

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 61.6

### TRAFFIC DIRECTION AND CONTROL

**ACCREDITATION STANDARDS: CALEA – 61.3.2; CFA – 18.07, 18.08, 18.10**

**EFFECTIVE DATE: March 28, 1996**

**RESCINDS: G.O.61.6 August 27, 2020 and all applicable Amended/Temporary Orders prior to June 25, 2025**

**LAST REVISED DATE: June 25, 2025**

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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to provide traffic direction and control in a consistent and courteous manner and to achieve the Department's goal of providing for the safe, efficient, orderly, and predictable movement of motor vehicles and pedestrians in the City of Winter Haven.

#### **PURPOSE**

The purpose of this General Order is to establish guidelines for directing the movement of vehicles and pedestrian traffic.

#### **SCOPE**

This General Order shall apply to all Department members.

#### **DISCUSSION**

Traffic control functions are performed by the Department when necessary to ensure the safe and efficient movement of vehicles and pedestrians. The direction and control of traffic may be at specified locations due to traffic volume and speed, number of pedestrians present, duration of congestion period, and presence or absence of traffic control devices.

## **PROCEDURES**

### **I. Responsibility for Traffic Direction and Control**

- A.** It shall be the responsibility of all members of the Department to identify locations and times requiring traffic direction and control services. Conditions and circumstances at many locations can be identified with a high degree of accuracy and may include the following:
  - 1. Types of service;
  - 2. Times needed; and
  - 3. Controls needed.
- B.** In providing resources for identified traffic direction and control needs, the Department will strive to maximize the cost effectiveness of resources used.
- C.** Unmanned control devices, signals, and other apparatus shall be used whenever possible to satisfy the service needs.
- D.** Sworn members shall be assigned to carry out traffic direction and control functions at those times and places where enforcement authority is necessary, or otherwise assigned by supervisors.
- E.** Civilian members shall be assigned to carry out those traffic control functions judged to require human intervention to ensure safety and efficiency, except where a need for enforcement authority is anticipated.
- F.** The Department shall ensure that members called upon to carry out traffic control functions shall be provided with the basic skills and knowledge required for those functions. (CFA 24.06b)

### **II. Manual Traffic Direction (CFA 18.07)**

- A.** Times and locations identified as requiring traffic control shall be analyzed to determine whether manual direction of traffic is necessary. Factors to be considered in this analysis shall include, but not limited to:
  - 1. Traffic volume and speed;
  - 2. Number of pedestrians present;
  - 3. Duration of congestion period;
  - 4. Presence and types of traffic control devices;
  - 5. Special circumstances of the location; or
  - 6. Previous traffic crashes and complaints of congestion.
- B.** The decision to assign members to carry out traffic direction and control shall be made only if the analysis indicates that unmanned signal devices cannot adequately ensure the safe and efficient movement of traffic.

