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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 4-7**

**TRAFFIC DIRECTION AND CONTROL**

**SUBJECT:** Procedures for the coordinated and effective direction and control of vehicular traffic through the use of traffic control officers and temporary traffic control devices.

**PURPOSE:** To establish procedures and guidelines for the provision of traffic direction and control, traffic engineering and ancillary traffic services.

**POLICY:** It is the policy of the CSU Fullerton Police Department to perform functions of traffic control, emergency assistance, identifying and reporting hazardous conditions, and providing information and recommendations for improving traffic safety.

**PROCEDURE:**

**I. Traffic Engineering**

**A. Handling and referral of complaints or suggestions concerning traffic engineering deficiencies. [CALEA 61.3.1a]**

1. Officers will note any traffic engineering deficiencies they observe and report these to the CSU Fullerton Police traffic unit.
2. Deficiencies noted on campus will be referred to Parking and Transportation Services, Facilities Operations or any other involved department.
3. Deficiencies noted off campus will be referred through the proper channels to the City of Fullerton. CSUF PD traffic unit should also be notified.

**B. Any hazardous roadway conditions will also be reported. Examples of items to be brought to the attention of the proper agency include [CALEA 61.4.2, 61.3.1a]:**

1. Defects in the roadway.
2. Visually obstructed, defective, or improper traffic control devices or signs.
3. Inadequate or defective roadway lighting.

**C. Collision and enforcement data will be forwarded to Parking and Transportation Services, upon their request, to assist them with determining corrections that**

may be needed. [CALEA 61.3.1b]

- D. Local and regional traffic engineers will be notified through direct written correspondence from the Chief of Police of any concerns that arise as the result of analysis of accident and enforcement data. This correspondence will include recommendations for possible actions or desired corrections. [CALEA 61.3.1b]

## II. General Traffic Direction and Control Responsibilities

- A. All sworn personnel shall be constantly alert for problems that are a hindrance to the smooth, safe and orderly flow of motor vehicle and pedestrian traffic on the campus of California State University, Fullerton. [CALEA 61.4.2]
- B. If any member of this Department observes a hazardous or problem condition or situation, that member is expected to take action by [CALEA 61.4.2]:
1. Notifying dispatch of the problem so that appropriate personnel can be assigned to the area.
  2. Request additional personnel to address the problem immediately.
  3. Request another Department respond to assist in resolving the concern.
  4. Notify the CSUF Police Department traffic unit, as soon as practicable.
- C. Personnel assigned to a traffic direction post shall remain at that post until relieved, or until such time as the problem is corrected, or ordered removed by a supervisor. [CALEA 61.4.2]

## III. Traffic Direction and Control Procedures

- A. Accident Scenes [CALEA 61.3.2a]
1. Uniformed Police Officers have the primary responsibility for the direction and control of traffic at motor vehicle accident scenes.
  2. Officers should set up perimeter traffic control points to:
    - a. Allow for the ingress-egress of police, fire and rescue equipment.
    - b. Halt or divert approaching traffic away from or around the accident scene.
    - c. Provide for a system of alternate routes to move traffic around the accident.
  3. Officers should notify dispatch of the action being taken so that they may in turn notify other jurisdictions that may be affected.
  4. When it becomes necessary to close or restrict the flow of traffic, the following means of control may be used:
    - a. Flares may be used only when hazardous/flammable materials are not present
    - b. Barricades are appropriate when an entire roadway or intersection

must be closed

- c. Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares. Although flares may be used in conjunction with cones, when appropriate.

