



# The Briefing Board

Number 24-29  
April 25, 2024

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## IMMEDIATE POLICY CHANGE EB-7, TRAFFIC CONTROL AND SERVICES

Sworn employees, reserve deputies, deputy services aides, and posse members are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All sworn employees, reserve deputies, deputy services aides, and posse members are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the Office Policy within **30 days**.

Employees are reminded that The Briefing Board has the same force and effect as Office Policy. Division commanders shall ensure that employees have access to a copy of this Briefing Board announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

## EB-7, TRAFFIC CONTROL AND SERVICES

Effective **April 26, 2024**, Office Policy EB-7, *Traffic Control and Services*, is revised as follows (Changes indicated in ~~strike through~~ and **UPPER-CASE BOLD UNDERLINED** text):

### DEFINITIONS

**SPECIAL EVENT: A LARGE PUBLIC GATHERING SUCH AS A PARADE, ATHLETIC CONTEST, CONCERT, OR ANY OTHER EVENT WHICH WOULD REQUIRE ADDITIONAL PERSONNEL FROM SEVERAL DIFFERENT AREAS WITHIN THE OFFICE.**

2. **Traffic Control Assistance:** Traffic control assistance shall be provided whenever it is necessary to re-establish the safe and efficient flow of vehicular and pedestrian traffic. **TRAFFIC CONTROL ASSISTANCE MAY BE REQUIRED DURING OFFICE SPECIAL EVENTS, AS SPECIFIED IN OFFICE POLICY EA-9, MANAGEMENT OF SPECIAL EVENTS.**
  
7. **Vehicle Escort Services: GUIDELINES FOR SWORN PERSONNEL REGARDING ESCORT SERVICES ARE AS FOLLOWS:**
  - A. **FUNERAL ESCORTS:** The Office ~~does not ordinarily~~ **MAY** provide funeral escort services, ~~except for funerals involving members of the Office or other law enforcement officers or fire service employees~~ **FIRST RESPONDERS** who have died in the line of duty. **FUNERAL ESCORTING FOR NON-FIRST RESPONDERS SHALL REQUIRE APPROVAL BY THE SHERIFF OR DESIGNEE.**
  
  - B. **VEHICLE ESCORTS: VEHICLE ESCORTING SHALL ONLY BE PROVIDED FOR SPECIAL EVENT PURPOSES INDICATED IN OFFICE POLICY EA-9, MANAGEMENT OF SPECIAL EVENTS. ALL OTHER VEHICLE ESCORTING IS PROHIBITED, TO INCLUDE FOR ANY OFF-DUTY LAW ENFORCEMENT EMPLOYMENT, UNLESS**




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**OTHERWISE APPROVED BY THE SHERIFF OR DESIGNEE.** However, for off-duty law enforcement employment purposes, if a vehicle escort is provided or requested for special events, members of the public requests, emergency vehicles, or oversized vehicles then Office Policy EA-18, *Law Enforcement Extra and Off-Duty Employment* shall apply, and prior approval from the Sheriff or designee is required.

**C. ESCORT SECURITY SERVICES: FOR SITUATIONS NOT RELATED TO SPECIAL EVENT PURPOSES, INDICATED IN OFFICE POLICY EA-9, MANAGEMENT OF SPECIAL EVENTS, SWORN PERSONNEL MAY PROVIDE SECURITY FOR PROFESSIONAL ATHLETIC TEAMS, VERY IMPORTANT PERSONS (VIPS), CELEBRITIES, AND DIGNITARIES, WITH SUPERVISOR APPROVAL, UNDER THE FOLLOWING RESTRICTIONS:**

- 1. FOR VEHICLE TRANSPORT PURPOSES, THE ESCORT SECURITY ONLY INCLUDES RIDING WITH THE TEAM, VIP, CELEBRITY, OR DIGNITARY IN A VEHICLE.**
  
- 2. SWORN PERSONNEL ARE PROHIBITED FROM BEING THE DRIVER IN EITHER AN OFFICE, PERSONAL, OR THE CLIENT'S VEHICLE, UNLESS OTHERWISE APPROVED BY THE SHERIFF OR DESIGNEE, TO INCLUDE DURING ANY OFF-DUTY LAW ENFORCEMENT EMPLOYMENT.**

