

# Louisville Metro Police Department

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| <h2>Standard Operating Procedures</h2> | SOP Number: 8.41                                                               |
|                                        | Effective Date: 06/25/10<br>Prv. Rev. Date: 09/19/22<br>Revised Date: 09/07/23 |
|                                        | Accreditation Standards:<br>KACP: 7.2, 24.1                                    |
|                                        |                                                                                |
| Chapter: Field Operations              |                                                                                |
| Subject: Traffic Guards                |                                                                                |

## 8.41 TRAFFIC GUARDS

### 8.41.1 OVERVIEW (KACP 24.1)

The Louisville Metro Police Department (LMPD) employs traffic guards for the purposes of providing safety for schoolchildren crossing streets at intersections and directing both vehicular and pedestrian traffic at their assigned locations and during special details. Traffic guards perform normal traffic control duties and report to the Traffic Guard Supervisor(s).

The Traffic Guard Supervisor(s) oversees the traffic guard program, activities, and operations. The Traffic Guard Supervisor(s) conducts field inspections, performs normal traffic control duties, and reports to the Traffic Unit Commander, or their designee.

### 8.41.2 APPLICATION

Individuals who are applying for the position of traffic guard will follow all application requirements of Louisville Metro Human Resources (HR) and Louisville Metro Civil Service policies and procedures. Traffic guard applicants will also submit to a pre-employment oral interview, background investigation, and polygraph examination.

### 8.41.3 ASSIGNMENT

Traffic guards may be placed in marked crosswalk locations based on requests made by the Jefferson County Public School (JCPS) system or through any private school. The process for approval/denial of such requests will be based on the following:

- A school official will be requested to review the crosswalk for three (3) days, monitoring student/pedestrian traffic, before and after school. If the school official believes that a traffic guard is needed to address student safety at crossings, they may contact the Traffic Guard Supervisor(s), who will inform them how to make an official request by submitting a letter, including the reasons for a traffic guard, the location, and times.
- The Traffic Guard Supervisor(s) will conduct a survey for three (3) consecutive days at the location and times requested. This survey will include the number of students crossing at the location, the number of cars, the number of buses, and the traffic volume. There must be students who regularly cross at the location for the Traffic Unit to place a guard at the requested location. Traffic guards are normally not placed at locations where there is only vehicular traffic with no student/pedestrian crossings.
- If the Traffic Guard Supervisor(s) determines that a traffic guard should be placed at the school, the Traffic Guard Supervisor(s) will contact the Traffic Unit Commander for approval. If, however, the Traffic Guard Supervisor(s) determines that a traffic guard is not needed, they will respond, in writing, within 48 hours after determination, to the school official stating the specific reasons why a traffic guard will not be assigned to the school.

When a school or post becomes open, traffic guards will be notified of the opening at their bi-weekly traffic guard meeting, during the even months of the school year, and a memorandum will be available to each traffic guard

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### 8.41.3 ASSIGNMENT (CONTINUED)

stating the school, location, and times of the opening. Any traffic guard who is interested in the named school will respond to the Traffic Guard Supervisor(s), in writing, within five (5) working days.

The selection and assignment will be based on seniority, distance between posts, and job ability. The only exception will be of a traffic guard who is losing their post due to a school closing or post deletion. The displaced traffic guard will be given priority. The final decision of assignment will be made in accordance with the current collective bargaining agreement.

### 8.41.4 RESPONSIBILITIES (KACP 7.2c)

Traffic guards are responsible for the safety of students and pedestrians at various assigned intersections throughout Louisville Metro. Traffic guards are also responsible for the coordination of traffic flow into, and out of, these intersections.

Traffic guards will be punctual when reporting for duty and will remain at their assigned posts and be visible outside of their vehicles for the duration of both morning and afternoon shifts.

Traffic guards will attend mandatory bi-weekly traffic guard meetings on Wednesdays throughout the school year. Each traffic guard will wear their official uniform at these meetings. If the traffic guard is unable to attend, they will notify the Traffic Guard Supervisor(s) as soon as practical. In-service training may be provided during the meeting.

If a traffic guard witnesses a traffic accident or any other emergency while on-duty, they will assist, in whatever manner possible, to prevent further damage or injury. This includes dispatch notification/calling 911 and traffic direction and control. The traffic guard will also provide the investigating officer with witness information as soon as practical. The traffic guard will also provide the Traffic Guard Supervisor(s) with this information, in writing, as soon as practical.

