

Traffic Management for Supervisors
San Bernardino County Sheriff's Department
Expanded Course Outline

I. Orientation and Overview

A. Paperwork

1. Distribute POST roster
2. Distribute networking or regional attendance roster

B. Housekeeping

1. Facility review and identify restrooms and emergency exits
2. Review breaks including breakroom and/or vending machines

C. Introductions

1. Instructor and staff introductions
2. Student introductions

D. Overview

1. Overview of the key learning outcomes of the class
2. Review of student and instructor expectations of the course

E. Learning Activity and Student Assessment #1 - Student Experience

1. Students will individually complete an assessment questionnaire to determine their professional level experience with traffic management.
2. Upon completion of the questionnaire, students will review questions and answers using the questionnaire as a process of self-assessment for their prior knowledge related to traffic management.
3. Students will individually introduce themselves and indicate their level of experience working in a traffic unit or division and their level of responsibility as well as any previous training in traffic courses they have completed.

II. Introduction to Highway Safety System

A. History of the Highway Safety System

1. Federal and state milestone legislation pertaining to traffic safety
2. Development of public and private agencies to regulate and improve traffic safety
3. National Highway Traffic Safety Administration Guidelines for state highway safety programs
4. Importance of uniformity in law enforcement, legislation, equipment, and policies

5. California Office of Traffic Safety
6. San Bernardino County Department of Transportation

B. Levels of Involvement and Responsibilities

1. Legislative
2. Executive (Police)
3. Courts
4. Private Industry
5. Universities
6. Public Support Agencies

III. Concepts of Traffic Engineering

A. Traffic Engineer

1. Survey and studies
2. Traffic control device installation
3. Consultation of traffic regulations and ordinances
4. Planning and design of street
5. Master street plan

B. Traffic Engineer and the Traffic Safety Program (SBSO Policy 3.504)

1. The police and traffic engineer cooperate to execute their responsibilities in the management of the street transportation system
2. Police involved during the planning and preliminary design phases of all street and roadway facilities
3. New land developments, subdivision plans, zoning changes which may affect traffic operations and street design should be reviewed by engineers and police. Police review all such plans and designs to assure that all provisions are made to facilitate traffic supervision, crime prevention and emergency driver services.

IV. Office of Traffic Safety

A. Authority and Organization

1. National Highway Safety Act
2. U.S. Department of Transportation
3. NHTSA and FHWA

4. Business, Transportation and Housing Authority
 5. Governor's Highway Safety Representative
 6. Office of Traffic Safety
- B. California Highway Traffic Safety Plan
1. 18 Safety Standards
 2. National Priority Program Areas
 - a. Alcohol and other drugs
 - b. Police Traffic Services
 - c. Occupant Protection
 - d. Traffic records
 - e. Emergency medical services
 - f. Traffic engineering and operational improvements
- C. Financial Safety Highway Safety Plan
1. Solicitation requests
 2. Memorandum proposal
 - a. Statement of problem
 - b. Project objectives
 - c. Proposed solutions
 - d. Time required
 - e. Cost estimate
 3. Proposal submittal
 4. Proposal review
 5. Allowable costs
 6. Funding limitations

V. Driving Under the Influence (DUI) Programs

- A. Statistical data to identify
1. Can normal patrol and/or traffic handle the problem?
 2. If patrol cannot handle the problem, how many officers should be assigned to this function?
- B. The objectives of the DUI enforcement program

1. Concentrate total effects towards increasing the intoxicated driving arrests
2. Reduce accidents involving intoxicated drivers

C. Methods of procedure

1. Select and train patrol officers and other personnel in the identification and recognition of the intoxicated driver
2. Analysis of accident occurrence as it relates to the intoxicated driver
 - a. Frequency
 - b. Time
 - c. Location
 - d. Primary collision factor
3. Purchase necessary vehicles, accessories, and safety equipment
4. Implement the DUI program with the information obtained from accident analysis

D. Prepare and distribute educational literature relative to DUI

1. Media
2. Public
3. Private organization

E. Program evaluations

1. Arrest stats
2. Accident stats

F. Hazardous Materials

1. Concern for the environment
2. Concern for personal short term and long term health
3. Studies and reports of environmental pollution
4. Legislations

