

12.200 SNOW EMERGENCIES AND HAZARDOUS ROAD CONDITIONS

Reference:

Cincinnati Municipal Code 502-25 - Snow Emergency
Cincinnati Municipal Code 508-34 - Special Parking Restrictions
Ohio Revised Code Section 2921.331 – Failure to Comply with Order or Signal of Police Officer
Procedure 12.270, Impounding, Moving, and Release of Vehicles

Purpose:

Outline an orderly process to be followed when roadways become hazardous due to snow or ice.

Expedite traffic movement when road conditions are hazardous due to inclement weather.

Information:

The City Manager will declare and cancel all City snow emergencies. City snow emergencies will be directed at restricting parking along snow emergency routes. This information will be transmitted to the Emergency Communications Center (ECC) by the City Manager, or their designee, who will normally be the on-duty Public Services supervisor.

The Hamilton County Sheriff will declare and cancel all Level 3 snow emergencies. This information will be transmitted to the ECC by the Hamilton County Communications Center. When a Level 3 snow emergency is declared, all highways and roadways, including those within the City of Cincinnati, are closed to non-emergency personnel. Those traveling on highways and roadways are subject to arrest per Ohio Revised Code Section 2921.331.

The City Manager has designated the City's Director of Communications as the media liaison for the City of Cincinnati during all City or County snow emergencies. The Public Information Office will work directly with the Traffic and Road Operations Division and the City's Director of Communications to ensure the accurate and timely release of all information during a snow emergency.

If an emergency is declared, the owner/operator of a vehicle must move the vehicle from the snow emergency route immediately.

Procedure:

A. Hazardous Road Conditions

1. When hazardous conditions are probable, officers will routinely check primary traffic routes, and if conditions warrant, notify the District officer in charge (OIC).
2. During severe weather, responding to vehicle accidents and making accident reports in which the vehicles are drivable and there are no injuries can be suspended by the Patrol Bureau Commander or their designee.

3. Activating and terminating flashing lights
 - a. If conditions warrant, the District OIC will direct officers to:
 - 1) Place traffic control signals on flashing cycle at hazardous intersections (see Section A.4.b. for suggested locations).
 - 2) Return lights to regular cycle after hazardous conditions have been eliminated.

NOTE: Extreme caution should be exercised in the use of flashing traffic control signals, especially at school crossings.
 - b. Officers will notify District desk personnel of street conditions and that traffic signals have been placed on flashing.
 - c. District desk personnel will:
 - 1) Notify Public Services Customer Care of the signals that have been put on flashing at 591-6010, Monday through Friday, between 0700 and 1700 hours.
 - a) On Saturday, Sunday and weekdays after 1700 hours, call Public Services Emergency Line at 615-3996 for road conditions and 378-6204 for traffic signals.
 - 2) Obtain the name of person notified.
 - 3) Make a blotter entry which includes the name of the person notified, the time, location, reason, and officer making the light change.
 - a) A blotter entry will be noted when the lights are returned to normal cycle.
 - 4) District supervisors will review these blotter entries during their current tour of duty.
 - d. As soon as an intersection where red or amber lights are flashing has been treated, the Public Services supervisor in charge will notify the designated Transportation and Engineering personnel.
 - e. Upon examining conditions at the flashing light location, Transportation and Engineering personnel will exercise their discretion whether to return the light to normal operation or retain the flashing cycle.
 - 1) Both Transportation and Engineering personnel and the Police have the discretionary responsibility to return the flashing light to normal operation if, in their opinion, it will alleviate an undesirable traffic condition. Transportation and Engineering Department has final authority in case of disagreement.
4. The District OIC will:
 - a. Reroute traffic only when absolutely necessary.

- b. Assign officers to key intersections when conditions prevent the use of traffic control signals.

