



## Lunenburg Police Department

<b>Policy Number:</b> <b>4.41</b>	<b>Subject:</b> <b>Civilian Traffic Unit</b>
<b>Issue Date:</b> <b>4/13/2022</b> <b>Revision Date (s):</b> <b>7/20/2022</b> <b>Effective Date:</b> <b>4/13/2022</b>	<b>Massachusetts Police Accreditation</b> <b>Standards Referenced:</b> <b>16.4.1; 16.4.2; 16.4.3; 32.2.1; 41.3.4</b>
<b>Issuing Authority:</b>  <i>Chief Thomas L. Gammel</i>	

### I. POLICY

The Lunenburg Police Department has had the authority to appoint personnel who are not full-time police officers to traffic duties. These candidates would have to have retired in good standing, continue yearly training, as any full-time officer, receive a recommendation from the Chief and take an oath of office. Their experience in public safety and years of service to the community make them ideal candidates to promote a safe environment for motorists.

Given this foundation and the establishment of POST in the Commonwealth of Massachusetts, the Civilian Traffic Unit has been expanded but shall only include retired public safety personnel, as they both have experience in traffic direction and control duties. The Civilian Traffic Unit is staffed by individuals who are not sworn police officers [16.4.1]. This policy will promulgate previously written and unwritten guidelines while outlining new standards by which individuals may qualify to work on the Civilian Traffic Unit.

It is the policy of the Town of Lunenburg Police Department to:

- A. Maintain a Civilian Traffic Unit made up of per diem personnel that are trained, reputable retired public safety employees to supplement the traffic direction and control needs of the Town of Lunenburg.
- B. Ensure Civilian Traffic Unit personnel receive training consistent with the guidelines in this policy.
- C. Ensure Civilian Traffic Unit personnel perform only those duties authorized by the Chief of Police or designee.

## II. DEFINITIONS

- A. Civilian Traffic Unit Member: A non-sworn per diem employee of the Town of Lunenburg Police Department whose duties and authority are restricted to traffic direction, control, and safety only [16.4.1].
- B. Full Time Sworn Officer: A full-time sworn member of the Department who is appointed as a Lunenburg Police Officer under M.G.L. Chapter 41, Section 98.

## III. PROCEDURES

### A. Civilian Traffic Unit

#### 1. Appointing Authority

- a. The Town Manager is the appointing authority for the Town of Lunenburg and may appoint or remove individuals from the Civilian Traffic Unit, as recommended by the Chief of Police.
- b. The Chief of Police
  - i. May assign the Civilian Traffic Unit employees of the Police Department who otherwise meet the eligibility requirements.
  - ii. May recommend for appointment, by the Chief of Police, reputable retired public safety personnel.
  - iii. Shall ensure that the Civilian Traffic Unit meets the needs of Town of Lunenburg through training, assignment and proper supervision.
  - iv. Has the power, as given by the Chief of Police, to remove or suspend individuals from the Civilian Traffic Unit, limit the size of the Civilian Traffic Unit and suspend or terminate the program.

#### 2. Appointment

- a. Police and Fire Department Retirees
  - i. Retired Employees, who retire or separate from service in good standing (other than an accidental or disability retirement).
- b. Background Investigation
  - i. All members of the Civilian Traffic Unit are subject to a background check due to their affiliation with the Police Department, access to secure locations within the police station, potential control 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 and conducted at the direction of the Chief of Police.

- ii. A one-page form located further down in this policy, needs to be completed by the applicant, with associated materials completed.
- iii. At least three (3) personal references, listed on the applicant form, will be verified [32.2.1].

### 3. Terms of Service

- a. An appointment to the Civilian Traffic Unit will typically be for a one (1) Year term of service. When possible, all terms of service will begin on July 1 and end on June 30th. The term of service may be lengthened, if necessary, to align with the December end date.
- b. There is no automatic renewal.
- c. The Chief of Police, has the sole power for setting additional requirements for qualifications.
- d. The Chief of Police or designee may suspend participation in the Civilian Traffic Unit as part of any disciplinary action or in the best interest of the Town or Department.

### 4. Annual Requirements

- a. **Letter of Interest:** Every Civilian Traffic Unit member must submit a letter of interest of reappointment to the Chief of Police annually and at least two months prior to the expiration of their appointment.
- b. **Physical Fitness:** Each Civilian Traffic Unit member must submit, **annually**, a letter from their primary care physician indicating that they are physically fit to perform the duties of a Civilian Traffic Officer. The standards of fitness will be established by the Town of Lunenburg and made available to interested candidates. This physical will be done at no cost to the Town of Lunenburg.
- c. **See form located at the end of this policy.**
- d. **CPR and First Aid:** Personnel must be certified in CPR and First Aid prior to working with the Civilian Traffic Unit. Each member must maintain their CPR and First Aid certification (at no cost to the Town) as a requirement for remaining on the Civilian Traffic Unit. As funding permits, the Police Department will make available recertification courses for CPR and First Aid. [16.4.2]
- e. **Uniform:** Civilian 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 this policy. [16.4.3]
- f. **Uniform Purchase:** Civilian Traffic Unit personnel are required to purchase their own uniforms. The Police Department will designate the

required components. Civilian Traffic Unit personnel shall purchase replacement parts as needed for lost, worn or damaged equipment. The department does not issue uniforms or equipment to members of the Civilian Traffic Unit [41.3.4].