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>TRAFFIC CONTROL AND SERVICES</b>	<b>Policy Number</b> <b>EB-7</b> <b>Effective Date</b> <b>03-01-24</b>
<b>Related Information</b> CP-4, <i>Emergency and Pursuit Driving</i> EA-10, <i>Hazardous Materials and Waste</i> EB-5, <i>Towing and Impounding Vehicles</i> GC-20, <i>Uniform Specifications</i> GI-1, <i>Radio and Enforcement Communications Procedures</i> GJ-35, <i>Body-Worn Cameras</i> GJ-36, <i>Use of Digital Recording Devices (Non Body-Worn Cameras)</i>	<b>Supersedes</b>  EB-7 (05-19-23)	

**PURPOSE**

The purpose of this Office Policy is to establish guidelines and procedures regarding traffic direction and control functions, ancillary traffic services, assistance to highway users, and communication and liaison with the Maricopa County Department of Transportation (MCDOT) Traffic Engineering Section.

Although this Office Policy refers to posse members throughout, the only posse members authorized to take any action outlined in this Office Policy are those members who are in an Intermediate Posse Member or above status.

**POLICY**

It is the policy of the Office to ensure that, in conjunction with other law enforcement agencies, traffic flow on all roadways in Maricopa County is controlled and free from hazards.

**DEFINITIONS**

**Deputy:** Any sworn law enforcement officer employed by the Office, and reserve deputies.

**Deputy Services Aide (DSA):** A civilian employee who is not a law enforcement officer, does not have arrest authority, and shall not act in a law enforcement capacity. A DSA is trained to assist Office patrol districts with various law enforcement functions to include administrative duties, lower priority level calls for service which do not require the response of a sworn deputy, and other events determined by a sworn supervisor to allow patrol deputies to respond to higher priority calls for service.

**Intermediate Posse Member:** A posse member who has successfully completed the Basic Posse Training Level, and the designated courses for the Intermediate Posse Training Level. This training level requires all courses to be successfully completed, such as, but not limited to: Stress Management, Stop the Bleed, Traffic A and B (Traffic Control), Radio Procedures; Body-Worn Camera (BWC) procedures, TraCS; Use of Force – Intermediate, Defensive Tactics – Intermediate, Complaint Reception and Processing; and the acknowledgement and understanding of Prison Rape Elimination Act (PREA) standards. These posse members are authorized to assist a division or district in an Office related function under the direction of a deputy. These duties include, but are not limited to: administrative duties; directing traffic; operating an Office approved vehicle upon successful receipt of a County Vehicle Use Permit (VUP); crime prevention programs; and assisting qualified armed posse personnel with prisoner transports.

**Safety Search:** A voluntary and consensual search conducted at the discretion of a deputy, DSA, or posse member prior to providing voluntary transportation to a motorist or non-motorist, as specified in this Office Policy. This search, conducted for safety purposes, consist of a pat down search for any items that may cause danger, risk, or injury, such as, but not limited to a firearm or a knife. This search is not conducted subject to an arrest or detention, a criminal investigation, or for any probable cause purposes.

**Voluntary Transportation:** A courtesy ride provided by a deputy, DSA, or posse member to a motorist or non-motorist under circumstances deemed by the deputy, DSA, or the posse member to be for humanitarian purposes. Deputies are authorized to offer courtesy rides to motorists or non-motorists following a detention or consensual encounter, if doing so would not otherwise interfere with their law enforcement responsibilities.