SUGGESTED LOCATIONS:

- c. District One
 - 1) Third Street and Broadway
 - 2) Third and Elm Streets
 - 3) Fourth and Elm Streets
- d. District Two
 - 1) Columbia Parkway and Delta Avenue
 - 2) Columbia Parkway and Torrence Parkway
 - 3) Columbia Parkway and Tusculum Avenue
 - 4) Delta Avenue and Griest Avenue
 - 5) Delta Avenue and Observatory Avenue
 - 6) Madison Road and Observatory Avenue
 - 7) Paxton Avenue and Erie Avenue
 - 8) Paxton Avenue and Marburg Avenue
 - 9) Beechmont Avenue and Redfield Place
 - 10) Hackberry Avenue and Taft Road
 - 11) Dana Avenue and I-71 (NB entrance ramp) (SB exit ramp)
- e. District Three
 - 1) Harrison Avenue and Queen City Avenue
 - 2) Eighth Street and State Avenue
 - 3) Hopple Street and Beekman Street
 - 4) Grand Avenue and Warsaw Avenue
- f. District Four
 - 1) Reading and Paddock Roads
 - 2) Reading Road and Seymour Avenue
 - 3) Gilbert Avenue and Eden Park Entrance
 - 4) Gilbert Avenue and Victory Parkway
 - 5) Madison Road and Vista Avenue
 - 6) Victory Parkway and Dana Avenue

- g. District Five
 - 1) Central Parkway and Western Hills Viaduct
 - 2) Ravine and McMillan Streets
 - 3) Knowlton's Corner
 - 4) Lafayette Avenue and Ludlow Avenue
 - 5) Middleton and Ludlow Avenues
 - 6) 3035 Jefferson Avenue (Jefferson and W. St. Clair)
 - 7) Woodside Place and W. St. Clair Avenue
 - 8) 3217 Clifton Avenue (Good Samaritan Hospital)
 - 9) Blue Rock Road and Colerain Avenue
 - 10) Spring Grove Avenue and Winton Road
- 5. Placement of barricades
 - a. If it becomes necessary to place barricades, an officer will respond to the storage place(s) and place a barricade(s) at a needed location(s).
 - 1) Notify the District of placement of barricade(s).
 - a) District desk personnel will notify CIN-1 (Line 2938).
 - b) Both units will maintain a log.
 - 2) ECC will issue an All County Broadcast (ACB) and notify Fire Dispatch to send a General Broadcast (GBDC) teletype advising emergency units county wide of the location of street(s) that have been barricaded.
 - b. When weather conditions permit, officers will return the barricades to their place of storage and notify District desk personnel to place a disposition in the blotter.
 - 1) Officers assigned to retrieve the barricades will notify a supervisor of any not found at the assigned location.
 - c. Districts are responsible for marking the barricades as "Police Department Equipment" and will note on the barricade the location that it must be returned to.
 - d. District desk personnel will notify CIN-1 (Line 2938) what streets have been re-opened.
 - e. ECC will issue an ACB, notify Fire Dispatch and send a GBDC teletype advising emergency units county wide of the location of street(s) that have been re-opened.

B. Snow Emergencies

1. City of Cincinnati snow emergencies
 - a. After notification by the City Manager, or the designee, of the official City snow emergency declaration, ECC will record the time of the notification and notify the Patrol Bureau Commander, or their designee, and all Department units by radio and teletype.
 - 1) The OIC of each District will also be notified, via telephone by ECC, and informed of the reporting time and location for detailed personnel.
 - 2) District supervisors will ensure all uniformed personnel have a current copy of the Snow Emergency Route Street Listing, which can be obtained from Traffic Unit.
 - b. ECC will notify the City's Director of Communications who will become the media liaison for the City of Cincinnati during the snow emergency.
 - c. ECC will notify the news media, via voicemail, of the declaration of the snow emergency and that the City's Director of Communications will be their point of contact within the City of Cincinnati.
 - d. ECC will notify the on-duty Traffic Unit supervisor of the snow emergency, who will become the snow emergency vehicle removal detail supervisor.
 - 1) If no Traffic Unit supervisor is working, one will be recalled.
 - a) If no Traffic Unit supervisor can be contacted, the Patrol Bureau Commander, or their designee, will designate an on-duty supervisor to be the snow emergency vehicle removal detail OIC.
 - 1] ECC will keep an updated copy of the Traffic Unit Standard Operating Procedure (SOP) on snow emergencies on file for the detail supervisor to use.
 - a] The most current copy of the Snow Emergency Route Street Listing will be obtained from Transportation and Engineering and included as part of the SOP.
 - b] The Traffic Unit Commander will be responsible for keeping the ECC copy of the Traffic Unit Snow Emergency SOP updated.
 - e. ECC will notify two wreckers from the rotation list for each District to respond to the Public Services Garage, 3300 Colerain Avenue, at the specified time. The time will be determined by the Public Services Department.

