

# TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: <b>School Safety Section</b>	NUMBER: <b>502</b>
EFFECTIVE DATE: <b>July 11, 2016</b>	REVIEW DATE: July 11, 2022
New <input checked="" type="checkbox"/> Amends    Rescinds	General Order 502, dated April 10, 2009
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**01 Purpose:** To provide guidelines relating to the appearance, conduct and responsibilities of members assigned to the School Safety Section (Crossing Guards).

**02 Policy:** School Crossing Guards are an essential link between the Department and the general public, with regard to the life and safety of children. Crossing Guards have a dual obligation: to serve the public and to support officers in the field. Contact with a Crossing Guard may be the first or only basis on which a favorable or unfavorable impression of the police department is formed. Accordingly, the Department will ensure that all Guards reflect the highest standards.

**03 Authority of Crossing Guards:**

**A.** Crossing Guard authority is limited to control of vehicular traffic for the safe crossing of school children and the safe passage of school buses at assigned duty posts, and such other traffic control duties as may be assigned by the Chief of Police or designee.

**B.** Crossing Guard authority is defined in the Takoma Park City Code, Title 13 Vehicles and Traffic, Section 13.04.030, reference Montgomery County Code, Section 31-4.

**C.** It is unlawful for any person to fail to obey or comply with the lawful signal or order of a Crossing Guard. If a motorist fails to comply with the order of a Crossing Guard or violates a traffic law, the Guard will record the time, date, license number, type and make of the vehicle, and identity of the driver, if possible. The Crossing Guard will then report the violation to the Administrative Clerk in the Police Department. If the violation is of a serious nature, the Crossing Guard may be required to testify in court.

**04 Duties of Crossing Guards:** To supervise traffic for the safe crossing of schoolchildren, and the safe passage of school buses at assigned posts, by:

**A.** Reporting to the duty post five minutes early to alert the public by their presence that school will soon be in session, with schoolchildren in transit.

**B.** Directing schoolchildren to cross the street when it is safe to do so.

- C. Controlling vehicular traffic as necessary for safe street crossing, and safe passage of school buses.
- D. As necessary, deterring children from committing unsafe acts at the duty posts.
- E. Informing motorists, through appropriate hand and whistle signals, that children are about to cross, and that they have the right of way.
- F. Reporting motorists who fail to comply with traffic laws in relation to pedestrian traffic.
- G. Reporting to the Administrative Clerk children who are careless or fail to follow instructions.

**05 Conduct of Crossing Guards:**

- A. Official communications and business of the police department shall be held confidential.
- B. No compensation, reward or other consideration from private sources shall be solicited or accepted.
- C. Members of the public shall be treated with all courtesy and consideration, and questions will be answered courteously.
- D. No Crossing Guard shall report for duty under the influence of alcohol or other drugs.
- E. False official statements or intentional misrepresentations of fact shall not be made.
- F. If circumstances involve members of the media, Crossing Guards shall answer only questions of fact; inquiries beyond immediate facts shall be directed to the Public Information Officer and/or police officers in charge.
- G. Crossing Guards shall promptly report to the Administrative Clerk any injuries to themselves or damage to City property in their charge, and the Administrative Clerk will promptly make any required report.
- H. When requesting sick leave, Crossing Guards will call the head Crossing Guard no later than one hour prior to duty time, unless the head Guard is unavailable, in which case the call is made to the Administrative Clerk no later than one hour prior to duty time. If unable to reach the Administrative Clerk, the Guard will notify Communications to ensure the post is covered. Normally, the head Guard will ensure the duty post is covered, and will notify the Administrative Clerk a later time.
- I. Serious violations, traffic accidents and personal injuries occurring at the duty post must be reported as soon as possible.

**06 Selection Criteria for Crossing Guards:** Consideration will be given to the following criteria in the selection process for adult school Crossing Guards:

**A. Knowledge of:**

1. State, city and local ordinances pertaining to traffic safety.
2. Basic traffic direction.

**B. Skill in:**

1. Dealing with the general public.
2. Directing traffic around school crossings.
3. Dealing with children.

**C. Ability to:**

1. Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
2. Deal with problems involving multiple variables in standardized situations.
3. Stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear while performing the essential functions of the position in outdoor weather conditions.

**07 Crossing Guard Demeanor:** A Crossing Guard will exhibit alertness, tact, confidence, decisiveness, pride, interest in duties, neatness in appearance and a willingness to assist. A Crossing Guard will be firm but not officious.

**08 Crossing Guard Appearance:**

**A.** Uniforms will be kept neat and clean. Appearance reflects on all other Guards as well as the police department. Only official uniforms will be worn when on duty; when off duty, uniforms or partial uniforms will not be worn. The green vest will be worn as the outermost garment at all times while on duty, as will the hat and white or green gloves.