B. Uniform Hand Signals and Gestures for Manual Traffic Direction and Control  
[CALEA 61.3.2b]

1. Signals can be either hand signals or whistle signals or a combination or both.
2. When using hand signals eye contact should be made with the drivers who are being signaled.
  - a. Stop signal – Basic signal to stop is an upraised hand at the end of an extended arm raised at or above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.
  - b. Starting signal – The signal for a stopped vehicle to start moving begins at the shoulder level, with the officer extending his arm toward the stopped vehicle (pointing) and waving the car onward by bending his arm at the elbow and drawing his hand toward his chest. Once traffic in one direction starts to move, the officer turns and faces opposing traffic and delivers the same signal.
  - c. Pull up signal – The signal to pull up 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 stopped or slowly approaching vehicle. Monitoring the driver forward to the selected position completes it. If possible, keep the pointing hand and arm in position to hold the turning vehicle until conditions are safe for the turning movement.
  - d. 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 motioning the left turning vehicle to complete its turn by making a come-along signal with the other hand.
  - e. 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.
3. When using whistle signals:
  - a. Stop – A single, long blast.
  - b. Start – Two short blasts.
  - c. Emergency Stop – Three or more short blasts.

C. Fire Scenes - At the scene of a fire, the police shall assist and support the fire-rescue operations. This responsibility shall include [CALEA 61.3.2c]:

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.
  - a. 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.
  - b. 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.

**D. Adverse Road and Weather Conditions [CALEA 61.3.2d]**

1. 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).
2. Facilities Operations will be notified of any downed trees, power or telephone lines, or other hazardous conditions.
3. 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.
4. 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.
5. 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.

**E. Manual Operation of Traffic Control Devices [CALEA 61.3.2e]**

1. Keys are available in the Watch Commanders office to place the traffic signals on the streets surrounding the campus on flash, when deemed necessary.
2. This procedure will only be utilized to facilitate the excessive flow of traffic either onto or off of the campus.
3. This type of situation will normally only occur at the result of special events on campus, such as commencement, or in the event of an emergency where the campus needs to be evacuated quickly.
4. Fullerton Police Department Watch Commander shall be notified of this prior to or as soon as practicable.

- F. Temporary Traffic Control Devices [CALEA 61.3.2f]
1. The following temporary traffic control devices are available for use by this Department:
    - a. Portable stop signs
    - b. Barricades
    - c. Traffic cones
    - d. Flares
  2. 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.
- G. 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. [CALEA 61.3.2g]

#### IV. Traffic Control During Special Circumstances

- A. Natural Disasters – Police officers will provide the following traffic direction and control responsibilities at disaster scenes:
1. Maintain contact with dispatch so that traffic control points and alternate routes of traffic are identified.
  2. Establish an on-scene command post if no fire is involved and no rescue operations are to be conducted. Officers shall refer to the Incident Command System (ICS) Protocol for guidance on command post establishment.
  3. If fire is involved, or rescue operations are to be conducted, the ranking police official will consult with the on-scene fire commander for post liaison and coordination of the ICS.
  4. Establish one or more control points on the perimeter of the disaster scene.
  5. Regulate traffic at the disaster scene to allow free ingress-egress to emergency vehicles.
  6. Restrict access to the disaster scene to authorized personnel.
  7. Control traffic at the key intersections on the ambulance routes to the hospitals to which the injured are dispatched.
  8. Ensure the security of the disaster scene and preserve law and order.
- B. Special Events
1. It shall be the policy of the University Police Department to provide traffic direction and control services at any intersection that borders the boundaries of the campus. Interior intersections shall be controlled by Parking, and the Police Department shall support the Parking department whenever possible.

2. Appropriate pre-planning sessions will take place with event officials and other affected campus departments in order to identify the following:
  - a. The areas of closure or routes of travel for the proposed event.
  - b. The number of personnel needed to handle the traffic control points and security of the event.
  - c. The special equipment that will be needed to support and control the motor vehicles and pedestrians affected by the event.
  - d. The identification and discussion of alternate or back up plans for the event.
  - e. Relevant legal issues involved with the event.
3. The Police Department may request the services of the following for such special events:
  - a. Police officers
  - b. Dispatchers
  - c. Parking officers
  - d. Community Service Officers
  - e. Event officials
  - f. Other personnel as identified as appropriate

