- f. A school crossing guard will direct any citizen with a question regarding policies and/or procedures of North Miami Police Department to the police officer in charge of the School Crossing Guard Program.
- g. A school crossing guard who experiences any difficulty with the public shall notify the school crossing guard police officer of the incident.

5. Equipment:

- a. School crossing guards shall be issued the following equipment which must be properly maintained and will remain the property of the North Miami Police Department:
  1. A traffic vest;
  2. A hand paddle stop sign;
  3. School crossing guard uniform (shirt and pants);
  4. A ball cap;
  5. A whistle, and
  6. A raincoat with hood. **CFA 18.11E**
- b. In the event that issued equipment becomes worn or defective, the police officer in charge of the School Crossing Guard Program will be notified so that arrangements may be made for replacement. Any lost equipment will be the responsibility of the member. All stolen items require that an Incident Report be completed by the appropriate jurisdiction and that North Miami Police Department be notified of this incident within twenty-four (24) hours of its being reported. **CFA 18.11E**

6. Selection Criteria: **CFA 18.11A**

- a. Selection criteria for school crossing guards shall be based upon the knowledge, skill, abilities, and attitude required for the position.
  - i. Educational Requirements:
    1. Candidates must be able to obtain an In-house Certification in accordance with the Florida Department of Transportation as a school crossing guard; **CFA 18.11C**
    2. Candidates must be able to read and to write legibly to write down any pertinent information and to report incidents that have occurred.
  - ii. Skills Requirements:
    1. School crossing guards must have good communications skills.
    2. School crossing guards must be able to make sound decisions concerning the safe crossing of themselves and the children in their care.
    3. School crossing guards should have the ability to establish a good rapport with the children in order to relate with them and maintain control of the

children as they wait to cross as well as while they cross the street.

iii. Physical Requirements:

1. School crossing guards must be in good physical condition, including sight and hearing sufficient to meet the requirements for safely fulfilling the duties of a crossing guard.
2. School crossing guards must be able to work outdoors in all kinds of weather.
3. School crossing guards must be able to walk, stand and possess sufficient physical strength to be on their feet for a minimum of two hours.

iv. Background Investigation Requirements:

1. In addition to the above criteria school crossing guards must be able to work split shifts (i.e. morning and afternoons) and satisfactorily pass a background investigation to include, but not be limited to:
  - a. A warrants check;
  - b. A fingerprint check at a national level;
  - c. A local records check; and

7. Training:

- a. School crossing guards must attend a certified School Crossing Guard Training Course, provided by the North Miami Police Department and in accordance with the Florida Department of Transportation regulations. Applicants with previous experience will be required to receive this training also. **CFA 18.11C**
- b. School crossing guards shall be re-certified annually by a North Miami Police Officer. A training and refresher course will be provided and shall include safety measures and methods, proper techniques, rules and regulations, and responsibilities. **CFA 18.11D**