

SCHOOL TRAFFIC SUPERVISORS

A. SUMMARY

School Traffic Supervisors is a non-sworn civilian member of the department who is responsible for directing traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the School Traffic Supervisors to:

1. 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 order in the performance of their duty.
2. Ensure that children use the proper crossing locations and that no children are in the streets while traffic is moving
3. Shall have as their principal duty, the protection of children going to and from school and shall permit nothing else to interfere with this function.
4. Shall submit to their Commanding Officer a report of all traffic violations and serious traffic hazards noted while on duty.
5. Wear appropriate safety equipment when directing traffic. White gloves or mittens and an outer garment of reflective material is always required when on-duty.
6. Shall wear such uniforms and insignia, and be provided with such equipment as the Chief shall prescribe.
 - a. Uniforms and equipment will be furnished but will remain the property of the Town of Brookline, to be surrendered upon resignation or termination of appointment;
 - b. Uniforms shall be given all reasonable care, shall be worn while on duty and shall not be worn at any other time.
 - c. Shall report directly to their school traffic post for each tour of duty at the assigned times and shall not leave such post until all school children have been safely cared for.
 - d. If unable to report for duty because of illness or other sufficient reason, they shall notify the Officer-in-Charge of the station not later than 7:00 A.M.
 - e. Shall report back from sick leave at least one hour before their next assignment.

- f. Shall ascertain the location of the police signal box and the fire alarm box and telephone nearest to their post and in the event of an accident or other emergency shall notify the Officer-in-Charge of the station immediately.
7. Shall never, in the performance of duties, place their hands on a student or any other person at any time except in the event of an accident or similar emergency.
8. Shall render the same care and attention to students attending other than elementary grades, as given to children in the elementary grades.
9. Shall transmit all complaints, in writing, received while on duty to their Commanding Officer for proper disposition.
10. Shall present directly to the school principal concerned, any violations by children of their safety rules observed while on duty, and shall make a report of such violations to their Commanding Officer.
11. Shall perform all such other duties as are assigned to them by their Commanding Officer or the Chief of Police.