

# ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

**Chapter:** 12 - Juvenile Operations

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**Policy:** 1202 - Adult School Crossing Guards

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## INTRODUCTION

The purpose of this policy is to establish guidelines and procedures for the operation of the Adult School Crossing Guard program.

## POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to administer the adult school crossing guard program to ensure traffic control duties are carried out in an appropriate manner to ensure the safe passage of school-aged children across public roadways.

## RULES AND PROCEDURES

### 1202.1 AUTHORITY AND RESPONSIBILITIES [61.3.4 a]

- A. Administrative oversight of the school crossing guard program is the responsibility of the department's Community Outreach Section.
- B. The Community Outreach Section is responsible for ensuring all City of Asheville School adult school crossing guards receive appropriate training per [N.C. Gen. Stat. § 20-114.1](#).
- C. Adult school crossing guards are generally responsible for the following:
  - 1. Facilitating students safely crossing roadways at designated locations and times and in accordance with provided training.

2. Observing and reporting any incidents or conditions that present a potential safety hazard to school children or a School Resource Officer (SRO).

## **1202.2 SELECTION CRITERIA**

- A. The Community Outreach Section, in cooperation with the City of Asheville Human Resources and the department's Recruitment & Career Development Section, is responsible for the selection process for adult school crossing guards.
- B. The selection criteria for an adult school crossing guard must include, at a minimum:
  1. School crossing guards must be at least eighteen (18) years of age. [61.3.4 b]
  2. School crossing guards must be able to perform all essential job functions and satisfactorily pass a criminal records check. [61.3.4 b]

## **1202.3 UNIFORMS**

- A. School crossing guard uniforms will include a reflective vest, reflective raincoat (if needed), and a reflective stop sign. [61.3.4 c]
- B. Reflective vests/coats and the reflective stop sign must be worn/utilized at all times while on a post.
- C. School crossing guards must be clean and neat in appearance while on duty.

## **1202.4 SCHOOL CROSSING GUARD POSTS**

- A. Adult school crossing guards will only be assigned to crossing locations and times approved by the Chief of Police.
- B. Adult school crossing guards will be deployed at locations where students require assistance to cross roadways safely. These locations may be determined by examining factors such as, but not limited to, traffic volume, existing traffic control devices, and the age and number of children utilizing the crossing. [61.3.4 d]
- C. Annually, the School Resource Sergeant or designee will conduct a documented review of current and proposed school crossing guard posts to determine the need and effectiveness of each post. When possible, the review should be conducted with input from school officials and members of the School Resource Officer program. [61.3.4 e]
  1. If it is determined that there is no longer a need for an adult school crossing guard at a current location, the school crossing guard may be reassigned to another location in consultation with school officials.

- D. Recommendations for the removal or addition of post locations or the need for additional adult school crossing guards will be forwarded through the chain of command to the Chief of Police for review.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Zack  
Chief of Police