

# CROSSING GUARDS

POLICY & PROCEDURE NO. <b>5.04</b>	ISSUE DATE: 14 August 2012
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>61.3.4</b>	REVISION DATE: _____

## I. GENERAL CONSIDERATIONS AND GUIDELINES

The use of adult school Crossing Guards is an important aspect for the safe passage of children to and from school. The presence of a trained, highly visible, adult Police Department employee encourages compliance to traffic laws and safe behavior on the parts of both pedestrians and motorists.

## II. POLICY

It is the policy of this department that:

- A. Crossing Guards shall be equipped and trained to assist students, both pedestrian and on bicycles, in safely crossing streets and intersections so staffed; and,
- B. Crossing Guards shall be trained to assist them in performing their duties.

## III. DEFINITIONS:

- A. *Crossing Guard*: An adult Police Department non-sworn employee tasked with assisting pedestrian and bicycle traffic safely across vehicular roadways.

## IV. PROCEDURES

- A. **Authority:** Crossing Guards are appointed by the Chief of Police and have the authority to interrupt the movement of vehicular, pedestrian, and bicycle traffic to enable the safe movement of children to and from school. [61.3.4(a)]
- B. **Code of Ethics:** All crossing guards shall abide by the Crossing Guard Code of Ethics.:

As a School Traffic Crossing Guard, my fundamental duty is to serve the community; to safeguard the children who depend on me to get safely to and from school, and promote the safe, free flow of traffic.

I will maintain vigilance in anticipating dangers that may face the children in my charge; bear the discomforts of extremes in weather; and stand as a symbol of safety to all.

I will keep my official life unsullied as an example to all; display courageous calm in the face of danger, scorn, or ridicule; maintain self-restraint; and be constantly mindful of the welfare of the children I protect.

Honest in thought and deed in my official life, I will strive to obey the laws of the land and the regulations of my police and school departments.

I will report violations and unsafe situations to my superiors.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept forever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions.

I recognize my appointment as a School Traffic Crossing Guard is a symbol of public faith, and I accept it as a public trust for the safety of our most precious gift, children.

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C. **Responsibilities:** It shall be the duty of all Crossing Guards to:  
[61.3.4(a)]

1. Help children safely cross the street as they walk or bicycle to and from school.
2. Discourage unsafe behavior of children.
3. Establish a safe street crossing point.
4. Encourage safe behavior by all pedestrians at the school crossing.
5. Alert motorists of the pedestrian crossing area.
6. Observe and report any unsafe incidents or conditions.

#### **D. Selection**

1. Candidates for employment as school Crossing Guard shall be recruited, screened, selected and trained according to the policies and procedures of this department. [61.3.4(B)]
2. In order to fulfill the critical functions of this job, a Crossing Guard:
  - a. Must have a good command of the English language in speech and reading. The ability to communicate in other languages common to the community is helpful;
  - b. Must be physically able to stand for long periods of time in extremes of heat and cold;
  - c. Must have good vision, hearing and mobility;
  - d. Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement;
  - e. Mental alertness;
  - f. Neat appearance;
  - g. Good character;
  - h. Dependability; and
  - i. An overall sense of responsibility for the safety of students.

#### **E. Training**

1. New Crossing Guards: All new crossing guards will be trained by the Everett Police Department prior to being allowed to perform duties.
2. Veteran Crossing Guards: Will receive annual refresher training, prior to the beginning of the school year (August)

3. Training will consist of a minimum:
  - a. Policy Review
  - b. Code of Ethics Review
  - c. Proper Crossing Procedures
  - d. Inspection/Issuing of Safety Equipment

## **F. Equipment and Uniforms**

1. Crossing Guards shall wear highly visible, ANSI Certified reflective traffic vests or outerwear at all times when performing crossing duties.
2. Stop Paddles shall meet standards set forth in *The Manual on Uniform Traffic Control Devices (MUTCD) 7E.05*.
3. Crossing guards are not required to wear distinctive uniforms.  
[61.3.4(c)]

## **G. Crossing Procedures**

1. Crossing Guards shall not direct traffic in the traditional sense.
2. Crossing Guards shall use existing gaps in traffic to help students cross safely. Crossing should be coordinated with any existing crossing signal lights. The guards should follow the following procedure:
  - a. The guard shall signal traffic to stop using a STOP paddle.
  - b. The guard shall look left, than right and left again prior to stepping into the street, remaining vigilant for traffic and unsafe conditions.
  - c. The crossing guard shall verbally direct children to cross the street.
  - d. When the pedestrians have crossed, the crossing guard shall then exit the street.
3. When the natural traffic flow does not allow enough time for children to safely cross a street:
  - a. The guard shall signal traffic to stop using a STOP paddle.
  - b. The guard shall look left, than right and left again prior to stepping into the street, remaining vigilant for traffic and unsafe conditions.
  - c. When conditions permit, the crossing guard shall verbally direct children to cross the street.
  - d. When the pedestrians have crossed, the crossing guard shall then exit the street and signal traffic to proceed.

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## **H. Criteria for Locations Requiring Crossing Guards [61.3.4(d)]**

1. The Everett Police Traffic Supervisor shall determine the locations, times and duration of crossing posts for Crossing Guards.
2. In determining such posts, the following criteria at a minimum shall be considered:
  - a. The age of the children crossing.
  - b. The width of the street and the number of lanes.
  - c. Sighting distance.
  - d. Safe gaps in traffic.
  - e. Existing traffic control devices, signals, signs, and pavement markings.
  - f. Traffic speeds and volume.
  - g. Pedestrian volume.
  - h. Accident history of the crossing site.
- I. **Crossing Guard Locations:** At the conclusion of each school year, The Everett Police Traffic Supervisor shall cause a review of each crossing location to be conducted and shall submit a report to The Chief of Police. Such report shall indicate any changes or conditions which negate the need of, or indicate the need for, additional supervised crossing locations. [61.3.4(e)]