

# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-12 SECTION E-4

### TRAFFIC CONTROL Revisions Approved: September 27, 2022

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This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Procedures
- IV. Hand Signals and Gestures
- V. Traffic Control Devices
- VI. Accident Reporting
- VII. Road Blocks
- VIII. Assistance to Highway Users
- IX. Vehicle Stops
- X. Escorts
- XI. Records Systems
- XII. Effective Date

#### **I. DIRECTIVE**

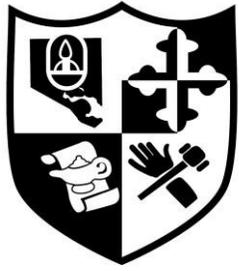
The Baltimore City School Police Force (“BCSPF” or “School Police”) shall, when necessary, facilitate the orderly flow of traffic to and from property owned, leased, operated by, or under the control of the Baltimore City Public Schools (“City Schools”). Additionally, BCSPF officers shall take lawful action, within the parameters promulgated by this General Order, when responding to or happening upon traffic-related incidents.

#### **II. PURPOSE**

The purpose of this General Order is to establish operational guidelines for traffic-related responsibilities and services both on and off City Schools’ property.

#### **III. PROCEDURES**

- A. Any officer encountering a traffic problem on or in the immediate proximity to City Schools’ property shall take all reasonable actions to control the problem by requesting whatever assistance the officer deems appropriate to restore the flow of traffic. If necessary, the officer will direct traffic and/or arrange for the Baltimore Police Department (“BPD”) to deliver any needed equipment and assistance.



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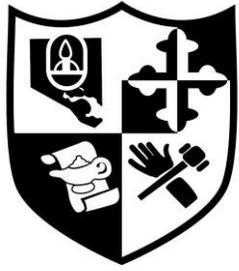
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- B. Any officer encountering a traffic problem outside of the immediate proximity to City Schools property should take all reasonable actions to initially control the problem until BPD is contacted and responds to take appropriate action. BCSPF officers may continue to assist BPD if necessary.

Situations in which officers are authorized to perform manual traffic direction, include, and are not limited to:

1. Fire/Rescue operations.
  2. Adverse road conditions.
  3. Adverse weather.
  4. Accident scenes.
  5. Around disabled vehicles.
  6. Special events.
  7. Arrest situations, until the scene is stabilized.
- C. When directing traffic, officers will use standardized, appropriate gestures and signals (see section IV of this directive) to have motorists, pedestrians, and/or bicyclists stop, start, or turn.
- D. Before an officer begins to direct traffic, the officer should attempt to utilize the traffic signal pattern and direct traffic with the signal. If this cannot be done, the officer shall immediately notify the Communications Unit, and advise of the situation.
- E. Officer(s) directing traffic should position their police vehicle in such a manner that it is highly visible to highway users yet does not unnecessarily impede or hinder the flow of traffic, unless the road is shut down.
- F. The police vehicle should also be positioned so that it affords the officer maximum protection.
- G. Officer(s) will wear high-visibility or reflective clothing (traffic vest) at all times while they are in the roadway directing or controlling traffic and will:
1. Be positioned so that they will clearly be seen.



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2. Stand facing stopped traffic and with the side toward traffic being directed to move.

#### H. Traffic Control/Accident Scenes

The BCSPF officers who encounter or view accidents requiring police services officers shall be responsible for:

1. Notifying the BCSPF and other emergency services, via the Communications Unit.
2. Safeguarding the scene.
3. Identifying injured persons and administering emergency first aid within their level of training. If needed, contact fire and rescue for additional assistance.
4. Protecting the scene by establishing a safe traffic pattern around the accident scene through the use of hand signals (see section IV of this General Order).
5. Any information that was collected as a result of being the first officer on the scene is turned over to the investigating officer.
6. The officer in charge of the scene shall be responsible for controlling property belonging to collision victims.

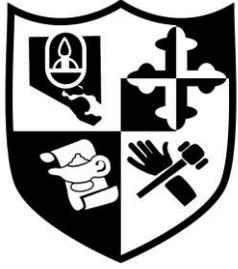
Police vehicles should be parked where they will be safe and in a position that does not obstruct any investigation into the accident.

