

 Lexington Police Department	<u>Subject:</u> Traffic Unit & Special Police Officers					<u>Policy Number:</u> 16A	
	<u>Accreditation Standards:</u> <u>Reference:</u> 1.2.1; 16.3.1; 16.3.2; 16.3.3; 16.3.4; 16.3.5; 16.3.6; 16.3.7; 16.4.1; 16.4.2; 16.4.3					<u>Effective Date:</u> 10/1/12	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<u>Revision Dates:</u>	1/24/19	5/31/20				
<u>By Order of:</u> Mark J. Corr, Chief of Police							

GENERAL CONSIDERATIONS AND GUIDELINES

Predating the 1970's, the Lexington Police Department has appointed personnel who are not full-time police officers to traffic duties. Many have held full- or part-time jobs with the Town while others were/are reputable citizens recommended by the Chief of Police. At times, these individuals have been sworn Special Police officers appointed by the Town Manager. These men and women have served with distinction and have provided countless hours of support to the Police Department and the Town of Lexington.

Given this foundation, a Traffic Unit has been organized to include the personnel performing traffic direction and control duties. The Traffic Unit is staffed by individuals who are not sworn police officers. This order will promulgate previously written and unwritten guidelines while outlining new standards by which individuals may qualify to work on the Traffic Unit. In addition, the Town will continue to appoint a small number of qualified Special Police officers who will be expected to maintain a higher standard of training.

It is the policy of the Lexington Police Department to:

- Maintain a Traffic Unit made up of personnel that are trained, reputable employees and citizens to supplement the traffic direction and control needs of the Town of Lexington.
- Special Officers will receive training as specified by the Massachusetts Municipal Police Training Committee for recruit training and annual in-service requirements pursuant to M.G.L. c.41, §96B.
- Ensure Traffic Unit personnel receive training consistent with the guidelines in this policy.
- Ensure Special Police Officers and Traffic Unit personnel perform only those duties authorized by the Chief of Police or a designee.

DEFINITIONS

Special Officer: A member of the Police Department, who is not an active full-time police officer, but maintains police powers (M.G.L. Chapter 41, Section 98) whose duties are limited by the Chief of Police. Special Officers will take an oath of office at least every two years.

Traffic Officer: A non-sworn member of the Lexington Police Department whose duties are restricted to traffic direction, control, and safety only.

Full Time Sworn: A full-time sworn member of the Department who is appointed as a Police Officer under M.G.L. Chapter 41, Section 98.

PROCEDURES

A. Traffic Unit

1. Appointing Authority

- a. The Town Manager is the appointing authority for the Town of Lexington and may appoint or remove individuals from the Traffic Unit.
- b. The Chief of Police:
 - i. May assign to the Traffic Unit employees of the Police Department who otherwise meet the eligibility requirements.
 - ii. May recommend for appointment by the Town Manager reputable citizens and/or employees from other Town departments.
 - iii. Shall insure that the Traffic Unit meets the needs of Lexington through training, assignment and proper supervision.

2. Appointment

a. Police Department Employees and Retirees

- i. **Retired Employees**, who retire or separate from service in good standing (other than an accidental or disability retirement).
- ii. **Police Department Employees**, who are not police officers, may be assigned to the Traffic Unit by the Chief of Police if there is language in the employee's collective bargaining agreement that permits members to perform traffic details.

b. Other Town Employees

- i. A Town employee, who works for a department other than the Police Department, may be eligible to do traffic details. The employee must be in good standing with the Town of Lexington and must have approval from his/her Department Head to participate in the Traffic Unit.

