

A. PURPOSE. To establish written directives that outline the procedures necessary to ensure the safety and protection of school crossing guards, students, drivers, and citizens

B. GOALS

1. Direct the response and actions of police officers and police interns given an assignment at a school crossing.
2. Establish the duties of the Adult School Crossing Guard Liaison.
3. Outline the duties and responsibilities of the school crossing guard.

C. DEFINITION

School Crossing Guard [257.57b](#). A person 18 years of age or older authorized to supervise children using a school crossing as provided in Section [257.613c](#).

D. LEGAL AUTHORITY. [257.613b](#).

1. When assigned, a school crossing guard shall be stationed at a school crossing during time periods established jointly by the superintendent of the school district and the head of the law enforcement agency having immediate jurisdiction.
2. While on duty, a school crossing guard shall wear an outer vest of a color and design which conforms with the standards of the manual of uniform traffic control devices provided for in Section [608](#).
3. A school crossing guard, while on duty at a school crossing shall, when necessary, stop vehicular traffic. This shall be done by use of a hand-held stop sign which conforms to the standards for the sign in the manual of uniform traffic control devices or as approved by the Department of State Highways and Transportation. School crossing guards shall have the authority only at their assigned crossings and only during their assigned duty times.
4. Failure to obey a school crossing guard who is holding a stop sign in an upright position visible to approaching traffic is a misdemeanor violation. Reporting of such violations will be done in accordance with standards given in training.

E. REPLACEMENT

1. If a school crossing guard is unable to be at an assigned post, the contractor will notify the Watch Commander's Office as promptly as possible.
2. When notified the school crossing guard contractor is unable to fill a post, the Watch Commander shall assign a police officer to the vacant post and notify the Support Services Division commander for billing purposes.
3. When police officers are given an assignment at a school crossing post, the following shall apply:
 - a. Personnel shall respond in a timely manner to be at the post on time and shall remain for the time given.
 - b. Personnel shall be out of their vehicle and place themselves in the street at any time they are stopping traffic or children are crossing.
 - c. While assigned to this duty, personnel shall wear their issued traffic safety vest.

F. ADULT SCHOOL CROSSING GUARD LIAISON. The Adult School Crossing Guard Liaison shall be assigned to the Support Services Division and report to a Support Services Division Supervisor.

G. DUTIES OF THE ADULT SCHOOL CROSSING GUARD LIAISON

1. Assist in the determination of locations where crossing guards shall be posted.
2. Monitor the school crossing guard contractor to ensure an adequate service is being provided.
3. Investigate complaints made against the school crossing guard contractor.
4. Coordinate selective enforcement assignments in the school areas based on requests and observed needs.

5. Conduct continuing evaluations on all phases of the School Crossing Guard Program. This would include, but not be limited to, surveys, meetings, questionnaires, and observations.
6. Other duties as assigned by a Support Services Division commander.