

## **SCHOOL TRAFFIC WORKING SUPERVISOR**

### **A. SUMMARY**

A School Traffic Working Supervisor is a non-sworn civilian member of the Department who enforces parking rules and regulations; acts as a Traffic Control Officer; assumes the responsibility of managing and supervising all Traffic Control Officers and School Traffic Supervisors, and assists the Traffic Division Supervisor with day-to-day supervisory responsibilities.

### **B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the School Traffic Working Supervisor to:

1. Comply with all of the duties of a Traffic Control Officer which includes, but is not limited to
  - a. Shall wear such uniforms and insignia, and be provided with such equipment as the Chief shall prescribe.
  - b. Enforce all parking rules and regulations in accordance with applicable laws;
  - c. Issue notices of violations to offenders, and explain, when requested, the reason for the violation;
  - d. Ensure that parking tickets are properly issued. This includes proper placement and service;
  - e. Notify dispatch of any motor vehicle accidents, emergencies, or hazards by radio;
  - f. Note and report any serious motor vehicle violation to a Traffic Division supervisor;
  - g. Note and report any parking meter, traffic sign, or traffic signal problems to the appropriate authorities on a daily basis;
  - h. Perform selective enforcement when requested
2. In addition to all Traffic Control Officer responsibilities, the School Working Traffic Supervisor will comply with all regularly assigned School Traffic Supervisor duties which includes, but is not limited to:
  - a. Assist children crossing to and from school;

- b. Ensure all equipment and uniforms are properly maintained, worn, and displayed;
  - c. Report directly to their assigned school traffic post for each tour of duty at the assigned times and not leave until all school children have been safely cared for;
  - d. If unable to report for duty due to illness or other sufficient reason, notify the Commanding Officer Platoon on Duty before 07:00.
3. The School Traffic Working Supervisor shall also assume the responsibility of managing and supervising all Traffic Control Officers and School traffic Supervisors. A list of some, but not all of the duties follows:
- a. Supervise scheduling (deployment assignments and Saturday ticketing) in accordance with the policies set forth by the Traffic Division.
  - b. Review enforcement efforts of Traffic Control Officers and School Traffic Supervisors that ticket, and assign them to specific locations when necessary.
  - c. Coordinate with uniform and equipment suppliers, including purchasing and delivery via the Traffic Sergeant and Public Safety Office.
  - d. Ensure that school traffic posts are properly staffed. Report absences directly to the Traffic Supervisor and the Commanding Officer Platoon-on-Duty
  - e. Maintain records of scheduling assignments and other important information.
  - f. Ensure that new personnel are trained properly prior to performing any assignments on their own.
  - g. Ensure that pay slips are processed in an accurate & timely manner.
4. Meet regularly with Traffic Sergeant(s) to review employee performance.
5. Review sick time records and make recommendations to the traffic supervisor.
6. Perform their assigned duties under the direct supervision and control of the Commanding Officer of the Traffic Division or their authorized representative, and obey all reasonable commands and orders in the performance of their duty.
7. Perform all other duties as are assigned by the Chief of Police, Superintendent, or the Commanding Officer of the Traffic Division.