## PROCEDURES

1. **Road Closures and Lane Restrictions:** A technique used by deputies utilizing available equipment to stop, restrict, or divert traffic around an emergency incident. Equipment includes, but is not limited to, pylons, flares, lightweight barricades, tire deflation devices, or a fully marked patrol vehicle. A roadblock is not a planned event, rather is dictated by the current set of circumstances.
  - A. Deputies and supervisors may initiate a road closure or lane restriction on a trafficway or roadway for the safety of on-scene personnel and members of the public due to an emergency incident including, but not limited to, vehicle collisions, investigative and/or crime scene processing, fires, or chemical spills.
    1. Supervisory notification is required for all road closures and any prolonged lane restrictions conducted.
    2. Supervisors shall consider the totality of the circumstances of the incident and the need for the road closure or lane restriction. Supervisors shall have final authorization for continuation or cancellation of all road closures or lane restrictions.
    3. Extensive road closures requiring assistance from agencies such as the Regional Emergency Action Coordinating Team (REACT) shall require supervisor approval.
    4. Roadblocks required during a vehicle pursuit operation shall follow procedures, as specified in Office Policy CP-4, *Emergency and Pursuit Driving*.
  - B. Factors to be considered when initiating a road closure or lane restriction include, but are not limited to:
    1. The number of deputies available or assigned to the incident;
    2. The seriousness of the incident;
    3. The extensiveness of the scene or investigation;
    4. The safety of members of the public; or
    5. The safety of on scene personnel.
2. **Traffic Control Assistance:** Traffic control assistance shall be provided whenever it is necessary to re-establish the safe and efficient flow of vehicular and pedestrian traffic.
  - A. Deputies, deputy services aides (DSA), and posse members shall wear the Office issued reflective traffic vests or a reflective vest approved by their division commander or designee and are encouraged to wear the Office issued general duty helmet. Authorized equipment used for directing traffic is specified in

Office Policy GC-20, *Uniform Specifications*. Additional safety precautions shall be used when providing traffic direction and control under adverse road or weather conditions.

- B. A whistle may be used in conjunction with hand signals. The whistle should be used only to direct pedestrians or drivers to stop or go, or to gain their attention.
  - C. A flashlight may be used to signal or direct traffic. The beam from the flashlight should strike the pavement in front of the vehicle. After the driver has stopped their vehicle, the appropriate traffic direction may be given to the driver.
3. **Inoperative or Ineffective Traffic Control Devices:** Traffic flow is normally controlled through traffic signs or electronic devices. Whenever an electronic traffic control device is found to be inoperative or ineffective in controlling traffic, deputies, DSAs, and posse members shall stand by and direct traffic, as appropriate, until the situation is corrected or stabilized, unless the deputy is responding, or is dispatched to an emergency call for service. Deputies, DSAs, and posse members, shall be responsible for regulating traffic flow, controlling turning movements of vehicles, coordinating vehicle movements with the flow of traffic at adjacent intersections, detouring traffic as necessary, and facilitating emergency vehicle movement.
- A. Traffic can be directed by manually operating the traffic signal device or by physically directing the traffic flow by the use of hand and arm movements.
  - B. In all situations involving an inoperative or disabled traffic light, deputies, DSAs, and posse members required to physically direct traffic shall ensure the traffic light is flashing red or is completely turned off in order to reduce confusion to motorists.
  - C. Deputies, DSAs, and posse members shall notify the Communications Division of any traffic problems requiring auxiliary traffic control, request appropriate assistance, and take all necessary steps to facilitate the flow of traffic until the situation or incident is stabilized.
4. **Portable Traffic Signs:** If the volume of traffic does not justify a deputy, DSA, or a posse member to direct traffic, portable traffic signs or barricades may be utilized when some form of traffic control is necessary.
5. **Roadway Hazards:** Any roadway hazard likely to cause injury or death, such as downed stop signs or inoperative traffic signals, shall be immediately reported to the Communications Division who shall notify MCDOT, or the appropriate municipal transportation department if in a city or town. The reporting deputy, DSA, or posse member should normally remain at the hazard scene until repairs can be made or warning signs erected.
- A. Other hazards which are not likely to cause injury, death, or property damage shall be reported to the Communications Division with a request that the proper repair agency be notified.
  - B. If repairs to the other hazards which are not likely to cause injury, death, or property damage have not been accomplished within a reasonable period of time, it shall be the reporting deputy, DSA, or posse members responsibility to forward a written memorandum to their immediate supervisor.
6. **Traffic Accidents:** Traffic direction may be required at an accident scene to prevent additional injuries or property damage, to protect the accident scene, or to maintain the efficient flow of vehicular traffic in the area. Traffic direction at an accident scene may be accomplished through the use of flares, traffic cones, barricades, and/or manual traffic direction. To maintain efficient traffic control and minimize danger, deputies, DSAs, and posse members shall make maximum use of temporary traffic control devices when directing traffic, especially during the evening hours or adverse weather conditions.
- A. Flares are generally used at dusk, dawn, or during the night to provide maximum visibility of any traffic direction device, or to provide additional safety for the deputy, DSA, or the posse member directing

traffic. Flares should **not** be used at scenes where combustible fluids have been spilled onto the roadway or any area that poses a fire hazard risk, or at a location close to the scene as to present a hazard to people.