- C.** Manual direction of traffic shall be in accordance with the following:
- 1.** To stop traffic by hand; Stand with the shoulders parallel to the moving traffic, raise arms forty-five degrees above the shoulders, with hand extended and palm towards the moving traffic to be stopped.
  - 2.** To move traffic by hand; Stand with shoulders parallel to the traffic to be moved. Extend the right arm and hand full length at shoulder height towards such traffic, with the fingers extended and the palm up. Bring the hand sharply in the direction that traffic is to be moved. Repeat the movement with the left arm and hand to start traffic from the opposite direction.
  - 3.** To stop and start traffic by whistle: Use one long blast to bring moving traffic to a halt; two short blasts to start traffic.
  - 4.** To get the attention of a driver or pedestrian who does not respond to a given command; Use several short blasts.
  - 5.** Right turns; the officer shall first ensure that the turn can be made safely. Then the officer shall point at the driver and establish eye contact. The officer shall exhibit the proceed signal and point to the right turn direction.
  - 6.** Left turns; to ensure that conflicting traffic is stopped, the officer shall point at the driver and establish eye contact. The officer shall then indicate the desired turn by exhibiting a proceed signal and pointing to the left turn direction.
- D.** Officers shall position themselves so they can clearly be seen by all, usually in the center of the intersection or street.
- E.** Officers shall at all times give due consideration to their own safety while carrying out manual traffic direction and control. They should never take a step backward when directing traffic until after first checking to make sure it is safe to do so.
- F.** Members assigned to a traffic direction post shall remain at that post until relieved, the problem is corrected or ordered by a supervisor.
- G.** Officers shall have their reflective traffic safety vest with them while on patrol. It shall be worn when directing traffic or in the roadway controlling traffic. There shall be no exceptions. The use of this vest shall enhance officer safety and driver recognition and response. (CALEA 61.3.2e) (CFA 18.08)
- H.** The use of a flashlight, traffic wand, and traffic gloves at night will enhance officer visibility and safety.
- I.** Members assigned to traffic direction during periods of adverse road and weather conditions shall be cognizant of the possibility of decreased visibility and increased stopping distance from motor vehicle traffic. (CALEA 61.3.2b)
- J.** Due to intricate requirements associated with the automated traffic control devices, officers shall not manually operate traffic control devices. (CALEA 61.3.2c)

### **III. Temporary Traffic Control Devices (CALEA 61.3.2d)**

- A.** Temporary traffic control devices include movable barriers, portable signs, and other apparatus intended for temporary deployment. This is to assist with the safe and efficient movement and control of vehicular and pedestrian traffic.
- B.** Temporary traffic control devices may be deployed in support of traffic direction and control activities only with prior approval.
- C.** As soon as practical following termination of the need for the temporary traffic control device, the supervisor authorizing deployment of the device shall see to its removal/deactivation.
- D.** Portable or part-time stop signs should not be used as temporary traffic control devices, except in an emergency.
- E.** Traffic cones and barricades shall be maintained by the City Public Works Department and will be available to the Police Department upon request through a division supervisor.

### **IV. Traffic Direction and Control during Unusual Occurrences**

- A.** Traffic crash scenes: (CALEA 61.3.2a)
  - 1.** Officers shall park their vehicle in such a way as to provide maximum protection to the scene without endangering the public.
  - 2.** The use of emergency lights shall be utilized to provide notice to approaching traffic and to proceed with caution.
  - 3.** After assessing the scene for injuries or life threatening hazards, officers shall initiate traffic control/direction measures to restore the safe and efficient movement of vehicular and pedestrian traffic around the crash scene.
- B.** Special Events: Those events at which a large volume of vehicular and/or pedestrian traffic is anticipated. Special events may include parades, sporting events, highway construction and maintenance activities, etc.
  - 1.** The Department shall provide only that degree of traffic direction and control services necessary.
  - 2.** The primary task of the Department member conducting traffic direction and control in support of a special event is to assist motorists and/or pedestrians in the vicinity of the event.
  - 3.** The officer in charge of special events shall be responsible for preparing a contingency plan using the following factors:
    - a.** Ingress and egress of vehicle and pedestrian traffic;
    - b.** Adequate parking areas;
    - c.** Spectator control;

- d. Public transportation;
- e. Relief of officers on intersection traffic control;
- f. Emergency vehicle access;
- g. Alternate routes for through traffic;
- h. Use of temporary controls; and
- i. News media access.

**C. Fire Scenes:**

- 1. At the scene of a fire, officers shall assist and support the fire rescue operations.
- 2. The fundamental task of Department members engaged in traffic direction and control services, at fire scenes, shall be to maintain access to and from the scene by fire and other emergency vehicles.
- 3. As outlined in Florida State Statute 316.2034, an officer shall not allow any vehicle to be driven over any unprotected hose of a fire department without the consent of the fire department official in command.
- 4. As outlined in Florida State Statute 316.2025, an officer shall not allow any vehicle to follow any fire apparatus traveling in response to a fire alarm closer than 500 feet or drive into or park such vehicle within the block where fire apparatus has stopped in answer to a fire alarm.
- 5. It is unlawful and a misdemeanor of the second degree, punishable as provided in Florida State Statutes 775.082 or 775.083, for any person willfully to fail or refuse to comply with any lawful order or direction of any police officer, or member of the fire department at the scene of a fire, who is invested by law or ordinance with authority to direct, control, or regulate traffic as outlined in Florida State Statute 316.072(3).