- ii. **Association or Union Employees** are only eligible if there is language in his/her collective bargaining agreement that permits members to perform traffic details.
 - iii. **Non-Represented Employees** are eligible to be assigned to the Traffic Unit and are governed by the Town Manager’s “Administrative Directive #3, Special Detail Assignments.”
 - iv. The Town Manager and the Chief of Police will determine if the employee is suitable for appointment to the Traffic Unit. This decision is final.
 - c. Reputable Citizen
 - i. A reputable citizen, who lives in the Lexington area and has ties to Lexington may be recommended for appointment by the Chief of Police to the Town Manager (appointing authority).
 - d. Background Investigation
 - i. All members of the Traffic Unit are subject to a background check due to their affiliation with the Police Department, access to secure locations within the police station, probable use of police vehicles and potential access to confidential records. At a minimum, a Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI) and driving record will be reviewed. See Department policy **32B – Background Investigations**.
 - e. A one-page form titled, “Lexington Police Traffic Unit – Eligibility Check-Off”, which when filled out, assists in classifying a member of the Traffic Unit.
3. Term of Service
- a. An appointment to the Traffic Unit will typically be for a two (2) year term of service. When possible, all terms of service will begin on July 1 and end on June 30. The term of service may be lengthened, if necessary, to align with the June 30th end date.
 - b. There is no automatic term renewal.
 - c. The Town Manager has the exclusive privilege, with recommendations from the Chief of Police, to modify the Traffic Unit, including but not limited to, appointing new personnel, establishing the size of the Traffic Unit, and setting new requirements for qualification.
 - d. The Town Manager may suspend participation in the Traffic Unit as part of any disciplinary action. Suspension or removal from the Traffic Unit will also occur if there is a conflict with the employee’s job or if job performance is adversely affected.
4. Biannual & Annual Requirements

- a. Letter of Interest: Every Traffic Unit member must submit a letter of interest of reappointment to the Chief of Police biennially and at least two months prior to the expiration of his or her appointment.
 - b. Physical Fitness: Each Traffic Unit officer must submit, annually, a letter from his or her primary care physician indicating that he or she is physically fit to perform the duties of a Traffic Officer. The standards of fitness will be established by the Town of Lexington and made available to interested candidates. This physical will be done at no cost to the Town of Lexington. See form located on the G-Drive under Forms and documents titled: “Traffic Unit - Physical Supplement.”
 - c. CPR and First Aid: Candidates must be certified in CPR and First Aid prior to working with the Traffic Unit. Each member must maintain his or her CPR and First Aid certification (at no cost to the Town) as a requirement for remaining on the Traffic Unit. As funding permits, the Police Department will make available recertification courses for CPR and First Aid.
 - d. Uniform: Traffic Unit personnel will wear a uniform that clearly distinguishes them from that of a sworn officer. The uniform description and its parts are described fully in Department policy **22B – Uniforms and Equipment Standards / Dress Code**. [16.4.3]
 - e. Uniform Purchase: Unless otherwise issued as part of his or her regular duty assignment (e.g., crossing guards), Traffic Unit personnel are expected to purchase their own uniform. The Police Department will designate the required components. Traffic Unit personnel should purchase replacement part as needed for lost, worn or damaged equipment. See Department policy **22B – Uniforms and Equipment Standards / Dress Code**.
 - f. Traffic Unit personnel are not authorized to carry a firearm or weapon while performing duties for the Traffic Unit. [16.3.1]
 - g. After basic training, it is necessary for Traffic Officers to work details to maintain skills. A Traffic Officer’s availability to work during the two-year appointment will have bearing on his or her potential reappointment.
 - h. Traffic Officers must adhere to the Police Department rules and regulations and instructions from Police Supervisors. Courtesy and respect for others is a mandatory requirement. Detail billing slips must be accurate and complete.
5. Training of Traffic Unit Personnel
- a. Introduction to traffic work and the Police Department will take four to eight hours. A Police Officer or Sergeant will discuss the rules and regulations as well as the detail sign-up and billing procedures. The Traffic Officer candidate will spend two to four hours of basic training directing traffic with and/or supervised by a Police officer or Sergeant. Trainees will be compensated at the Town’s detail rate for Traffic Unit personnel. See Administrative Directive #3 or the collective bargaining agreement.