G. Traffic Collision Investigation Review

1. Unintentional acts
2. Department policies about collision investigations
3. Collision Investigation Manual (CIM)

H. California Vehicle Code

1. Definitions of vehicles, drivers, and roadways
 2. Traffic enforcement violations
 3. Vehicle codes as Primary Collision Factors (PCF)
- I. California Highway Patrol (CHP- 555) Form
1. Special conditions which include on-duty emergency vehicles
 2. Primary collision factor
 3. Driving under the influence
 4. Sketch of collision
 5. Narrative
 6. Injured, witness, passenger identifications
- J. Collision Investigation Procedures
1. Secure scene and safely position patrol vehicle
 2. Check for injuries of involved parties
 3. Identify drivers and witnesses
 4. Determine additional resources needed
- K. Investigating Officer Responsibilities
1. Obtain statements from drivers and witnesses
 2. If injuries, where were injured parties transported
 3. Photograph the scene
 4. Determine the cause of the collision
 - a. Attempt to identify the party most at fault
 - b. Identify the primary collision factor
- L. Supervisor Responsibilities
1. Ensure scene safety
 2. Efficiently clear the roadway
- M. DUI Collisions
1. If a DUI driver is at fault, the PCF is California Vehicle Code 23152(a) and the associated factor is the moving violation
 2. If the DUI driver is not at fault the PCF is the moving violation for the party at fault and the DUI investigation is still conducted.

VI. Special Events Planning

A. Types of Events

1. Planned Events
2. Unplanned Events

B. Legal Considerations

1. Authority of granting denial or permission to hold the event
2. Authority of traffic control
3. Authority of crowd control
4. Liability of public entity
5. Liability of event organizers
6. Political Considerations
 - a. Attitude of local political leaders toward event
 - b. Attitude of event sponsors

C. Effect on Department

1. Normal operations
2. Special detail considerations
3. Enforcement of policy during the event
4. Effect upon the officers
5. Effect upon dispatch for additional responsibilities

D. Financing Considerations

1. Is the sponsor operating for a profit?
2. What is the cost to the city or county?
3. Does the city or county wish to recover costs?
4. Who pays for what?
5. Will food and/or alcohol be sold?

E. The organizing committee

1. Committee strengths
2. Committee weaknesses
3. Leadership
4. Committee meetings

5. Keeping track of committee actions
6. Filling the knowledge vacuum

F. The site or route

1. Identifying the site and its boundaries
2. Organizing the site
3. Designating the route
4. Designating locations along route
5. Establishing limits of route
6. Permit process

G. Traffic control

1. Traffic flow planning
2. Traffic control signals
3. Traffic control signs and marking
4. Barricades and cones
5. Fixed post/human control
6. The smart planner gets held

H. Crowd control

1. People movement planning
2. Signs- barricades
3. Human control- fixed post
4. Coordination/Liaison
 - a. Internal- among committee members
 - b. External- other public agencies
 - c. External- private sector
5. People, Safety, and Comfort
 - a. People sit or stand
 - b. Seating arrangements
 - c. Emergency medical care
 - d. Drinking water supply
 - e. Food service

- f. Restroom facilities
- 6. Weather/Climate
 - a. Predicting the weather
 - b. If rain or extreme heat will cancel the event
 - c. Foul weather plan
- I. New Media Liaison
 - 1. Use to set stage for control
 - 2. Print media
 - 3. Internet
 - 4. Social Media
- J. Vendors
 - 1. Licenses
 - a. Business
 - b. Health
 - c. Liquor
 - 2. Ground rules for sales
 - 3. Action(s) against violations
 - 4. Task Assignments
 - a. Completed through committee
 - b. Describing the task
 - c. Matching jobs and individuals
- K. Communications
 - 1. Objectives
 - 2. Media – recommend radio
 - 3. Media – telephone
 - 4. Communications planning
 - 5. Sources of equipment – radio
 - 6. Plan of the Day
 - a. Time of specific activities
 - b. Description of specific activity(ies)

7. Cleaning Up

- a. Litter removal
- b. Equipment movement, check-in, storage, and repair
- c. Supply check-in, storage, and re-order

L. Post Event

1. Debrief the event
2. Identification of problematic areas and documentation for future events addressing the issues
3. Review of what went well during the event

M. Learning Activity and Student Assessment #3 – Special Events

1. Students will be divided into small groups of 4-6 and each group will be provided a special event case study
2. Each group will identify the necessary considerations for developing a traffic plan for the location provided
3. Each group will create a key task checklist and scribe the considerations given when creating their traffic plan
4. Each group will teach back to the class and relate any unique discoveries or areas of concern with their traffic plan.