**D. Adverse Road and Weather Conditions: (CALEA 61.3.2b)**

- 1. Adverse road and weather conditions may include, but not limited to:
  - a. Accidental hazards, such as debris that has fallen on to the roadway from another vehicle, downed power lines, etc.
  - b. Acts of nature, such as fog, hurricanes, floods, etc.
  - c. Engineering hazards, such as an exposed guardrail end or other objects that might cause unnecessary additional damage or injury should a vehicle, for any reason, impact with the object upon leaving the road.
- 2. Upon discovering an adverse road condition, Department members shall have appropriate agencies and persons notified for the purpose of correcting the condition.

3. Department members will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as appropriate.

**V. Roadblocks (CFA 24.04a)**

- A. Pursuit roadblocks for the purpose of apprehending fleeing perpetrators in vehicles shall only be used as outlined in General Order 41.4.
- B. Roadblocks ~~mandates~~ that they should be used only after lesser means of traffic control have either failed or have been determined to be ineffective or impractical. No fixed or moving roadblock shall be established by a member unless and until such action has been approved by a supervisor. (CFA 18.10)
- C. When evaluating the necessity for a roadblock, the supervisor should consider the type of roadblock to be used, the nature of the act or circumstances which the roadblock is intended to thwart and if alternate actions are available. Circumstances where roadblocks may be used include, but are not limited to:
  1. The apprehension of a fleeing felon;
  2. Containment or isolation of crime scenes;
  3. Riots;
  4. Civil disorders; and
  5. Prevention of entry or exit from restricted zones.
- D. A roadblock may be used to limit or stop traffic flow during an emergency situation or adverse conditions. A roadblock may not be used to enforce minor traffic violations.
- E. Criteria for establishing a roadblock shall require that hazards or risks to the general public would be greater in the absence of a roadblock.
- F. When a roadblock is determined to be necessary, the following procedure shall be followed:
  1. Obtain approval from the supervisor prior to establishing a roadblock. A supervisor should be present at the roadblock.
  2. Assemble the members and equipment necessary to establish the roadblock.
  3. Brief all members assigned to the roadblock with the purpose of the roadblock, limitations imposed and specific duties to be performed.
  4. Establish the roadblock, but provide for an escape route for law enforcement members and the public.
  5. Advise the supervisor and Communications of the time the roadblock was initiated. Communications shall be advised of the location of the roadblock and which units are involved.