Officers should observe and evaluate obvious conditions, which may make exiting from the vehicle hazardous. They should be aware of fallen wires, fire potential, hazardous locations, and highway pavement conditions. Tire marks at the scene or on the shoulder may be evidence and should not be driven over or obliterated.

#### I. Traffic Control/Fire Scenes

Officers will direct and control traffic at or around fire scenes, and will coordinate their traffic direction and control efforts with the BCSPF, BPD, and the Baltimore City Fire Department insofar as:

1. Establishing a perimeter.
2. Streets to be closed.
3. Designing alternate routes and detouring of traffic.



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4. What persons/vehicles are authorized to drive across any hoses that are in the street.

Vehicles that interfere with the Baltimore City Fire Department efforts may be towed as necessary.

#### J. Traffic Control/Adverse Road Weather Conditions

Whenever an officer discovers a hazardous situation on City Schools' property that would affect street or roadway users, the officer, using their best judgement, training, and discretion, is authorized to close a road or portion thereof to traffic until the situation has subsided. The officer shall notify Communications immediately of any such action.

When called upon to direct and control traffic during adverse weather and road conditions, officers should:

1. Consider requesting temporary traffic control devices to slow traffic and/or to establish a safe traffic pattern.
2. Consider requesting the Department of Public Works
3. Consider requesting a salt/sand truck/snow plow to respond or whatever else the officer deems appropriate for the situation.
4. Not leave a hazardous situation they have discovered or responded to, unless the hazard has been alleviated or lessened, or until relieved by a supervisor (or OIC in the supervisor's absence).

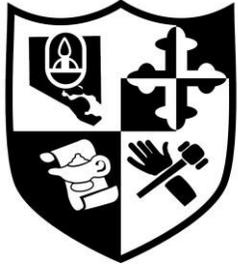
#### IV. HAND SIGNALS AND GESTURES

##### A. To Stop Traffic

To stop traffic, the officer should first extend their arm and index finger toward and look directly at the person to be stopped until that person is aware of the officer's gesture to stop.

The pointing hand is raised at the wrist so that its palm is facing the person to be stopped, and is held in this position until the person stops.

##### B. To Start Traffic



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To start traffic, the officer should stand with shoulder and side toward the traffic to be started, extend their arm and index finger toward and look directly at the person to be started.

With the palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle, until the hand is adjacent to the chin.

#### **C. Motorists Turning Right**

Motorists turning right can usually do so without being directed to by the officer. However, if a motorist's right turn must be directed, the officer should extend their right arm and index finger toward the motorist (if the motorist is approaching from the officer's right) and swing the extended arm in the direction of the motorist's intended turn.

If the motorist approached from the officer's left, the same procedure can be followed, except using the left arm.

#### **D. Motorists Turning Left**

Motorists intending to turn left should, at all times, be directed to do so by the officer. Officer(s) should stop or hold on-coming traffic and then direct left- turning motorists to execute their turns.

#### **E. Verbal Commands**

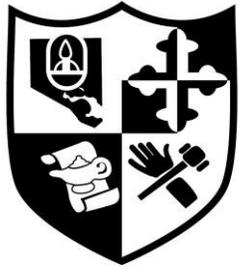
Verbal commands are acceptable, but seldom used because arm gestures are more easily understood, and because the voice is not easily heard over traffic.

#### **F. Use of a Flashlight**

A flashlight is recommended for use in low-light and/or adverse weather conditions, and should be used in conjunction with the arm gestures previously described.

## **V. TRAFFIC CONTROL DEVICES**

If the officer determines the need for the use of temporary traffic control devices, the officer shall notify the Communications Unit and advise on the situation. The Communications Unit shall contact the appropriate agencies to obtain the needed equipment.



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Temporary traffic control devices may be used at special events, parades or large gatherings where additional traffic control is required. Responsibility for acquiring these devices rests with the supervisor in charge of the events.

As soon as practical following the termination of the need for the temporary traffic control device, the supervisor authorizing deployment of the devices will ensure their removal or deactivation.

Even though an officer must handle traffic situations that often do not involve violations of law, the public looks toward the police for assistance in handling routine and emergency traffic situations.

