

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2108.1, TRAFFIC CONTROL SPECIALIST**

EFFECTIVE:	12/10/2020
RESCINDS:	2108.0
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SPECIAL OPERATIONS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	CHAPTERS 2, 13
CHIEF OF POLICE:	ORLANDO ROLÓN

CONTENTS:

1. SELECTION CRITERIA
2. TRAFFIC CONTROL SPECIALIST DESCRIPTION
3. AUTHORIZATION FOR EMPLOYMENT
4. UNIFORM
5. CONDUCT
6. DUTIES AND RESPONSIBILITIES
7. TRAFFIC CONTROL SPECIALIST TRAINING

POLICY:

It is the policy of the Orlando Police Department to utilize civilian Traffic Control Specialists to ensure the smooth traffic flow of vehicular traffic and to expedite the safe movement of pedestrians during major events in the City of Orlando or as designated by the Chief of Police. Traffic Control Specialists will be utilized to augment vacancies that are unfilled from sworn personnel limiting the need to order additional personnel for these events.

1. SELECTION CRITERIA

Individuals selected as Civilian Traffic Control Specialists shall meet the minimum qualifications: High School graduate or equivalent, must be 18 years of age or older, possess a Florida driver license, pass a criminal background check and physical including drug screen.

2. TRAFFIC CONTROL SPECIALIST DESCRIPTION

The Traffic Control Specialists will be a civilian unit of temporary/seasonal city employees that will fall under the Special Operations Division. Traffic Control Specialists will be employed to provide additional resources for traffic and pedestrian control during events in the City of Orlando or as designated by the Chief of Police or his/her designee.

Traffic Control Specialists I (TCS): A Traffic Control Specialist, as designated under Florida State Statute 316.640 (4)(a), is any individual who has successfully completed at least 8 hours of instruction in traffic control procedures through a program approved by the Division of Criminal Justice Standards and Training Commission of the Florida Department of Law Enforcement or through a similar program by the local police department.

Traffic Control Specialist II (TCS): A Traffic Control Specialist I may be reviewed after one year for promotion to Traffic Control Specialist II. A Traffic Control Specialist II has demonstrated an above average strength in judgment, communication skills, and decision making with no pattern of excessive absences from work.

Traffic Control Specialists may direct traffic or operate a traffic control device only at a fixed location and upon the direction of a fully qualified law enforcement officer; however it is not necessary that the Traffic Control Specialist's duties be performed under the immediate supervision of a fully qualified law enforcement officer.

Traffic Control Specialists are not sworn personnel and do not have expressed police powers.

3. AUTHORIZATION FOR EMPLOYMENT

Any requests for Traffic Control Specialists shall be made through the Special Operations Division, and approved by the SOD Division Commander.

4. UNIFORM

The Traffic Control Specialist uniform will consist of:

- a. Blue polo shirt with Courage, Pride, and Commitment logo
- b. Navy blue, or black pants, or navy blue, or black shorts
- c. Black shoes and black belt
- d. Navy blue ball cap with no insignias
- e. Navy blue jacket, if needed
- f. Traffic vest with police patch and civilian rocker
- g. Traffic wand
- h. Whistle
- i. OPD radio with Event, and Metro channels only

The Department will provide the polo shirt, traffic vest, traffic wand, whistle, and police radio programmed only with Event and Metro channels. All other items are supplied by the employee.

5. CONDUCT

Traffic Control Specialists shall refrain from any conduct in an official capacity that detracts from the efficient operation of the Orlando Police Department. They must remain professional and courteous at all times. Even in the face of provocation, they shall be diplomatic in the performance of their duties by controlling their temper and exercising the utmost patience and discretion. Traffic Control Specialists will be held to the same standards of conduct as any member of the Orlando Police Department.

6. DUTIES AND RESPONSIBILITIES

- a. Follow the guidelines of the Standard Operating Procedure for Traffic Control Specialists
- b. Ensure the safe crossing of pedestrians and smooth flow of vehicular traffic at assigned locations during work hours
- c. Ensure crosswalks are clear of dangerous obstacles
- d. Assure the integrity of barricaded streets and direct vehicles accordingly or as directed by the traffic supervisor
- e. Immediately notify the traffic supervisor of any vehicular traffic issue that is connected or related to the crossing of pedestrians, or any incident of great magnitude or a matter of serious departmental concern that occurs at or near assigned posts
- f. Report to the traffic supervisor any and all deficiencies concerning traffic control devices
- g. Report for pre-event briefing at the designated time and location
- h. Report for duty at assigned post on time and remain on post until the time designated or relieved
- i. Immediately notify the traffic supervisor, at least 60 minutes prior to the start of the tour of duty, of any inability to either report or be on duty as scheduled
- j. Wear the approved TCS uniform only while performing assigned duties or traveling to and from post

7. TRAFFIC CONTROL SPECIALIST TRAINING

All TCS must successfully complete the 16 hour FDLE Traffic Control Specialist course and classroom instruction consisting of the following topics:

- a. Purpose and Goals of the Traffic Control Specialist Program
 - 1. Overview of the job
 - 2. Student pedestrian and bicyclist tips
 - 3. Justification for Traffic Control Specialists
 - 4. Relationship of the TCS to other traffic and law enforcement personnel
- b. Extent of responsibilities
- c. Orientation to the Orlando Police Department
- d. Professional guidelines and uniform attire
- e. Knowledge of traffic laws, traffic control devices and pavement markings
- f. Appropriate signals for alerting motorists and pedestrians
- g. Traffic hazard identification
- h. Emergency procedures
- i. First Aid and Cardio Pulmonary Resuscitation (CPR)
- j. Field Training: On the job
- k. On-site observation