- f. Two officers and two marked police vehicles from each District will be detailed as snow emergency vehicle removal units. The District OIC will notify ECC of the detailed units.
- 1) Traffic Unit will provide a supervisor to ensure supervision of these officers who will be working in conjunction with other city agencies.
 - a) The detail supervisor will meet with the Public Services supervisor to determine their priorities for the operation. The detail supervisor will then assign his officers accordingly.
 - 1] The detail supervisor will notify ECC of call numbers and areas of assignment for the detailed units.
 - 2) Snow emergency vehicle removal units will report to the Public Services Garage at a designated time (usually one hour before plowing begins) to be briefed on their duties and areas of assignment.
 - a) The primary responsibility for removal of vehicles on snow emergency routes will be with the snow emergency vehicle removal units. Each removal unit will be assigned a private wrecker.
 - b) The following guidelines will be followed for issuing citations:
 - 1] If the snow emergency is declared between 2100 and 0500 hours, issue citations after 0800 hours.
 - 2] If the snow emergency is declared between 0500 and 2100 hours, issue citations three hours after the time the snow emergency is declared.
 - a] If the snow emergency is declared between 0500 and 0800, a “move only” will be utilized in order to facilitate the snow removal process without issuing a citation.
 - c) Officers are reminded to exercise discretion during a snow emergency.
 - 1] Make every possible effort to contact the owner/operator of a vehicle before it is moved.
 - 2] Ensure the position of the vehicle is affecting the free and safe movement of traffic.
 - 3] Ensure relocation of the vehicle will improve the traffic situation.
 - 4] Ensure each District desk person has a list, updated hourly, of streets cleared of vehicles along snow emergency routes.

- d) If the owner/operator is located, the snow emergency vehicle removal officer on the scene will advise the owner to move the vehicle to a location not on the snow emergency route or the vehicle will be moved by the police.
- e) If the owner/operator is not located, or does not move the vehicle after being notified, the snow emergency vehicle removal officer will:
 - 1] Direct the assigned detail wrecker driver to relocate the vehicle to a nearby non-critical area.
 - a] Complete the Tows/OT Recovery Module (Tow Mod) in Records Management System (RMS) and a Form 369A, Towing Receipt. The wrecker driver will retain both copies of the Form 369A.
 - b] If a non-critical area is not available, tow the vehicle to the Impound Unit (complete the Tow Mod and a Form 369A). The wrecker driver will retain both copies of the Form 369A.
 - 2] Issue a citation if three hours have passed since the declaration of the snow emergency and the owner/operator does not move the vehicle after being notified to do so.
- f) When a wrecker is used to move a vehicle, complete the Tow Mod and a Form 369A for each vehicle being moved.
 - 1] Be specific and complete every tab and field of the Tow Mod.
 - 2] The officer must clearly print his first and last name and list his employee ID number on the Form 369A.
 - a] The officer will print the approving supervisor's name and ID number in the comments section of the Form 369A.
 - b] Both copies of the Form 369A will be given to the wrecker driver as a receipt to use in collecting his towing fee.
- g) If a vehicle is towed to the Impound Unit by a private wrecker, complete the Tow Mod and Form 369A and send it with the wrecker driver.
- h) The location of all towed vehicles is available by conducting a search of the Tow Mod.
 - 1] Inquiries concerning relocated vehicles will be referred to the appropriate District.

