

**MERIDIAN TOWNSHIP POLICE DEPARTMENT
GENERAL ORDER**

Subject: CROSSING GUARDS FOR SCHOOLS	General Order: 410
Effective Date: April 25, 2004 Revision Date: April 11, 2016	Distribution: Adult Crossing Guards

I. PURPOSE

The purpose of this general order is to establish the rules and procedures for adult crossing guards.

II. POLICY

It is the policy of the Meridian Township Police to provide adult crossing guards to warranted locations to ensure the safety and welfare of children traveling to and from school.

III. PROCEDURES

A. Uniform and Equipment

1. Each adult crossing guard in Meridian Township shall be issued the following equipment:
 - a. Lime green crossing guard vest as mandated by state statute.
 - b. Red stop sign, 18" in diameter, with handle, as mandated by statute
 - c. A raincoat, lime in color.
 - d. Identification tag with emergency information.
2. Issued safety equipment must be worn and carried at all times a guard is on post.
3. All equipment shall remain the property of Meridian Township and shall be returned upon resignation or termination.

B. Personal Appearance

1. While on-duty at their post, an adult crossing guard shall:
 - a. Not be late for their scheduled tour of duty.
 - b. Not eat food.
 - c. Not consume alcoholic beverages, be under the influence of alcohol or have the odor of alcoholic beverages on his/her breath.

- d. Not use or display tobacco products.
- e. Not use, possess, display or sell illegal drugs.
- f. Be neat and clean in their appearance. Guards must conduct themselves in a manner appropriate to their position and as an example to children.

C. Selection and Training

- 1. Candidates for school crossing guard positions must be at least 18 years old and will be required to complete an application. In addition, they will undergo a background check and oral interview conducted by the Uniform Division Commander or designee.
- 2. The background check will include the following areas.
 - a. Driver's license check – The applicant must have a valid driver's license and transportation. A driver's license is not mandatory if the guard lives within walking distance of the post.
 - b. Criminal History Check
 - 1). No felony convictions
 - 2). Misdemeanor convictions will be considered on a case by case basis.
 - c. An oral interview will be conducted to assess the candidate's mental alertness, appearance, character and dependability.
- 3. The Uniform Division Commander shall ensure that training is provided yearly to all crossing guards as set forth by state statute (Public Act 227, 1978). Materials provided by AAA may be used for this training.

D. Crossing Guard Coordinator

The Uniform Division Commander is responsible for the management of the adult crossing guard program. A Crossing Guard Coordinator may be assigned to oversee the daily operation of the program.

E. Emergency Procedures

- 1. All emergencies shall be reported to the Meridian Township Police Department using 9-1-1.

2. Guards shall not be absent from their post for any reason without giving prior notification to the Department.
3. Guards are not required to administer first aid. First aid may only be administered within the training and capability of the individual.

F. Daily Operations

1. Guards are only authorized to stop traffic for the purpose of crossing children. Guards should attempt to use natural gaps in the traffic flow to effect the crossing.
 - a. Guards shall not otherwise direct traffic.
 - b. Guards should not let children run or elementary age bicyclists ride across the street.
2. Guards are to instruct the Safety Patrol students (when assigned) in the manner in which they are expected to perform in a polite manner.
3. When using the stop sign, it shall be held in the overhead position while in the street and lowered while on the curb to avoid confusing motorists.
4. The command "WALK" shall be given when ordering the children to leave the sidewalk to cross the road.
5. Guards shall wear the prescribed vest at all times they are on-duty at their post. On days when the raincoat or winter coat is worn, the vest shall be worn over the coat.
6. Guards should never touch the children.
7. Guards shall not let the children ride or sit in their vehicle.
8. Guards should report all discipline problems to the school principal and the Crossing Guard Coordinator.
9. Each crossing guard shall contact the school principal before the school starts in the fall of each year to provide their name, address and telephone number to the school.
 - a. Any changes in addresses and phone numbers must be reported to the Crossing Guard Coordinator and the school principal within three working days.

10. The crossing guard's authority shall be limited to only the crossing of children at their assigned post and does not extend to enforcement or regulatory action.
11. If a guard is injured to any extent, while on their post, they must report that injury to the Crossing Guard Coordinator or the Meridian Township Police Department as soon as practical.
12. Guards are responsible for their post. Children should not be allowed to loiter around their post or engage in conversations that would distract them from their responsibilities for crossing children safely.
13. While working a post, a crossing guard shall not enter into conversations with motorists. Motorists wanting to discuss any concern with the crossing guard should be referred to the Crossing Guard Coordinator or directed to a safe location for conversation after the completion of the crossing guard assignment. Adults should be discouraged from entering into conversations with the crossing guard. The full attention of the adult crossing guard must be directed toward the children's safety.
14. The adult crossing guard shall report unusual conditions and incidents, including build up of ice and snow, to the Crossing Guard Coordinator.

G. Failure to Obey the Crossing Guard Signal

Crossing guards shall report any motorist who disobeys their lawful signal if the guard is able to observe a license plate number. The incident shall be reported to the Crossing Guard Coordinator who shall contact the registered owner of the vehicle. Action taken by the Crossing Guard Coordinator should be based on the circumstances surrounding the event and information provided by the owner/driver of the vehicle.

H. Adult Crossing Guard Locations and Crossing Analysis

Locations that require adult crossing guards will be determined by the Uniform Division Commander, or designee, in consultation of the school district representative, based on guidelines set forth in the Manual of Uniform Traffic Control Devices (gap study). The Uniform Division Commander, or designee, will assess the locations requiring adult school crossing guards a least once per year and provide a report summarizing those findings to the Chief of Police.

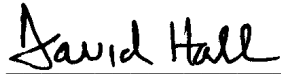
I. Notification

The Uniform Division Commander shall furnish each guard with a copy of this procedure.

IV. CANCELLATIONS

None

Authorized by:



David Hall, Chief of Police

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Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.