

Traffic Officer  
(Class Code 3214)

Task List

1. Receives oral instructions from supervisor including type of assignment, location, time and duration in order to identify job assignment.
2. Visually assesses area of job site, 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.
3. Sets out traffic control devices such as barricades, cones, no turn signals, and flares in order to divert or slow traffic.
4. 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 at job site with that of surrounding areas and to prevent gridlock.
5. Walks to center of intersection or from intersection following traffic signals in order to arrive safely at optimal location for directing traffic where Officer is visible to all vehicles and pedestrians, or to safely depart job site.
6. Uses appropriate arm/hand motion in order to perform standard signals such as stop, turn left or right, and proceed in order to direct traffic.
7. Remains aware of traffic in all directions during traffic control duties in order to assure the safe and efficient flow of traffic.
8. Stops all traffic in intersection when an emergency vehicle such as a Rescue Ambulance, Fire or Police vehicle are one block away in order to clear intersection for quick passage of emergency vehicle.
9. Determines amount of space available past the intersection, and selects a car in oncoming traffic as the final car to proceed in order to prevent gridlock and/or pedestrian blockage.
10. Assess traffic at the scene of a non-injury accident and takes appropriate action such as stopping or directing traffic in order to clear lanes to effectively move traffic.
11. Diverts traffic around an accident when injuries occur using hand/arm signals in order to assure accident site is safe and traffic continues to flow smoothly.

12. Monitors intersection before leaving location in order to assure traffic is flowing effectively.
13. Uses safety equipment such as reflector vests, and white gloves and hat in order to make Officer more visible as dictated by conditions such as lighting and weather.
14. Familiarizes self with assigned area using beat maps, which shows location of designated parking areas in order to have a basis for efficient patrol of beat.
15. Mentally maps out the optimum patrol route, which will allow the Officer to cover violation areas at the appropriate time, such as a street cleaning (6-8am), a no stopping area (6am-9am and 4pm-6pm) , a time limit parking area, and all metered and zoned areas in order to assure the beat is covered in the most effective manner.
16. Patrols assigned area in order to identify motor vehicles parked in violation of Cit of Los Angeles municipal code and the State Vehicle Code.
17. Inspects City vehicles before and after use, using a vehicle report (check list) as a guide, which includes items such as oil, lights, mileage, safety belts, and any dents or marks on body in order to assure vehicle is in proper working order.
18. Marks tires of vehicles in timed parking zones with chalk or with valve stem, documents time, and returns at a later time in order to enforce time limit violations.
19. Identifies and enforces parking meter zones.
20. Compiles a citation, which includes date, time location, make, color, and year of vehicle, and reason for citation, keeping in mind exempt vehicles, and affixes citation to vehicle (usually under windshield wiper) in order to issue a citation for a parking violation such as parking in a red zone, parking meter has expired, or parking during prohibited intervals.
21. Completes work-order form to identify and report broken meters and down signs in order to inform the appropriate maintenance personnel so the situation may be corrected.
22. Issues warnings and notices for vehicles parked in violations of law in special cases such as new postings non-felony stolen vehicles, and vehicles in order to notify owner of vehicles of violation without citing.

23. Contacts the Communication Unit via a two-way radio for the auto status, abandoned vehicles and may issue a citation in order to impound a vehicle.
24. Checks area around vehicle parked in violation in order to assure the sign indicating law or code is posted in a clear and visible location.
25. Reads license plates and looks up number on computer in order to identify those vehicles with 5 or more parking violations.
26. Contacts Communication Operator or Boot Operator if license number appears on hand-held computer in order to determine if the vehicle is "boot eligible."
27. Attaches boot to tire of habitual violator's vehicle (usually front left tire) using a small wrench to tighten in order to immobilize vehicle.
28. Fills out a boot report containing information such as date, time, vehicle description, and reason for boot in order to document booting activities.
29. Places orange stickers on windshield of booted vehicle, which explains reason for boot, and who to call for information in order to notify owner that vehicle has been immobilized.
30. Removes boot from wheel of vehicle, using a wrench, when informed by dispatcher that the violations have been paid in order to allow owner to drive the vehicle.
31. Completes a daily log (Daily Field Activities Report), which includes a description of activities during the tour of duty, citations issued, citizen complaints, or unusual situations, in order to document activities.
32. Completes appropriate forms (approximately 1 page) describing problems or incidents such as traffic accidents if City Property is involved (when a Traffic Officer is controlling traffic) in order to document occurrence.
33. Completes an impound form which includes time, date, vehicle description, location, reason for impound, inventory of vehicle, signatures of Traffic Officer and Tow Truck Driver, and Vehicle Identification Number in order to document impound procedure.
34. Testifies at impound hearing in order to explain reasons for and circumstances surrounding citations, boots, and/or impoundment.
35. Uses two-way radio and/or auto-vehicle locator in order to report status and problems, request information, or obtain instructions from supervisors.

36. Answers questions, explains parking regulations and codes assists citizens in contacting appropriate authorities, and/or authorization provides information to the public, demonstrating courtesy, professionalism, and awareness of personal safety in order to project a positive, helpful image of the City.
37. Listens to irate citizens complaints and either calmly explains parking regulations, offers suggestions, or leaves area depending on the severity of the situation in order to attend to citizens concern and to deescalate a conflict situation.
38. Contacts communication unit via two-way radio, to report incidents such as signal outages, downed wires, accidents, or dead animals in order to inform the appropriate authorities for immediate response.