**B.** Crossing Guards will not smoke while on duty.

**09 Supervision of Crossing Guards:**

**A.** The Administrative Clerk supervises the Crossing Guards. He/she is available throughout the school year, and will be consulted when any problem exists. If a Crossing Guard is not satisfied with the decision of the supervisor, he/she may appeal to the Director of Administrative Services.

**B.** The Administrative Clerk or designee is responsible for leave and overtime records for Crossing Guards, and for providing substitutes as necessary because of illness or other absence.

- C. The Recruiting Officer investigates and interviews applicants for Crossing Guard positions.
- D. All Crossing Guards, upon completion of employment with the City will participate in an exit interview conducted by the Chief of Police or his/her designee.
- E. Training will be provided on-the-job-by an experienced Crossing Guard.

**10 Compensation:**

- A. Crossing Guards are part-time employees of the City of Takoma Park, attached to the Administrative Services Division of the police department. They are a support unit in the field.
- B. Crossing Guards are covered by the City's merit plan, and may earn pay increases according to the City Code.
- C. Crossing Guards are paid at two-week intervals.
- D. Normally, pay is based on working two hours per day during the school year; however, Guards assigned to extra details (posts) will be compensated for the hours worked at their normal rate of pay. Crossing Guards are also paid when schools are officially closed for State holidays, and for snow days. Crossing Guards who work summer hours will be paid in the same manner.

**11 Leave:** Crossing Guards earn leave during the months they work. Vacation leave is earned at the rate of one hour per month. Sick leave is earned at a rate of one and one-half hours per month. All leave is taken in hourly increments. Sick leave is requested following the guidelines as stated in 05 H. Vacation leave will be requested at least 48 hours in advance. If a Guard is sick for four or more consecutive days, a doctor's certificate must be given to the Administrative Clerk upon returning to work. Where possible, the supervisor will be advised of extended sick leave necessary in advance of its being taken. Malingering or other abuse of sick leave will result in disciplinary action.

**12 Uniforms:** Complete uniforms are furnished. The Administrative Clerk will coordinate with Administrative Services personnel to order uniforms. Supplied are:

- |                           |                           |
|---------------------------|---------------------------|
| * badge/identification    | * 1 hat w/cover           |
| * 3 pants                 | * tie                     |
| * 3 short sleeve shirts   | * whistle and chain       |
| * 3 long sleeve shirts    | * pair of gloves          |
| * patches                 | * 1 green reflective vest |
| * 1 reefer (nylon jacket) | * 1 pair shoes            |
| * raincoat                | * 1 pair boots            |

**A.** Items not supplied but which may be worn between November 1 and April 15 are: black turtleneck sweater as an undergarment; black or dark blue knit hat.

**B.** Black boots may be worn in wet inclement weather and during winter months.

**C.** Crossing Guards are required to keep all equipment and uniforms in good repair, and are responsible for laundering and dry-cleaning.

**D.** Crossing Guards are required to return to the police department all issued equipment upon completion of their employment with the City.

**E.** The Administrative Clerk or Administrative Services personnel will complete the necessary inventory whenever a Crossing Guard is hired or completes employment.

**13 Insurance:**

**A.** Crossing Guards are covered under Workers' Compensation laws for injury sustained while on duty. This does not include protection for travel to or from the assigned duty post.

**B.** Individual medical insurance is available at no cost to a Crossing Guard; family medical insurance is available at no cost.

**C.** At no cost to a Guard, the City provides life insurance in the amount of one year's salary rounded off to the next highest thousand dollars.

**14 Crossing Guard Duty Posts:** Duty posts are recommended by the Administrative Services Supervisor, and approved by the Chief of Police. A duty post is defined as an intersection designated for the supervision and control of vehicular traffic for the safe crossing of children and the safe passage of school buses. A duty post is:

- A.** Within the Takoma Park Police Department's jurisdiction.
- B.** Has a minimum of 30 children crossing on a daily basis.
- C.** Has been recommended by school officials and approved by the Chief of Police.
- D.** An annual survey of Crossing Guard Duty Posts will be conducted as a basis for maintaining current posts, establishing new posts, or abolishing posts that no longer meet the criteria. The survey results will be forwarded to the Director of Administrative Services.
- E.** Locations where school crossings may be required based upon analysis of:
  - \* traffic volume and speed
  - \* number of turning movements
  - \* physical terrain and width of intersection
  - \* existence of traffic control devices
  - \* local legislative policy
  - \* number and age of children using the crossing