- g. Officers will continually survey the snow emergency routes in their Districts, giving special attention to:
 - 1) Inbound lanes from 2300 hours to 1100 hours.
 - 2) Outbound lanes from 1100 hours to 2300 hours.
 - h. Appropriate enforcement action and vehicle removal will be continued until the snow emergency is cancelled, regardless of whether plowing is complete or not.
 - i. The City Manager, or the designee, who will normally be the on duty Public Services supervisor, will notify ECC upon the termination of the snow emergency. ECC will record the time of the notification and notify the Patrol Bureau Commander, or their designee, and all units of the Department by radio and teletype.
2. Hamilton County Level 3 snow emergencies
- a. After notification by the Hamilton County Communications Center of the official Level 3 snow emergency declaration, ECC will record the time of the notification and notify the Patrol Bureau Commander or Support Bureau Commander, or their designees.
 - b. ECC will notify the City's Director of Communications who will become the media liaison for the City of Cincinnati during the snow emergency.
- C. Preparation of Police Automotive Equipment
1. Cable chains will be installed at all Districts as well as Fleet Services main facility.
- a. Any District needing chains installed will notify Fleet Services, Line 352-3681.
 - b. Regular District mechanics in Districts One, Two, Three, Four and Five will install chains during work hours.
 - c. If during the off hours, Fleet Services (if notified by a Police supervisor), will recall personnel to respond to Districts One, Two, Three, Four and Five.
 - d. All rear wheel drive vehicles will have cable chains available.
 - 1) All personnel should be instructed to exercise care when driving with cable chains to prevent vehicle damage.
 - 2) Broken links will be repaired or removed by Fleet Services personnel as soon as possible with minimum driving.

2. City policy states city owned vehicles should not be started and allowed to run if not in use, regardless of the number of days the vehicle has not been used. Severe temperature, such as 0 or below, will not modify the City's position on this issue. The only requirement in severe weather is for the operator of the vehicle to turn on the headlights and light bar for 1 – 2 minutes while the vehicle is running prior to driving to allow the snow to begin to melt from these lights.

BARRICADE STORAGE LOCATIONS

District 1 (All stored at District 1)

- Martin St. & Eden Park Dr.
- Hill St. & St. Gregory Ave.
- Paradrome at Loudon St.

District 2 (All stored at District 2)

- Francis Ln. at Victory Parkway
- Collins Ave. & Wm. Howard Taft Rd.
- EB McMillan Ave. at Hackberry
- SB Torrence Pkwy. at Madison Road
- NB Herschel View at Observatory Ave.
- SB Paxton Ave. at Ziegle Ave.

District 3 (Five barricades at District 3)

- Faraday Rd. at President Dr. - Five barricades at Fire Station, 2131 State Avenue
- Worthington Ave. at 3096
- Bassett Rd. at Woodlawn Ave.
- Grand Ave. at Lehman Rd.
- Mt. Hope Ave. at Ansonia Ave.
- Seegar Ave. at Fairmount Ave.
- Wilder Ave. at Glenway Ave.
- White St. at Harrison Ave.
- Sutter St. at Bleecker Ln.
- Lehman Rd. at 2860

District 4 (All stored at District 4)

- Dorchester St. at Highland Ave.
- Sycamore St. at Dorchester St.

District 5 (All stored at Public Services Garage 3300 Colerain Avenue Dispatcher's Office)

- Ashtree Ave. at Hamilton Ave
- Kirby Ave. at North Bend Rd.
- Ravine St. at Warner St.
- Straight St. at Ravine St.
- Central Parkway at Marshall Ave.