

**Traffic Officer - 2024
(Class Code 3214)**

Task List

A. Administrative/ Other

1. Receives oral instructions from supervisor including type of assignment, location, time and duration in order to identify job assignment.
2. Inspects City vehicles before and after use, using a Vehicle Inspection form as a guide, which includes items such as lights, mileage, safety belts, and any dents or marks on body in order to assure vehicle is in proper working order.

B. Traffic Control

3. Visually assesses the intersection, considering traffic flow, obstacles to traffic, and vehicles parked nearby, in order to determine what position and sequence would be most effective to move traffic with minimum effort.
4. Sets out traffic control devices such as barricades, cones, and flares in order to divert or slow traffic.
5. Looks 1-2 blocks in all directions for traffic lights/lack of traffic lights, other Traffic Officers, and back-up at subsequent intersections in order to coordinate the flow of traffic in the intersection with that of surrounding areas and to prevent gridlock.
6. Walks to or from the center of the intersection following traffic signals in order to arrive safely at an optimal location to direct traffic where Officer is visible to all vehicles and pedestrians, or to safely exit the intersection.
7. Uses appropriate arm/hand motion in order to perform standard signals such as stop, proceed, turn left or right in order to expedite the movement of traffic.
8. Blows whistle in order to gain the attention of drivers and pedestrians in emergency situations.
9. Remains aware of traffic in all directions during traffic control duties in order to assure the safe and efficient flow of traffic.
10. Stops all traffic in the intersection when emergency vehicles such as a Rescue Ambulance, Fire, or Police vehicles are approaching the intersection in order to clear for quick passage of the emergency vehicle.

11. Determines the amount of space available beyond the intersection, and selects a car in oncoming traffic as the final car to proceed in order to prevent gridlock and/or pedestrian blockage.
12. Assess traffic at the scene of a traffic accident and takes appropriate action such as stopping or directing traffic in order to clear lanes to effectively move traffic.
13. Diverts traffic around a traffic accidents by using hand/arm signals in order to assure the accident site is safe and traffic continues to flow smoothly.
14. Monitors intersection before leaving location in order to assure traffic is flowing effectively.
15. Uses safety equipment such as reflector vests, white gloves, and hat in order to make the Officer more visible at all times while directing traffic.

C. Parking Enforcement

16. Familiarizes self with the assigned area using beat maps/boundaries, which shows location of designated parking areas in order to have a basis for efficient patrol of beat.
17. Mentally maps out the optimum patrol route, which will allow the Officer to cover violation areas and enforce at the appropriate time, such as street cleaning, no stopping, time limit, and metered zone violations in order to assure the beat is covered in the most effective manner.
18. Patrols assigned area in order to identify motor vehicles parked in violation of Los Angeles Municipal Codes (LAMC) and the California Vehicle Codes (CVC).
19. Marks tires of vehicles in timed parking zones with chalk or with valve stem, documents time, and returns at the designated time in order to enforce time limit violations.
20. Completes a citation when a vehicle is in violation of the LAMC or CVC. A citation shall include date, time, location, vehicle make, color, registration month and year type of violation, and affixes citation to the vehicle (usually under windshield wiper), keeping in mind exempt vehicles may not be enforced for certain violations.
21. Completes work-order form in the hand held computer to identify and report broken meters and damaged (i.e., missing, faded, or vandalized) parking signs in order to inform the appropriate maintenance personnel.

22. Issues warnings and notices for vehicles parked in violation of new sign postings, resume enforcement of parking violations, and/or changes in parking violations.
23. Contacts the Communication Center via a two-way radio for the auto status of a possible abandoned vehicle. After verification an Officer shall mark and warn a vehicle for 72 hours violation, issue a citation or impound the vehicle.
24. Checks that the posted restriction signs are clearly visible from the vehicle parked in violation.
25. Records all daily field activities in the hand-held computer of the duties performed including but not limited to citations issued, citizen complaints, or unusual situations.
26. Completes appropriate forms or memos describing problems or incidents such as City vehicle traffic accidents, citizen complaints or traffic control incidents.
27. Completes an impound form which includes time, date, vehicle description, Vehicle Identification Number (VIN) location, reason for impound, inventory of vehicle, signatures of Traffic Officer and Tow Truck Driver, in order to document impound procedure.
28. Testifies at impound hearing in order to explain reasons for and circumstances surrounding the vehicle impound.
29. Uses two-way radio in order to report status and problems, request information, or obtain instructions from supervisors.
30. Answers questions, explains parking regulations and codes, assists citizens in contacting appropriate authorities, provides information to the public, all while demonstrating courtesy, professionalism, and awareness of personal safety in order to project a positive, helpful image of the City.
31. Listens to irate citizens' complaints and calmly explains parking regulations, and/or offers suggestions in order to attend to the citizen's concern, or leaves area depending on the severity of the situation in order to deescalate a conflict situation.
32. Contacts Communication Center via two-way radio, to report incidents such as signal outages, downed wires, accidents, or dead animals in order for them to inform the appropriate authorities for immediate response.