#### V. Traffic Related Services

- A. The Police Department shall support Parking and Transportation Services and its ability to serve motorists to the University, and respond to calls for service on campus and to University properties in the area. Police personnel are not required to provide such assistance to vehicles parked off campus. When parking personnel are unavailable, police personnel will provide general assistance to motorists including [CALEA 61.4.1a]:
  1. Directions for the area
  2. Transporting the motorist to a safe location to wait for assistance
- B. Per the “Special relationship” doctrine, officers will remain with all stranded motorists who are in hazardous locations until assistance arrives. If a motorist becomes stranded after hours of darkness, and does not feel safe, the officer will remain with the motorist or transport them to the station or other reasonable place of safety to await assistance. [CALEA 61.4.1c]
- C. 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. [CALEA 61.4.1c]
- D. 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), if needed. When doing so, the officer is to advise of the type of distress or injury, location, condition of patient and any other pertinent information. [CALEA 61.4.1d]

- E. It shall be the responsibility of the officer on the scene to document the incident by making appropriate reports.

#### VI. Escorting of Vehicles

- A. This Department shall provide escorts of private or public vehicles on campus when parking services personnel are unavailable to ensure the safe and efficient movement of traffic and safety to the community as a whole. Examples of this service may include [CALEA 61.3.3a]:
  - 1. Medical and fire services
  - 2. Hazardous cargo
  - 3. Oversized loads
  - 4. Travel into areas that are primarily pedestrian-exclusive
  - 5. Special events
  - 6. Dignitaries and government officials
  - 7. Funerals
- B. Officers should not escort any vehicle or chain of vehicles without prior authorization from the Watch Commander. [CALEA 61.3.3a]
- C. Officers are prohibited from providing escorts for privately owned vehicles during medical emergencies. Officers should request dispatch to summon fire/paramedic personnel. [CALEA 61.3.3b]

#### VII. Towing Services and Situations: Towing of a vehicle is authorized under the following conditions:

- A. When any of the criteria of CVC Section 22651 applies. When an officer initiates a tow, the responsible officer shall complete a CHP-180, tow form. The officer shall mail copies of the CHP-180 to the registered and legal owners. Officers shall print the name address of the CSU Fullerton Police Department and tow information phone number, 657-278-2111 on the rear of the copies. Officers shall send the copies certified mail with case number written on the certified mail card. [CALEA 61.4.1b, 61.4.3b]
- B. When the physical arrest of a driver occurs [CALEA 61.4.1b, 61.4.3b]:
  - 1. At the discretion of the officer. Some instances which justify this are arresting officer believes it is unsafe to leave the vehicle at the scene, is illegally parked, etc. See General Order 4-4 for DUI Arrests. [CALEA 61.2.2g]
  - 2. The vehicle is stored/impounded as evidence. [CALEA 61.2.2h]
- C. Accidents [CALEA 61.4.1b, 61.4.3b]
  - 1. 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.

2. Any vehicle that is damaged to the point where it is not drivable must be towed at the expense of the owner.
  - a. The driver may select a tow service of their choice, or utilize the Department's contracted service.
  - b. If a tow service that is contacted is unable to respond in a reasonable time, the Department's contract tow service will be utilized.
  - c. 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 the Department's contract tow service to their impound lot. The responsible officer will complete a CHP-180 form and mail copies to the registered and legal owners.

D. Emergency Situations [CALEA 61.4.3b]

1. 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.
2. Official vehicles and vehicles being used by the press are exempt unless they obstruct police, fire or other rescue operations.

E. Impeding/Danger to Traffic [CALEA 61.4.3b]

1. No vehicle shall be stopped in such a manner as to impede or render dangerous the use of the highway to others.
2. If such disabled vehicle is not promptly removed and creates a traffic hazard, the Police Officer may order the vehicle towed by the Department's contract tow service.

F. Blocking a Parking Area [CALEA 61.4.3b]

1. 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.
2. Officers should first attempt to locate the driver of the vehicle.