- B. Traffic cones may be used alone or in conjunction with flares to provide necessary traffic direction and control.
  - C. If the accident is serious, it may be necessary to barricade the roadway and detour traffic. This may entail the use of flares, traffic cones, or some type of barricade. If a patrol vehicle is used as a barricade, the vehicle should be parked at a 45 degree angle to the traffic flow. In this position, deputies, DSAs, and posse members can observe traffic and maintain mobility.
    - 1. If the necessary equipment is not in supply or cannot be transported from the district substation, deputies, DSAs, and posse members shall notify the Communications Division of the need for signs or barricades. The Communications Division shall request MCDOT or REACT respond to the scene for the placement of the signs or barricades.
    - 2. Situations involving hazardous materials on or around a highway shall be managed, as specified in Office Policy EA-10, *Hazardous Materials and Waste*. DSAs and posse members shall only take positions of perimeter to assist with security and traffic control from a safe distance when assisting in hazardous material incidents.
  - D. When the roadway hazard is at a roadway construction site and the construction company is unable to supply the necessary hazard warning devices to properly warn the public of the hazards, the Communications Division shall notify MCDOT, REACT, or the appropriate municipal transportation department if in a city or town, of the hazard and the need for the appropriate signs or barricades.
  - E. When road conditions require investigation or repair by MCDOT, or a municipal transportation department if in a city or town, deputies, DSAs, and posse members shall provide the Communications Division with the exact location and a brief explanation of the present situation or the problem. Deputies, DSAs, and posse members should normally remain at the scene to provide necessary traffic control until the situation is corrected or stabilized.
7. **Vehicle Escort Services:** The Office does not ordinarily provide funeral escort services, except for funerals involving members of the Office or other law enforcement officers or fire service employees who have died in the line of duty. However, for off-duty law enforcement employment purposes, if a vehicle escort is provided or requested for special events, members of the public requests, emergency vehicles, or oversized vehicles then Office Policy EA-18, *Law Enforcement Extra and Off-Duty Employment* shall apply, and prior approval from the Sheriff or designee is required.
8. **Assistance to Highway Users:** Deputies, DSAs, and posse members may provide general assistance to highway users whose vehicles become stranded or disabled. This includes providing information and direction, assisting the motorist in making minor repairs, changing tires, pushing disabled vehicles off the roadway, and requesting tow services through the Communications Division. Before providing any assistance, deputies, DSAs and authorized posse members assigned body-worn cameras shall place the body-worn camera in Event Mode, as specified in Office Policies GJ-35, *Body-Worn Cameras* and in Attachment A of GJ-27, *Sheriff's Posse Program*. If a posse member is providing assistance, they are prohibited from using any other digital recording devices, whether purchased by the posse member or their posse branch, as specified in Office Policy GJ-36, *Use of Digital Recording Devices* (Non Body-Worn Cameras). Deputies who are not assigned body-worn cameras and do not have a primary assignment of patrol or the responsibility of making traffic stops, should not be discouraged from providing assistance to highway users.

