

4.41 Traffic Constable



TRAFFIC CONSTABLE

POLICY & PROCEDURE NO. 4.41	SECTION Administration	PAGES: 6
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 16.4.1; 16.4.2; 16.4.3; 32.2.3; 31.3.4; 32.2.1; 41.3.4		ISSUE DATE: January 21, 2025
ISSUING AUTHORITY: 		EFFECTIVE DATE: January 24, 2025
Chief Nathan Hagglund		REVISION DATE:

I. POLICY

The West Brookfield Police Department has the authority to recommend appointment of 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, or active-duty firefighters in good standing and 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 Traffic Constable shall only include retired public safety personnel or active-duty West Brookfield Fire Department personnel as they both have experience in traffic direction and control duties. The Traffic Constable is staffed by individuals who are not sworn Police Officers [16.4.1].

It is the policy of the Town of West Brookfield Police Department to:

It is the policy of this department that:

- a. Traffic Constables are not sworn Police Officers and are not covered by M.G.L. CH 41 SEC. 98. Traffic Constables have absolutely no authority to issue citations, effect seizures, serve arrest warrants and other process, or make arrests

4.41 Traffic Constable

- b. Traffic Constables are appointed, pursuant to G.L. c. 41. section 91A, by the Select Board, upon the recommendation of the Chief of Police for no more than a one-year term.
- c. Traffic Constables are not covered by any collective bargaining unit and as such do not have the right of grievance.

II. DEFINITIONS

- A. **Traffic Constable Member:** A non-sworn per diem employee of the Town of West Brookfield 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 West Brookfield Police Officer under M.G.L. Chapter 41, Section 98

III. PROCEDURES

A. Application Process

- 1) Resume
- 2) Completed Town of West Brookfield Employment Application
- 3) **App**lications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process. [31.3.4]

B. Appointment

- 1) West Brookfield active-duty Firefighters or retired Police Officer.
 - a) Active-duty West Brookfield Firefighters that are in good standing.
 - b) Retired sworn law enforcement employees, who retire or separate from service in good standing (other than accidental or disability retirement).
- 2) Background Investigation
 - a) All Traffic Constables 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.
 - b) **At l**east three (3) personal references, listed on the applicant form, will be verified [32.2.1].

4.41 Traffic Constable

C. Terms of Service

- (1) An appointment to the Traffic Constable 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.
- (2) There is no automatic renewal.
- (3) The Chief of Police has the sole power for setting additional requirements for qualifications.
- (4) The Chief of Police or designee may suspend participation in the Traffic Constable as part of any disciplinary action or in the best interest of the Town or Department.

D. Annual Requirements

- (1) **Letter of Interest:** Traffic Constables 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.
- (2) **CPR and First Aid:** Traffic Constables must be certified in CPR and First Aid prior to working with the Traffic Constable. Each member must maintain their CPR and First Aid certification (at no cost to the Town) as a requirement for remaining on the Traffic Constable. As funding permits, the Police Department will make available recertification courses for CPR and First Aid. [16.4.2]
- (3) **Uniform:** Traffic Constables 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]
- (4) **Uniform Purchase:** Traffic Constables are required to purchase their own uniforms. The Police Department will designate the required components. Traffic Constable 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 Traffic Constable [41.3.4].
- (5) Traffic Constable personnel **are not authorized to carry a firearm or weapon** or other police equipment while performing duties for the Traffic Unit. [16.4.1]
- (6) After appointment, it is necessary for Traffic Constable members to work details to maintain skills. A Traffic Constable member's availability to work during the year appointment will have bearing on their potential reappointment.
- (7) Traffic Constables must adhere to the West Brookfield 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.

4.41 Traffic Constable

E. Training of Traffic Personnel [16.4.2]

- (1) Introduction to traffic work and 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.
- (2) Each Traffic Constable will learn and remain familiar with Department policies and rules.
- (3) At least annually, there will be a written acknowledgement of the Harassment Policy and biannually Massachusetts conflict of interest training.
- (4) Traffic Constables are not sworn members of law enforcement and are not entitled to benefits as it relates to M.G.L .c.41, section 111F.
- (5) Traffic Constables are not entitled to any benefit(s) that are bargained by the New England Police Benevolent Association local 83A/B.
- (6) Order of Job Assignments
 - (a) West Brookfield Police Officers
 - (b) Retired Police Officers
 - (c) Sworn Officers from neighboring departments
 - (d) West Brookfield active-duty fire department traffic constables.
- (7) 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.

F. Disciplinary Action

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

III. Equal Opportunity Employment [31.2.3]

- a. The Town of West Brookfield is an equal opportunity employer. The Town does not unlawfully discriminate based on race, color, age, sex, genetic information, sexual orientation, religion, national origin, ancestry, disability, military status, or any other legally protected classification with regard to any term or condition of employment including, but not limited to, hiring, firing, promotions, discipline changes in compensation or benefits.
- b. The Town will make reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job(s) they are holding or seeking unless doing so would result in an undue hardship. The Town will also make reasonable accommodation in the hiring process. Accommodation requests are evaluated on a case-by-case basis. All employees are

4.41 Traffic Constable

expected to support and participate in any reasonable accommodation determined by management.

IV. CHAIN OF COMMAND

Traffic Constables report directly to the Chief of Police or designee, however, must follow the direction of any sworn officer or supervisor of the Town of West Brookfield Police Department. Should a member of the Traffic Constable have any issue or grievance they would like addressed, they must first notify the then Chief of Police or designee.

V. UNIFORM [16.4.3]

Traffic Constables shall wear the following uniform on duty as a Traffic Constable:

1. Pants: Blauer BDU Blue Trousers
2. Shirt: Shirt- HI-VIS ANSI 107-2010 polo shirt long or short sleeve with
 - a. Active-Duty Firefighters - West Brookfield Fire department patch on left shoulder.
 - b. Retired Police Officers – West Brookfield Police Department patch on left shoulder.

A short sleeve is authorized from April 1 to November 1.

3. Hat: Baseball hat will read “Traffic”
4. Suitable Black uniform shoes or boots consistent with what a Police Officer is authorized shall be worn.
5. Traffic Constables must be equipped with a flashlight when working in evening lighting conditions.
6. High Visibility reflective vests and outerwear jackets must be stenciled “Traffic”.

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 regard to traffic safety, while clearly distinguishing between Police Officer and civilian

4.41 Traffic Constable

VI. Communication

Traffic Constables shall sign out a portable radio when available through dispatch after accepting a detail assignment to effectively keep two-way communications. Portables must be returned at the end of daily detail assignments.

VII. Duties

- A. Working at assigned locations, performs traffic control duties including manually directing traffic, operating traffic signal controls, and placing traffic cones and barricades to safely direct and control traffic flow.
- B. Renders assistance to motorists when appropriate
- C. Assists the public with information regarding directions, street locations, points of interest, etc.
- D. Observes and reports Hazardous conditions/situations.