- b. The Traffic Officer candidate will be required to perform five to ten Road Jobs (see Department policy **64B - Paid Details/Off Duty Assignments** for road job definition), being paid for this work, to gain further familiarization with directing traffic before performing four or eight hour traffic details. Each candidate's ability to learn the Traffic duties may be different. Additional training may be required if, in the opinion of a Sergeant, the Traffic Officer candidate needs more time to learn his or her duties.
 - c. Each candidate will learn, and remain familiar with Department policies on details (**64B – Paid Details/Off Duty Assignments**), uniforms (**22B – Uniforms and Equipment Standards / Dress Code**), traffic direction and control (**63A – Traffic Direction and Control**).
 - d. Traffic Unit personnel will be required to read and remain familiar with other Police Department policies as ordered. At least annually, there will be a written acknowledgement of the Harassment Policy (**26A – Harassment and Sexual Harassment**) and biannually Massachusetts conflict of interest training.
6. Disciplinary Action
- a. The Town Manager, upon the recommendation of the Chief of Police, may suspend any member of the Traffic Unit for infractions of Police Department rules, regulations or policy.
 - b. If a Traffic Unit Officer is employed by another Town Department, his/her Department Head will be notified of any disciplinary action taken by the Police Department.
- B. Special Officers [\[16.3.1\]](#)
1. Selection and Authority of Special Officers
 - a. Selection: A Special Officer is a retired Police Officer (typically from the Lexington Police Department) who did not retire as a result of pending or outstanding disciplinary action, or an active police officer from another community, who has been recommended for appointment to the Town Manager by the Chief of Police, is physically fit as determined by a physician, meets training standards and maintains a standard of conduct (as citizens) consistent with the expectations of all Police Officer appointments. The appointment of Special Police Officers will be reviewed annually by the Chief of Police to determine fitness for duty. [\[16.3.2\]](#)
 - b. Authority: Special Police Officers shall have full police powers limited only by the appointing authority or Chief of Police. Their duties shall be limited to the working of paid details or if activated by the Chief of Police or designee, for an emergency or special event. [\[16.3.1\]](#)
 2. Duties of Special Officers [\[16.4.1 \(b\)\]](#)

- a. A Special Officer may be called upon to supplement resources in emergencies and special events, when there is a need for increased police personnel.
 - b. Special Officers are permitted to work other assignments as may be permitted by the Chief of Police or Designee including traffic and security assignments.
3. Training
- a. Special Officers are required to complete and maintain the following training standards in order to maintain their status and work as a Special Police Officer.
 - i. Graduation from a recruit academy training program specified by the Massachusetts Municipal Police Training Committee. [\[16.3.3\]](#)
 - ii. Special Officers will receive training equivalent to that statutorily required for full-time officers performing like functions. Such training will include CPR, First Responder, legal update and any other topics designated by the Massachusetts Municipal Police Training Committee (MPTC). Some of these courses will be hands on, such as CPR and Defensive Tactics; others may be taken in an on-line capacity. [\[16.3.5\]](#)
 - iii. Special Officers will be trained and well versed on Department policy 41B – Use of Force (Defensive Actions). They will also be tested in firearms proficiency and held to the same qualifications standards as full time officers. [\[16.3.6\]](#)
4. Liability Insurance
- a. Special Officers and Traffic Unit personnel are provided with public liability protection under applicable laws equal to that provided to full-time officers. [\[16.3.7\]](#)
5. Uniforms and Equipment
- a. Special Officers are authorized to wear the same uniforms and equipment as full-time officers, however: [\[16.3.4\]](#)
 - i. Special Officers shall purchase and wear only those uniforms and equipment as may be authorized by the Chief of Police or Designee and shall wear such uniforms and equipment while on duty or as otherwise authorized by the Chief of Police. See Department policy **22B - Uniforms and Equipment Standards/Dress Code**.
 - ii. Firearms shall be provided by the Special Officer and at his/her expense, but must be in compliance with Department Guidelines set forth in Department policy **41C – Firearms**.

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- iii. A yellow reflective traffic vest or yellow reflective outerwear, which meets American National Standards Institute (ANSI) standards, shall be worn at all times when directing or otherwise working in the street or as may be required from time to time. See Department policies: **63A – Traffic Direction & Control** and **22B - Uniforms and Equipment Standards/Dress Code**.
- iv. Special Officers are responsible for replacing all uniforms and equipment that are worn, do not meet minimum uniform standards or do not meet safety standards.