- g. Civilian Traffic Unit personnel **are not authorized to carry a firearm or weapon** or other police equipment while performing duties for the Traffic Unit. [16.4.1]
- h. After appointment, it is necessary for Civilian Traffic Unit members to work details to maintain skills. A Civilian Traffic Unit member's availability to work during the year appointment will have bearing on their potential reappointment.
- i. Civilian Traffic Unit members must adhere to the Lunenburg Police Department rules and regulations and instructions from Police Officers and Supervisors. Courtesy and respect for others is a mandatory requirement. Detail billing slips must be accurate and complete, along with any further requirement of the Detail Tracking System.

5. Training of Traffic Personnel [16.4.2]

- a. Introduction to traffic work and the Police Department will take as long as necessary to learn pertinent policies and procedures, as prescribed by the Chief of Police or designee. Per Diem Personnel will not be compensated for this class.
- b. Each Civilian Traffic personnel will learn, and remain familiar with Department policies and rules.
- c. At least annually, there will be a written acknowledgement of the Harassment Policy and biannually Massachusetts conflict of interest training.
- d. Civilian Traffic Unit per diem personnel are not employees of the Town of Lunenburg and are not entitled to benefits as it relates to M.G.L .c.41, section 111F.
- e. Civilian Traffic Unit per diem personnel are not entitled to any benefit(s) that are bargained by the International Brotherhood of Police Officers, Local 353, AFL-CIO.
- f. Candidates from the Fire Department will have to provide proof of Traffic Management training certification, from a reputable agency, approved by the Chief of Police.

6. Disciplinary Action

- a. The Chief of Police may suspend or terminate any member of the Civilian Traffic Unit for infractions of Police Department rules, regulations or policies.

#### IV. CHAIN OF COMMAND

The members of the Civilian Traffic Unit report directly to the supervisor in charge of the Civilian Traffic Unit, however, must follow the direction of any sworn officer or supervisor of the Town of Lunenburg Police Department. Should a member of the Civilian Traffic Unit have any issue or grievance they would like addressed, they must first notify the supervisor in charge of the Civilian Traffic Unit, then the Chief of Police if the issue is not settled.

#### V. UNIFORM [16.4.3]

##### A. Pants

1. Charcoal Gray
  - a. 5.11 style, or similar

##### B. Shorts

1. Black
  - a. 5.11 style, or similar

##### C. Long Sleeve Polo

1. Gray- "TRAFFIC" on rear center.
  - a. 5.11 style, or similar

##### D. Short Sleeve Polo

1. Gray- "TRAFFIC" on rear center
  - a. 5.11 style, or similar

##### E. Hat

1. Charcoal Gray Hat
  - a. Baseball Hat "TRAFFIC" on front center.
2. Black Watch Cap
  - a. For winter use "TRAFFIC" on front center.

##### F. Rain Jacket

1. Hi-Viz Yellow
  - a. Storm Cover Rainwear Jacket (Model No. RWJ102)  
<https://www.trafficsafetystore.com/workwear/stormcover-hi-vis-jacket#RWJ102%20L-XL>
  - b. Or Similar

##### G. Rain Pants

1. Hi-Viz Yellow
  - a. Storm Cover Rainwear Pants (Model No. RWP102)
  - b. <https://www.trafficsafetystore.com/workwear/stormcover-hi-vis-pant#RWP102%20L-XL>
  - c. Or Similar
- H. Winter Jacket
  1. Hi-Viz Yellow
    - a. BizFlame Rain Hi-Vis Antistatic FR Bomber Jacket (Model No. US773)  
<https://www.trafficsafetywarehouse.com/searchprods.asp?txtsearch=us773>
    - b. Hi-Viz 7-in-1 Traffic Jacket (Model No. US427)  
<https://www.trafficsafetywarehouse.com/searchprods.asp?txtsearch=us427>
    - c. Or Similar
- I. Light Weight Jacket
  1. Hi-Viz Yellow
    - a. Premium Class 3 Windbreaker Jacket - Lime (Model No. 7503)
    - b. <https://www.trafficsafetywarehouse.com/searchprods.asp?txtsearch=7503>
- J. Traffic Vest
  1. Hi-Viz Yellow
    - a. Blauer343
    - b. "TRAFFIC" the ANSI reflective material, on the front and back of vest.
    - c. ANSI reflective safety "TRAFFIC" vest must be worn as the external layer  
**at all times**
- K. Footwear
  1. Footwear must be black in color

**NOTE:** The utilization of old equipment or police uniforms at any time is not authorized. This uniform is intended to meet State and Federal Law/Standards in regards to traffic safety, while clearly distinguishing between police officer and civilian.