

WEST PALM BEACH POLICE DEPARTMENT

II-11 SCHOOL CROSSING GUARDS

EFFECTIVE: 01/01/2005

CALEA Standards: 61.3.5

CFA Standards: 24.05

I. POLICY: The West Palm Beach Police Department has established guidelines for school crossing guards and their supervisor. School Crossing Guards are highly visible representatives of the West Palm Beach Police Department and are responsible for the safety of children and other pedestrians at selected intersections near schools. The presence of School Crossing Guards at street crossings tends to prevent unsafe and unlawful acts by pedestrians and motorists.

II. COMMAND STRUCTURE FOR SCHOOL CROSSING GUARD ACTIVITIES:

- A. The School Crossing Guard Program/Activities are assigned under the control of the Traffic Section Sergeant.
- B. The School Crossing Guard Supervisor will have functional supervision over the School Crossing Guards.

III. AUTHORITY:

- A. School Crossing Guards are not law enforcement officers and are not permitted to carry weapons of any type.
- B. School Crossing Guards have no arrest powers. School Crossing Guards will not attempt to apprehend law violators.

IV. RESPONSIBILITY:

- A. School Crossing Guards are assigned to duty posts after meeting or exceeding all hiring qualifications and completing training. Their primary function is to control and direct children at specific locations and times to ensure safety at those crossings.
- B. School Crossing Guards will be present at the assigned duty post at the specified time.
- C. School Crossing Guards must be aware of conditions and behavior that might adversely affect the safety of pedestrians.
- D. School Crossing Guards will familiarize themselves with the location and purpose of street and traffic signs (such as school signs and speed signs) within the assigned area.
 - 1. If such signs are missing or damaged, he or she will make a report to or notify the School Crossing Guard Supervisor, who will make notification to the Sign Shop.
- E. School Crossing Guards are to remain alert for emergency vehicles (i.e., fire trucks, ambulances, police cars) and will clear the road of children, including the school safety patrol and keep all pedestrians as far from the roadway as necessary to ensure their safety until the vehicles have passed.
- F. If hazardous violations are observed while on post, the School Crossing Guard will attempt to obtain the tag number and description of the vehicle and driver. The School Crossing Guard will notify the School Crossing Guard Supervisor as soon as practical.

V. SCHOOL CROSSING GUARD PROCEDURES:

- A. Wait for a sufficient break in moving traffic on your side of the street and then walk to the center of the street and face the closest oncoming traffic.

- B. Raise one arm parallel to the roadway, palm and fingers extended flat to stop oncoming traffic or use the hand held stop sign.
- C. Turn to face the opposing traffic, if any, and raise arm and repeat the stop communication.
- D. Stand parallel to the crosswalk on the line nearest the center of the street and verbally release the children to search and cross the street.
- E. Wait until the last child of the released group reaches the opposite curb or edge. Return to your curb.
- F. Signal vehicles to proceed when it is safe to do so.
- G. Remain on the curb for the next group of children to assemble.

VI. CRITERIA FOR ASSIGNMENT OF SCHOOL CROSSING GUARD LOCATIONS:

- A. Sites where a School Crossing Guard may be needed are surveyed by the Police Department and the Engineering Department following requests or observations made by the School Crossing Guard Supervisor, school officials, or concerned parents.
- B. The criteria for establishing new School Crossing Guard locations entails a request in writing to the School Crossing Guard Supervisor who handles such requests by conducting an observational survey of the location at specified times.
 - 1. Surveys are done by the Engineering Department. Special attention will be paid to the number of children using the prospective intersection or crosswalk, traffic volume and speed, the number of turning movements, the width of intersection, other traffic control devices present, and other pertinent criteria.
- C. The request for a School Crossing Guard at a prospective location will be approved or denied based on the total evaluation of all data submitted. The School Crossing Guard Supervisor will coordinate all surveys to be conducted and will confer with the Transportation Department as appropriate.
- D. The Police Department will conduct an annual survey to identify locations requiring School Crossing Guards supervision.

VII. QUALIFICATIONS AND SELECTION CRITERIA:

- A. Whenever a vacancy occurs, the School Crossing Guard Supervisor and the Traffic Section Sergeant will notify the Support Services Bureau Commander.
 - 1. The Support Services Bureau Commander will notify the Staff Services Division.
 - 2. The Staff Services Division generates the appropriate personnel form and forwards it to the Human Resources Department for action.
- B. The Human Resources Department will forward all applications meeting qualifications to the School Crossing Guard Supervisor.
- C. The School Crossing Guard Supervisor and the Traffic Section Sergeant will review all applications. If the applicant passes the oral interview, a background check and CVSA, he/she will be given a physical examination at a designated medical facility.
- D. Applicants will not take a written examination for the position of crossing guard.
- E. Crossing guards will be employed on a part-time basis.
- F. Each employee hired will sign an "AGREEMENT FOR EMPLOYMENT" with the City of West Palm Beach.

G. The agreement provides terms and conditions of employment to include benefits and performance standards.

H. The rate of pay will be established annually.

I. Pay periods are established by the City of West Palm Beach.

VIII. PERSONAL CONDUCT:

A. School Crossing Guards will conduct themselves in a professional manner.

B. School Crossing Guards are prohibited from smoking, using profanity, sitting/loafing, using alcoholic beverages, or being under the influence of intoxicants and/or controlled substances while on duty.

IX. UNIFORM APPEARANCE:

A. While on duty, School Crossing Guards will wear the prescribed uniform, issued by the Department, which is distinctly different from that worn by sworn personnel.

B. Visible articles of clothing which are not part of the regulation uniform will not be worn.

C. Unauthorized pins, buttons, emblems, or insignia will not be worn with the uniform.

D. All issued equipment and uniforms will be properly maintained, worn clean and neat, and will remain the property of the West Palm Beach Police Department.

E. School Crossing Guards will return all uniforms and West Palm Beach Police Department property upon separation from the Department.

X. TRAINING:

A. The School Crossing Guard Supervisor, who will maintain State Certification as a trainer, will be responsible for supervision, training, and equipping of School Crossing Guards.

1. To be certified as a Florida Department of Transportation (FDOT) Certified School Crossing Guard Trainer, the prospective trainer must attend the two (2) day training program administered by FDOT. The first day of six (6) hours covers background information and details to enhance the trainer's capability to present the school crossing guard training course.

B. Prior to crossing children at any crosswalks in the City, the School Crossing Guard must be certified.

1. To be certified, the prospective School Crossing Guard must attend a minimum of four (4) hours of classroom instruction conducted by an FDOT trainer. The crossing guard must pass the written exam with a minimum score of 75. A two (2) hour in-the-field instruction session at a real or simulated intersection without children present and two (2) hours of on-site observation at the guard's primary post with children present must be accomplished. The performance checklist must be completed with no less than satisfactory grades in each category and signed by the FDOT certified trainer.

C. Annually, prior to the start of each school year, School Crossing Guards will be reevaluated and re-certified by the FDOT trainer prior to crossing children at any crosswalks in the City.

D. School Crossing Guards will be provided copies of applicable SOP's and all Rules and Regulations as listed in Reference.

XI. REFERENCE:

- Rules and Regulations.
- SOP # II-20 Uniform and Plain Clothes Attire, Equipment, and Appearance for Members.
- SOP # III-32 Manual Traffic Direction.
- SOP # IV-23 Computer Voice Stress Analysis.

Delsa R. Bush, Chief of Police

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Job Title Task Files: Support Services Bureau Commander, Traffic Sergeant, Crossing guard Supervisor