- A. Deputies, DSAs, and posse members may push a disabled vehicle from a roadway providing the patrol vehicle has a push bar to prevent damage to the disabled vehicle and to the patrol vehicle. Deputies, DSAs, and posse members shall ensure the disabled vehicle has adequate steering and braking power to allow it to be moved safely from the roadway. The vehicle shall be pushed only that distance required to move it safely from the roadway.
- B. Deputies, DSAs, and posse members may jump-start a disabled vehicle, but should inspect the jumper cables prior to use to ensure the cables and components are in good condition and connected properly.
- C. Deputies, DSAs, and posse members shall provide motorists whose vehicles become disabled in hazardous locations with sufficient assistance to ensure their safety. Assistance may include voluntary transportation (courtesy ride) or communications to obtain needed services.
  - 1. The disabled vehicle shall be parked so as not to obstruct the normal flow of traffic and shall be left reasonably secured.
  - 2. A vehicle may be towed from a public roadway if a hazard exists or the vehicle seriously disrupts the normal flow of traffic, as specified in Office Policy EB-5, *Towing and Impounding Vehicles*.
  - 3. Deputies, DSAs, and posse members shall not recommend any particular repair facility but may direct or provide voluntary transportation for the motorist to the nearest facility.
- D. Deputies, DSAs, and posse members may provide voluntary transportation to a motorist or non-motorist at their discretion under circumstances deemed by the deputy, DSA, or the posse member to be for humanitarian purposes. Before providing any transportation, deputies, DSAs and authorized posse members assigned body-worn cameras shall place the body-worn camera in Event Mode. If a posse member is providing assistance, they are prohibited from using any other digital recording devices, whether purchased by the posse member or their posse branch, as specified in Office Policy GJ-36, *Use of Digital Recording Devices (Non Body-Worn Cameras)*. Deputies who are not assigned body-worn cameras and do not have a primary assignment of patrol or the responsibility of making traffic stops should not be discouraged from providing assistance to motorists or non-motorist.
  - 1. The deputy, DSA, or the posse member shall advise the Communication Division:
    - a. When voluntary transportation is provided or declined; and
    - b. The nature and location of the call or activity.
  - 2. When voluntary transportation is provided, deputies, DSAs, and posse members shall document the starting point, beginning mileage, the termination point, and the ending mileage in the Computer Aided Dispatch (CAD) under the “Transport” and the “Transport Arrive” options. This is to ensure the safety of the deputy, DSA, and the posse member, and the transported individual.
    - a. Each entry made into CAD shall be documented plainly and clearly that the individual requested or accepted the deputy’s, DSAs, or posse member’s offer for voluntary transportation to a safe place and did so on a voluntary basis.
    - b. If there is no CAD access, the deputy, DSA, or posse member shall contact the Communication Division with the information concerning the voluntary transportation.

3. For the safety of the individual, deputy, DSA, and posse member, a voluntary and consensual safety search of the motorist or non-motorist should be requested. If requested, the safety search shall be requested without the use of fear, threats, or promises.
  - a. Deputies, DSAs, and posse members should search the motorist or non-motorist and the property upon the individual giving voluntary and consensual approval for the search.
    - (1) Deputies, DSAs, and posse members shall advise the Communication Division that a consent to search has been conducted, as specified in Office Policy GI-1, *Radio and Enforcement Communications Procedures*.
    - (2) When possible, the motorist or non-motorist's property should be safely secured in the patrol vehicle away from the individual. This may include purses, backpacks, knives, or other items. Items that can be safely secluded from the individual do not require a search.
  - b. The motorist or non-motorist may withdraw consent to a search at any time. Should this withdrawal of consent occur, the search shall be terminated immediately. If the search is declined, the deputy, DSA, or the posse member may refuse to provide voluntary transportation to the individual but should offer other assistance, such as a call for other arrangements, if possible.
  - c. In the event items of contraband are discovered during a voluntary and consensual search by a DSA or posse member, the search should immediately be stopped and a deputy should be notified for further action and disposition.
4. Deputies, DSAs, and posse members shall not question individuals about their immigration status during voluntary transportation. However, in the event that, during the course of a voluntary transportation, an individual voluntarily notifies the deputy, DSA, or the posse member that they are undocumented, or the deputy, DSA, or posse member learns that the individual is undocumented, the deputy, DSA, or posse member shall contact their supervisor prior to asking the individual any further questions about their immigration status or further discussions relating to the individual's immigration status.
9. **Traffic Engineering:** The Office performance of traffic engineering related activities shall include handling or referring of complaints or suggestions concerning highway, traffic, or engineering deficiencies.
10. **Traffic Engineering Deficiencies:** Upon receipt of complaints or discovery of traffic engineering deficiencies of a non-emergency nature, such as needed stop or speed limit signs, deputies, DSAs, and posse members shall forward a memorandum through the chain of command to the appropriate patrol bureau. The memorandum shall include a detailed description of the problem and may include suggestions to correct the problem. The appropriate patrol bureau chief or designee shall forward a copy of the memorandum, and any appropriate documentation, to MCDOT's Traffic Engineering Section. If the traffic engineering problem is discovered in the course of a traffic accident investigation, the investigator shall attach a copy of the accident report to the memorandum.