G. Unattended Traffic Hazard/Violation of the Law [CALEA 61.4.3a,b]

1. All vehicles found parked in posted tow-away zones can be towed upon approval from the Watch Commander.
2. 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.
3. 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.
- H. Abandoned Vehicles: Subject to approval by the Watch Commander  
[CALEA 61.4.3a,b]
1. 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).
  2. A vehicle may be presumed abandoned if it does not display valid license plates or tags, which have been expired for more than 6 months. California Vehicle Code Section 22651 (o).
  3. 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.
- I. Evidence/Involvement in A Crime [CALEA 61.4.3b]
1. Vehicles that must be processed for, or as evidence, having been involved in the commission of a crime, will normally be impounded by the Department's contract 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.
  2. 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.
  3. Vehicles used by a driver who is arrested for a violation of driving under the influence of alcohol or drugs will be towed by the Department's contract tow service.
- J. 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. The officer will have Dispatch contact the tow service of the driver's choice or if no choice is made use the tow rotation list. [CALEA 61.4.1b, 61.4.3b]
- K. Parking Citations: If a vehicle has 5 parking citations outstanding the Parking and Transportation Department will make the determination whether or not to impound the vehicle in accordance with their policy and procedure. [CALEA 61.4.3b]
- L. Post Storage Administrative Hearing section 22852 of the California Vehicle Code provides for a post storage administrative hearing upon request by the registered/legal owner. This hearing applies to all vehicles stored under the authority of Section 22651 CVC. The officer/supervisor responsible for such storage will be required to appear at a requested hearing and has (per Statute 22852 CVC) the responsibility to establish the probable cause as to the validity of such storage. Failure to establish such validity will result in the Police Department incurring the cost for the towing and storage of said vehicle.

## VIII. 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 the Department's contract service tow impound lot.
4. Dispatchers will be notified of all vehicles towed by officers and repossessions. The dispatcher will note pertinent information on the vehicle towed on the Department tow form, and include this same information when entering the vehicle into SVS/CLETS. This information will include [CALEA 61.4.3c]:
  - a. Date
  - b. Tow service
  - c. Officer
  - d. License plate number
  - e. Vehicle make, model and color
  - f. Reason towed
  - g. Case number
  - h. Department telephone number

### B. Inventory [CALEA 1.2.4]

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:
  - a. Protection of Police Officer s and the Department from claims or disputes concerning allegedly lost or stolen property.
  - b. Protection and preservation of the property for its owner while that property remains in police custody.
  - c. 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
  - a. Should a vehicle be locked at the time of impoundment, the officer will open and inventory contents to 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.
- b. The tow truck driver who is affecting 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
  - c. 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.
  - d. 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:
    - a. Reason towed;
    - b. Complaint number;
    - c. Condition of vehicle;
    - d. Location of the tows;
    - e. The name and address of the tow service;
    - f. Release or hold conditions on the vehicle;
    - g. Vehicle make, model and color;
    - h. Itemization of the property inside the vehicle and where found;
    - i. Owner's name and address.
  6. 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.
  7. The officer will have the tow truck driver sign the tow form (CHP 180), and deliver a copy of the form to the driver when the vehicle has been "hooked up" to the tow truck.

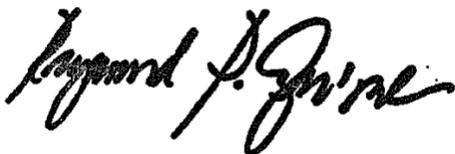
8. In cases where no other activity arose from the towing of the vehicle other than a parking violation or the vehicle obviously being broken down, the CHP 180 shall serve as a sufficient report for the incident.
9. Holds on Vehicles- Officers are authorized to place holds or conditions of release on impounded vehicles when the vehicle is evidence of a crime, is stolen, or where lawful ownership is in doubt. All other holds require the approval of the on-duty supervisor.
10. Nothing included in this policy is intended to hamper or interfere with the scope of a search which may lawfully be conducted by an officer when such search is based upon consent, exigent circumstances, probable cause, or a warrant; or to interfere with the seizure of a motor vehicle which is being or has been used in the commission of a crime; or the recovery of a motor vehicle which has been reported stolen or which the officer has probable cause to believe is stolen.

IX. Traffic Safety Education [CALEA 61.4.4]

- A. The Department gives new student and staff orientations that provide information on traffic safety on campus.
- B. The Department also provides defensive driving courses for all employees and students who are authorized to drive state vehicles.

REVIEWED BY:  
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