Frequently it is necessary to establish temporary manual traffic control during:

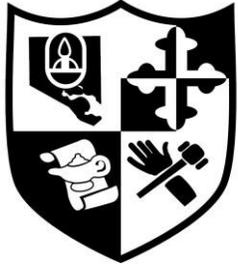
- a) Accidents
- b) Fire
- c) Parades
- d) Other street obstruction

## VI. ACCIDENT REPORTING

BCSPF officers shall respond and take reasonable appropriate lawful action at the scene of the following traffic incidents:

- a) Death or injuries
- b) Property damage or public vehicle
- c) Hit and run
- d) Impairment (due to alcohol or drugs)
- e) Hazardous materials
- f) Occurrences on private property
- g) Vehicles that require towing
- h) Major traffic congestion
- i) Disturbances between principals

Additional responsibilities and details regarding accident reporting are outlined in General Order- Motor Vehicle Accidents and Reporting.



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#### VII. ROAD BLOCKS

The BCSPF may not use roadblocks, or any other form of intervention, under any conditions.

#### VIII. ASSISTANCE TO HIGHWAY USERS

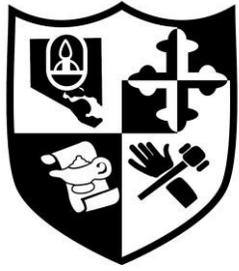
When needed, officers should render general assistance to citizens driving within City Schools properties and within city limits as needed. Such assistance may include:

- A. Minor mechanical assistance and/or requesting towing services
- B. Protection to stranded persons
- C. Emergency medical assistance

If further assistance is required, officers shall notify the Communications Unit and request the assistance of BPD. Officers shall standby until their arrival.

#### IX. VEHICLE STOPS

- A. When an officer has cause to stop a motor vehicle during a traffic stop or other stop, the officer shall:
  - 1. Follow all procedures promulgated in General Order 10-12.
  - 2. Activate emergency warning lights. If the vehicle stop occurs on a street or highway, the warning lights shall be left on for safety for the duration of the stop. Otherwise the emergency lights may be turned off at the officer's discretion.
  - 3. Position the police vehicle in a manner which offers maximum officer protection from traffic and other apparent hazards.
  - 4. Prior to approaching the vehicle, **notify communications** of exact location, the vehicle's license plate number, and number of occupants.
  - 5. Approach the vehicle with caution, observing conditions and persons within the vehicle.
  - 6. Display proper identification to the stopped individual at the commencement of the traffic stop or other stop, absent exigent circumstances, and provide the following information to the stopped individual:
    - a. The officer's name;



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- b. The officer's BCSPF identification number;
  - c. The name of the law enforcement agency that the officer is representing (i.e., BCSPF); and
  - d. The reason for the traffic stop or other stop.
7. Request the driver and any passengers to remain seated in the vehicle. The officer may request the driver and/or passenger(s) to exit the vehicle if deemed appropriate for officer safety.
  8. Maintain a tactical advantage at all times by not positioning themselves in front of or alongside the driver's door.

B. An officer may not prohibit or prevent a citizen from recording the officer's actions in the traffic stop or other stop if the citizen is otherwise acting lawfully and safely.

### X. ESCORTS

- A. There may become a time while on patrol that officers are requested to provide escorts. However, due to the legal ramification, escorts for medical emergencies are not allowed. Officers shall call for an ambulance for all medical emergencies.
- B. BCSPF members may provide escorts for parades that are sponsored by City Schools or originate on City Schools property, with prior approval only.
- C. Escorts for funerals, oversized vehicles, hazards or unusual cargo will be performed by the Baltimore Police Department.

### XI. RECORDS SYSTEMS

BCSPF will maintain a traffic record system. The system will provide compilations of data upon which management decisions may be based.

The system will contain the following information:

- a. Traffic enforcement data/arrest/dispositions/locations
- b. Roadway hazard



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Records will be maintained by the records clerk and shall be distributed to authorize personnel only.

**XII. EFFECTIVE DATE**

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature \_\_\_\_\_ Date \_\_\_\_\_