



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 409.12	
Subject: Specialized Units	Topic: School Crossing Guards	
Accreditation: OPR. 01.09	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015	Review: 07/30/2016

I. PURPOSE

The purpose of this General Order is to prescribe the duties, responsibilities and authority of Loudoun County Sheriff's Office School Crossing Guards.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to maintain, operate and supervise school crossing guards to enhance and promote the safety of school children on highways, roads and intersections while in transit to and from school.

III. AUTHORITY

The authority for school crossing guards to direct traffic is contained in Sections 46.2-834, 46.2-923, and 46.2-1309 of the Code of Virginia, as amended.

IV. RESPONSIBILITIES

- A. Each employee shall report for duty at the time and place assigned and shall be properly uniformed, equipped, and prepared to assume duty. Employees shall remain on duty until their assigned time of dismissal unless relieved of duty prior to that time by competent authority. Crossing guards shall not leave their post, regardless of the time, if children are still approaching the post. Each employee shall give his/her undivided attention to orders, instructions, and other information that may be disseminated. Each employee shall be punctual and prompt in any situation where time may be specified.
- B. School crossing guards are responsible for the control of pedestrian and vehicular traffic control at specified locations to create "gaps" by which children may cross traffic lanes safely. In addition, they are responsible for the following:
 - 1. Knowledge of methods and telephone numbers to acquire emergency assistance, when needed
 - 2. Directing school safety patrols at their posts
 - 3. Knowledge of traffic regulations as they pertain to vehicular and pedestrian traffic in relation to school crossings

4. Methods of obtaining vehicle identification information, when necessary
5. Utilizing traffic control signals as specified in Sections 46.2-834 and 46.2-1309 of the Code of Virginia, as amended
6. Assisting the Sheriff's Office with traffic control at special events, as directed by the Sheriff or his/her designee

V. GENERAL

A. Personal Appearance and Grooming

1. All Sheriff's Office crossing guards will be clean, neat, and well-groomed at all times while on duty.
2. The school crossing guard's uniform is distinct from sworn personnel uniforms yet is easily identifiable by the public. The uniforms consist of:
 - a. One each long sleeve and two short sleeve shirts
 - b. One winter jacket
 - c. One pair of pants
 - d. One raincoat with hood
 - e. One traffic vest
 - f. One winter hat
 - g. One pair of reflective gloves
 - h. One black belt
 - i. One each whistle, chain and hook
 - j. One sweater
 - k. One baseball cap
3. All employees shall maintain their uniforms and equipment in neat, well-fitting order and in good repair.
4. Complete uniforms are to be worn while on duty
5. Black socks are to be worn.

6. Winter apparel such as scarves and boots must be black.
7. A white turtleneck may be worn with long sleeve shirts.
8. Traffic vests are to be worn while on duty.
9. A raincoat must be worn in the fog along with a traffic vest.
10. Issued gloves must be worn while on duty.

B. Criteria for Crossing Guard Positions and Locations

1. In accordance with an agreement with the Loudoun County School Board, a school principal may make a request for additional crossing guards to the Crossing Guard Supervisor. This request must then be justified by a comprehensive traffic survey performed by the Operations Support Division Commander or his/her designee. If the request appears to be justified, a position request will be forwarded to the Board of Supervisors during the normal budget cycle. If approved, the position will be advertised.
2. On at least an annual basis, the Sheriff or his/her designee shall conduct a survey, in cooperation with traffic engineering and school authorities, to identify locations that require adult crossing guard supervision. The survey data will form the basis for establishing these points and school route plans.

C. Safety Patrol Program

1. The Loudoun County Sheriff's Office assists school authorities in their school safety patrol program by furnishing each school with a Safety Patrol Teacher-Supervisor's Kit. In addition, the Sheriff's Office furnishes all badges and belts. The school is responsible for appointing and supervising safety patrols. The Crossing Guard Supervisor(s) conducts training.

D. Substitutes

1. If unable to perform the day's assigned duties due to an emergency or illness, the Crossing Guard must contact the Crossing Guard Supervisor at least 90 minutes prior to the post start time in order to allow sufficient time to obtain a substitute. The Crossing Guard Supervisor must approve all requests for a substitute. If a Crossing Guard Supervisor is unavailable, it is the Crossing Guard's responsibility to contact the Emergency Communications Center (ECC) to advise them of the need for a substitute at the designated school post. Under no circumstance will a post be left vacant.

2. Any requests for leave, other than for an illness or emergency, must be submitted in writing to the Program Manager no later than five working days prior to the requested leave. All requests shall be hand delivered to the Program Manager between the hours of 0900–1130 at the Operational Support Division Office. No more than two employees shall be off on any day. Annual leave will be approved or disapproved based on policies outlined in General Order 315.1, Annual Leave. The Crossing Guard Program Manager, on a weekly basis, will assign substitutes. The substitute is responsible for obtaining his/her assignments on the Friday prior to the following workweek.