If a traffic guard witnesses a driver speeding, driving recklessly, or any non-compliance with their verbal requests, they will provide the Traffic Guard Supervisor(s), if possible, with the vehicle license number and description of the vehicle. Traffic guards will not engage in any physical or verbal confrontations with motorists.

Traffic guards will call Metro311 at (502) 574-5000 or 311 and notify them of any repairs needed to traffic control equipment and/or the repair to, or replacement of, any sidewalks, crosswalks, or related thoroughfare markers.

Traffic guards do not have the power of arrest or any other law enforcement powers held by sworn officers (KACP 7.2a-b).

### 8.41.5 UNIFORM/EQUIPMENT (KACP 7.2d)

The Class B uniform is the standard uniform to be worn by all traffic guards, both on-duty and while engaging in secondary employment. All members will possess and maintain a Class B uniform.

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## 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

The following uniform items will be initially issued by the department for use by newly-hired traffic guards:

### Utility Cap:

- Will be a navy blue, baseball-type cap.
- The LMPD Traffic Unit patch will be embroidered on the front with the word "TRAFFIC" embroidered on the back strap in silver letters.
- Will be worn with the bill facing forward.

### Polo Shirt:

- Short and long sleeve shirts that are made of a high-visibility yellow polyester material and have integrated 1 ½" reflective strips on the back and ½" strips on the front and sleeves. All short and long sleeve polo shirts will have an LMPD Traffic Unit patch embroidered on the left breast area and the name strip embroidered on the right breast area. The short and long sleeve polo shirts will only be worn with the approved cargo pants or cargo shorts.

### Pants:

- Navy or khaki 5.11 Brand Tactical Series – TacLite Class B pants made of the approved material and design, navy or khaki Propper Brand Tactical pants made of lightweight ripstop material or navy Elbeco Brand ADU pants made of lightweight ripstop material.
- Black pants are not permitted.
- The pants will not be tucked into footwear.

### Skirt:

- Navy blue, long skirt made of 100% polyester, or 65% polyester and 35% cotton twill blend (issued in lieu of cargo pants).

### Winter Coat:

- High-visibility yellow 3-in-1 reversible parka with shoulder patches, the LMPD Traffic Unit badge over the left breast area, and the name strip on the right breast area. If used in lieu of the reflective vest, it must meet or exceed the ANSI/ISEA 107-2020, Type R, Class 3 standard and all departmental uniform policies.

### Other Supplied Uniform Items:

- Flashlight or traffic baton (with batteries) for use with hand signals in darkness or periods of reduced visibility.
- Departmental identification (ID) card.
- Reflective vest for use, at all times, that complies with current Federal Highway Administration/Department of Transportation (DOT) standards (Meets or exceeds ANSI/ISEA 107-2015 or ANSI/ISEA 107-2020, Type R, Class 3 standard and all departmental uniform policies).

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### 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

- Handheld stop sign for use, at all times, with the exception of very windy days.
- Whistle with lanyard.
- Black gloves with fluorescent green reflective stripes for use at all times.

**The following uniform items are required, but are not supplied by the department:**

#### Footwear:

- Black, smooth, plain-toed, leather or leather-like shoes, or boots, with the heels and soles no greater in height than 1 ½ inches.
- “Cowboy-type” boots are prohibited.
- Shoes must be clean and free of tears or damage.
- Boots, overshoes, or other rubber footwear may be worn during periods of inclement weather. All such items must be black in color.

#### Socks:

- Black and worn with approved cargo pants.
- White, crew-style and worn with approved cargo shorts.

#### Belt:

- Black or khaki in color.

#### T-Shirts:

- A white or black t-shirt with a plain ribbed crew neck, or white mock turtleneck of no more than two (2) inches, will be worn under the short sleeve uniform shirt. V-neck t-shirts are prohibited with the short sleeve uniform shirt. The sleeve of the t-shirt must not be visible when wearing the uniform short sleeve shirt.
- A black t-shirt with a plain ribbed crew neck, or black mock turtleneck of no more than two (2) inches, will be worn under the long sleeve uniform shirt.
- No lettering, logos, or other markings may be visible.
- Unless specifically authorized for a particular uniform, full turtleneck shirts are not permitted.

**The following uniform articles are optional and may be purchased at the traffic guard’s own expense:**

#### Scarf:

- Black and may be worn with a winter coat only.

