

Traffic Officer - 2018
(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 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.
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 at job site with that of surrounding areas and to prevent gridlock.
6. 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.
7. 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. Blows whistle in order to gain the attention of drivers and pedestrians in emergency situations.
8. Remains aware of traffic in all directions during traffic control duties in order to assure the safe and efficient flow of traffic.
9. 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.

10. 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.
11. 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.
12. 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.
13. Monitors intersection before leaving location in order to assure traffic is flowing effectively.
14. Uses safety equipment such as reflector vests, and white gloves and hat in order to make Officer more visible at all times while directing traffic.

C. Parking Enforcement

15. 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.
16. Mentally maps out the optimum patrol route, which will allow the Officer to cover violation areas and enforce at the appropriate time, such as a street cleaning, a no stopping area, a time limit parking area, and all meter zoned areas in order to assure the beat is covered in the most effective manner.
17. Patrols assigned area in order to identify motor vehicles parked in violation of City of Los Angeles municipal code and the State Vehicle Code.
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. Completes a citation, which includes date, time location, make, color, and registration month and year, 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.
20. Completes work-order form in a hand held computer to identify and report broken meters and down signs in order to inform the appropriate maintenance personnel so the situation may be corrected.

21. Issues warnings and notices for vehicles parked in violations of law in special cases such as new postings and changes in parking enforcement procedures.
22. Contacts the Communication Unit via a two-way radio for the auto status of an abandoned vehicle and may issue a citation and/or impound the vehicle.
23. 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.
24. Reports vehicles to the Communications Unit with five or more unpaid parking tickets when indicated by hand held computer alerts.
25. Contacts Communications Unit to verify that the license number appearing on the hand-held computer is "boot eligible" for impounding.
26. Records all daily field activities in the hand-held computer, which includes a description of activities during the tour of duty, citations issued, citizen complaints, or unusual situations, in order to document activities.
27. Completes appropriate forms or memos describing problems or incidents such as City vehicle traffic accidents, citizen complaints or traffic control incidents.
28. 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.
29. Testifies at impound hearing in order to explain reasons for and circumstances surrounding the impoundment.
30. Uses two-way radio in order to report status and problems, request information, or obtain instructions from supervisors.
31. 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.
32. 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.

33. 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.