6. The supervisor shall continuously monitor the roadblock to ensure that it is fulfilling its function, meeting criteria and is not presenting unnecessary safety risks.
  7. The roadblock shall be immediately discontinued upon accomplishing its goal or when the risks involved outweigh public safety.
  8. Advise the supervisor and Communications of the time the roadblock was discontinued.
- G.** Preplanned roadblocks shall not be conducted without the approval of the Chief of Police or their designee.
1. A written Operations Order shall be presented to the Chief of Police for review and approval. To be approved, such justification shall include a statistical summary or an explanation of the emergency situation in existence that requires a roadblock and how the roadblock is a more effective alternative in solving the problem than other means.
  2. Selection of the location and time of the roadblock shall be made by the Chief of Police based on applicable information such as collision statistics and law enforcement data with regard to the safety requirements of the roadblock.
  3. The Supervisor in charge shall brief all members involved in the roadblock and provide them with required guidelines and procedural information.
  4. Preplanned roadblocks established by the Department shall be consistent with established court guidelines regarding the use of warning indicators, barricades, traffic cones and safety equipment.
  5. Where possible vehicles shall be directed into a single lane of traffic for the safety of the motorist and law enforcement members.
  6. All vehicles should be required to stop at the roadblock except where traffic conditions necessitate stopping a predetermined pattern of vehicles (i.e. every third or fifth vehicle) or temporarily suspending the roadblock. This determination shall be made by the supervising law enforcement member at the roadblock.
  7. An area sufficient to allow for off-street follow-up investigation shall be in the immediate vicinity of the roadblock. Permission shall be obtained from the owner of any private parking area used for the purpose of the follow-up investigation.
- H.** Law enforcement members at the roadblock shall be in uniform, to include their reflective vest, to reassure motorists that the roadblock is a legitimate operation.
1. Members making contact with the vehicle occupant(s) shall explain the purpose of the stop and request their driver's license.
  2. The contacting member shall decide if reasonable suspicion exists to warrant further investigation. A decision to investigate further should be based on articulable facts such as the odor of an alcoholic beverage and the pattern of speech, coordination, the absence of proof of vehicle ownership, absence of drivers' license or visible evidence of narcotics or narcotics paraphernalia. A

flashlight may be used to illuminate the interior of the vehicle and the occupant(s) actions for the member's safety.

3. If reasonable suspicion exists, the driver should be instructed to pull into the area designated for follow-up investigation, where further field sobriety testing may occur or other investigation, in accordance with the standards currently set by law.
  4. The member making initial contact with the vehicle and occupant(s) shall remain with the vehicle until the investigation is completed. Another member shall assume the position of contacting approaching vehicles.
  5. If after follow-up investigation the driver is determined not to be impaired or if suspicion is removed then the vehicle shall be allowed to proceed from the roadblock.
- I. The supervisor in charge shall remain present at the roadblock at all times. It shall be the supervisor's responsibility to:
1. Ensure that policies are followed and that the stop and search criteria remains neutral;
  2. Monitor the traffic and decide when conditions require a change in the number of vehicles stopped or whether traffic needs to be waived through to prevent causing hazardous conditions; and
  3. Prepare a detailed after action report with statistical information and an evaluation of the roadblock.
- J. As tactical safety concerns dictate, information regarding the intent to create a roadblock may be announced ahead of time by the Department through the news media. Such information may inform the public of the purpose and the general vicinity of the roadblock.

## **VI. Compilation, Analysis, and Transmittal of Traffic Engineering Related Information**

- A. The Department shall record, investigate and follow-up on all citizens' notifications of actual or potential traffic operational problems and possible improvements.
1. The Motorcycle Traffic Unit shall have the primary responsibility of being assigned such complaints. Members responding to such calls shall:
    - a. Verify the caller's information concerning the actual or potential condition being reported;
    - b. Evaluate the caller's suggestions for possible improvement;
    - c. To the extent possible, initiate appropriate remedial action;
    - d. If necessary, refer the complainant's information to the appropriate authority; and
    - e. Notify the complainant of the action taken.

2. The Department shall collect and analyze relevant engineering data as part of its regular studies of traffic crash locations. Crash-collision diagrams and condition diagrams shall be prepared and maintained to provide a base for traffic operation decisions or recommendations. When evidence of deficiencies is found, the Department shall recommend to authorities, sight distance and appropriate engineering studies of the affected locations.
3. The Department shall collect and analyze relevant engineering data as part of its regular studies of traffic patterns. These studies shall specifically examine the potential contribution of engineering deficiencies at locations exhibiting high incidence of particular types of violations.
4. The Department shall periodically transmit summaries of its crash and enforcement data to relevant traffic operation authorities. The summaries shall highlight potential engineering problems emerging from the crash and violation records, as well as, evidence of the impact of engineering modification implemented in response to previously identified problems.



APPROVED

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**Vance Monroe Jr.**  
**CHIEF OF POLICE**