VII. Traffic Resource Management

A. Traffic Records

1. Traffic accident reports and investigation
2. Enforcement records
3. Roadway hazard reports
4. Traffic safety education
5. Traffic personnel activity
6. The collection and compilation of traffic data is justified to identify problems

B. Traffic Enforcement Reports

1. Traffic collisions by time of occurrence
2. Traffic citations by time of issuance
3. Traffic citations written by violation and time
4. Collision date at or near a specific intersection

5. High collision locations by patrol area

C. Traffic Engineering Reports

1. Monthly collision analysis by intersection number
2. Collision and severity rate by intersection
3. High collision rate locations by ranking
4. High severity rate locations by ranking

D. Administrative and Management Reports

1. Traffic collision summary
2. Traffic collisions located by street names
3. Traffic collision by intersection numbers
4. Age and sex of casualties
5. Statewide Integrated Traffic Records System (SWITRS) is a database that serves as a means to collect and process data gathered from a collision scene

E. Pre-Planning

1. Roles and responsibilities
2. Inter-agency agreements
3. Resources identified
4. Timely updates
5. Checklist approach

F. Civil Liability

1. Special relationship doctrine
2. Scene manager's responsibilities
3. Review of pertinent cases

G. Press Relations

1. Authority
2. Positive or negative approach

H. Deployment of Traffic Personnel

1. Deploy based on locations with highest collision occurrences
2. Post-trauma assistance

3. Critical Incident debriefing
 4. Management's role
- I. Courtroom Testimony
 1. Cases are more likely to be in civil rather than criminal court
 2. Civil depositions may be years after the collision occurred
 3. Important to ensure proper documentation to reduce liability to the agency, city, county, and state.
 - J. Collisions Involving Police Pursuits
 1. Pursuits
 - a. California Vehicle Code section 17004
 - 1) A public employee is not liable for civil damages on account of personal injury to or death of any person or damage to property resulting from the operation
 - 2) In the line of duty, of an authorized emergency vehicle while responding to an emergency call or when in the immediate pursuit of an actual or suspected violator of the law
 - 3) Or when responding to but not upon returning from a fire alarm or other emergency call.
 - b. Department policies will dictate the officers' actions in addition to the vehicle code
 2. Driving with lights and sirens (code 3)
 - a. California Vehicle Code section 21055
 - 1) The driver of an authorized emergency vehicle is exempt from Chapter 2 (commencing with Section 21350), Chapter 3 (commencing with Section 21650), Chapter 4 (commencing with Section 21800), Chapter 5 (commencing with Section 21950), Chapter 6 (commencing with Section 22100), Chapter 7 (commencing with Section 22348), Chapter 8 (commencing with Section 22450), Chapter 9 (commencing with Section 22500), and Chapter 10 (commencing with Section 22650) of this division, and Article 3 (commencing with Section 38305) and Article 4 (commencing with Section 38312) of Chapter 5 of Division 16.5, under all of the following conditions:
 - 2) If the vehicle is being driven in response to an emergency call or while engaged in rescue operations or is being used in the immediate pursuit of an actual or suspected violator of the law or is responding to, but not

returning from, a fire alarm, except that fire department vehicles are exempt whether directly responding to an emergency call or operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency or operated from one fire station to another or to some other location by reason of the emergency call.

- 3) If the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.
- 4) A siren shall not be sounded by an authorized emergency vehicle except when required under this section.

b. Department policies will dictate the officers' actions in addition to the vehicle code

3. Driving Exemptions

a. California Vehicle Code section 21056

- 1) Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway
- 2) Nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.

b. Due regard means that you must still operate with the proper care and concern

K. Learning Activity and Student Assessment #2 – Report Review

1. Students will be divided into small groups of 4-6 and each group will view a case study of a traffic collision.
2. After viewing the case study, each group will identify the primary collision factor and any applicable associated factors.
3. Each member of the group will then work individually and write a narrative depicting the case study the group viewed.
4. Upon completion of the narrative, each group will exchange with another and review the narrative identifying the correctness of the form.
5. After review, each group will teach back the common mistakes, degree of completeness, and difficulty of the assignment.

VIII. Summary and Conclusion

- A. Review Learning Outcomes
- B. Address and Answer Student Questions

IX. Certificates and Evaluations