#### Utility Cap:

- High-visibility yellow baseball-type cap.

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### 8.41.5 UNIFORM/EQUIPMENT (CONTINUED)

- Will be worn with the bill facing forward.
- No lettering, logos, or other markings may be visible.

#### Winter Hats:

- Toboggans may be worn, but they must be black or high-visibility yellow. Toboggans must fit close to the head. Toboggans will not have logos or markings.
- Black earmuffs may be worn.

#### Rain Boots:

- Black and may be used during periods of inclement weather, including deep snow or standing water. Tucking pants into boots is prohibited.

#### Rain Scarf:

- Clear plastic without any designs. May be worn in conjunction with a raincoat during periods of light drizzle.

#### Lightweight Jacket:

- Black or high-visibility yellow and will have departmental shoulder patches, the LMPD Traffic Unit badge sewn on the left breast area, and the name strip sewn on the right breast area. If used in lieu of the reflective vest, it must meet or exceed the ANSI/ISEA 107-2020 Type R, Class 3 standard and all departmental uniform policies.
- A reflective vest will be worn with a black jacket.

#### Tactical (TAC) Twill Cargo Shorts:

- Cargo shorts will be dark navy blue and made of 65% polyester and 35% cotton twill blend.
- Cargo shorts are permitted for use during the months of May through September.

All traffic guards will adhere to SOP 4.2, Uniform Guidelines, as to the wearing of the uniform, the member's hair, jewelry, umbrellas, and body art.

### 8.41.6 HAND SIGNALS

Traffic guards will use their issued handheld stop sign and whistle at school posts, in conjunction with uniform hand signals, for traffic direction and control. In darkness or periods of reduced visibility, the issued flashlight/traffic baton will also be used with hand signals to increase visibility.

Some of the common hand signals include first pointing at a driver to gain their attention, swinging the arm in a horizontal 90 degree direction to signify a turn, a vertical palm(s) toward the driver to signify stop, and moving

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### 8.41.6 HAND SIGNALS (CONTINUED)

the arm in a circular motion to signify go. The reflective vest, or high visibility jacket, and gloves will be worn, at all times, to increase traffic guard safety and visibility.

### 8.41.7 ABSENCE/HOLIDAYS/SCHOOL CLOSING DAYS

Traffic guards are utilized throughout the school year and work days when school is in session and at details, as directed. Traffic guards are not utilized during normal federal holidays and during various teacher in-service and emergency school closing days (e.g., snow days) throughout the year.

If a traffic guard is sick, they will call the Traffic Unit at (502) 574-7016 at least one (1) hour prior to the start of their shift. If the traffic guard cannot reach anyone in the office, they will call the Traffic Guard Supervisor(s) and provide their name, shift location, shift times, and the reason for the absence. If the Traffic Guard Supervisor(s) does not call back within 10-15 minutes, the traffic guard will call the Traffic Guard Supervisor(s) back. A traffic guard calling in sick for four (4) or more consecutive days will provide proof of the illness/reason for the absence (e.g., doctor's note).

Traffic guards will request vacation leave at least three (3) days prior to their intended vacation day(s). Requests will be submitted, in writing, to the Traffic Guard Supervisor(s).

Traffic guards needing time-off for a routine doctor's appointment, dental appointment, special occasion, or any other personal reason will submit the request, in writing, to the Traffic Guard Supervisor(s) at least three (3) days prior to the intended date.

All requests for time-off will be in accordance with the current collective bargaining agreement.

### 8.41.8 TRAINING

All newly-hired traffic guards will receive traffic control training at the Traffic Unit during their orientation. The traffic guard will then be trained on-duty by a field trainer, at their assigned post, for up to a four (4) week period following orientation. Additional on-duty training may take place, as necessary. Traffic guards will be trained in the following areas:

- Allowing students/pedestrians to safely cross the street at their assigned location.
- Directing and controlling traffic into, and out of, their assigned location.
- Directing and controlling traffic during special details, including, but not limited to, Kentucky Derby festivities.

### 8.41.9 ANNUAL REVIEW

Traffic guards will conduct a count of student/pedestrian crossings at their location annually by May 31 of each year. The count will be for three (3) consecutive days and the days will be at the direction of the Traffic Unit. The

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## 8.41.9 ANNUAL REVIEW (CONTINUED)

count will be reported to the Traffic Guard Supervisor(s). This count will assist in the placement of traffic guards at locations during the next school year.