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**School Safety and Education Unit**

**Operating Manual**

**2019-2020**

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## **INTRODUCTION**

The School Safety and Education Unit are responsible for contributing to the safety of school age children as they travel to and from school. The Unit is responsible for the Adult Crossing Guard Program and the School Safety Patrol Program.

Adult Crossing Guard Program has been a vital part of the San Jose Police Department since 1955. The program was established to train and certify Adult Crossing Guards at designated intersections throughout the City serving elementary and middle schools in San Jose.

School Safety Patrol Program is to ensure the safe crossing of children to and from school. The students in this program are actively involved in the control of the student body and traffic situations.

## **GOAL AND OBJECTIVES**

The Unit is responsible for providing Adult Crossing Guards at designated intersections throughout the City, and providing training, guidance and supervision to the Adult Crossing Guards, student safety patrols and their adult advisors. The unit also provides safety education programs and presentations to area schools and at community events. These presentations specifically address the topics of pedestrian and bicycle safety. The Unit provides departmental liaison between the Police Department, school districts and administrators, and other mutually concerned groups and organizations.

### **Adult Crossing Guards Objectives**

- Maintain, open or close authorized Cross Guard locations by the hiring or transfer of personnel.
- Prevent pedestrian accidents involving students by providing supervision at designated school crossings.
- Provide assistance to area schools in maintaining or establishing Student Safety Patrol Programs.
- Present safety education programs at community and school events.

### **School Safety Patrol Objectives**

- Provide safety crossings for students at designated intersections at or near schools.
- Provide opportunity for students to participate in a plan designed for their own personal safety.
- Increase the desirability of safety and enhance the security of the student in and away from the school environment.
- Develops leadership ability both in and out of the school community.

# **ADMINISTRATION**

## **Unit Structure**

The unit structure is designed to assure the effective performance of functions and tasks that are necessary to achieve the School Safety goal. The Program Manager is responsible for the overall performance of the School Safety and Education unit and supported by four Crossing Guard Supervisors.

The following is the established organizational structure of the School Safety and Education unit:

Program Manager: Appointed by the San Jose Police Department.

### **EXAMPLE OF DUTIES**

- Reports to Unit Captain
- Manages the Adult Crossing Guard Program
- Assists with the School Safety Patrol Program and School Safety Education Program
- Conducts disciplinary action

Crossing Guard Supervisors: Appointed by the City of San Jose.

### **EXAMPLE OF DUTIES**

- Reports to Program Manager
- Prescreen prospective applicants
- Directly supervises Adult Crossing Guards

Crossing Guards: Hired by Program Manager

### **EXAMPLE OF DUTIES**

- Ensure the safe passage of children across intersections
- Report motorists that violate crossing guards signals

## **Unit Responsibilities**

### **Program Manager**

- Reports directly to the Captain of the Support Services Division.
- Responsible for the Program's overall operation.
- Coordinates school safety education presentations at community events and schools.
- Liaison with other City departments and schools.
- Serves as a member for safety committees.
- Responsible for fiscal management of the School Safety and Education Program.
- Authorizes expenditures for necessary equipment, supplies, printing, repairs, and uniform components.

- Researches and applies for available grants for program.
- Develops and updates Program's annual budget.
- Records non-personnel expenditures.
- Makes requests for additional equipment or personnel as needed.
- Collects and evaluates measurement data and objectives.
- Prepares Management Reports.
- Prepares correspondence to schools, outside agencies, job applicants, and the public as required.
- Prepares intra- and inter-departmental memos, as well as those directed to Council.
- Corresponds directly with the public concerning questions or inquiries about the School Crossing Guard Program.
- Directly supervises the School Crossing Guard Supervisors (currently 2) and intermediately supervises the School Crossing Guards (currently 190).
- Responsible for distributing and communicating the Program goals and objectives to the department.
- Responsible for investigation of personnel complaints against school crossing guards or their supervisors.
- Responsible for investigation of traffic accidents involving school crossing guards where there has been an injury to child or a crossing guard at an authorized crossing, or an accident involving a City Vehicle.
- Investigation or referral to appropriate police unit of criminal allegations made against crossing guards.
- Investigation or referral to appropriate police unit of criminal activity or suspicious circumstances reported by crossing guards or the public.
- Referral of traffic complaint information to the Traffic Enforcement Unit.
- Prepares warning letters to traffic violators reported by School Crossing Guards.
- Responsible for initial training and annual refresher training for all School Crossing guards.
- Assists Supervisors with developing the training curriculum and manual.
- Organizes the Crossing Guard Re-Training class (held annually in August)
- Ensures Crossing Guards complete adequate field training and reach an acceptable level of competency after hiring.
- Responsible for Personnel management of Crossing Guard Program; include: Recruiting, Hiring, Separating from Service, and Discipline/Counseling/Training of supervisors and school crossing guards.

#### Crossing Guard Supervisors

- Pre-Screen / interviews applicants for school crossing guard program.
- Assists applicant filling out the appropriate paperwork, coordinate, informs them where to obtain uniforms, issues equipment such as stop sign, and arranges for training.
- Completes bi-weekly time sheet for school crossing guards, obtains absent slip signatures. Contacts payroll if there are any pay problems.

- Trains all crossing guard new hires, conducts annual trainings and on the job training.
- Refers traffic study request to DOT and evaluates whether an intersection needs a crossing guard.
- Responds to any accidents that involve students that are controlled by school crossing guards.
- Completes all paperwork that goes into the crossing guard's folder.
- Recruits, interviews, train, schedules, supervises and disciplines school crossing guards.
- Prepares quarterly summaries for the school crossing guard program and forwards the report to fiscal, and prepares evaluations and accident forms.
- Develops, train and administers school safety patrol programs.
- Designs, prepares, and obtains teaching materials for educational programs.
- Prepares and makes presentations to student, parent, and teacher groups on traffic safety, personal safety, and bicycle safety.
- Performs other duties as required.

### **Tasks by Key Months**

#### **JANUARY**

- Management Report Quarter #2 (Oct-Dec) due
- Budget coordination begins

#### **APRIL**

- Management Report Quarter #3 (Jan – March) due
- Obtain a schedule for Summer School from the district superintendents
- Make sure the CG Supervisors have a list of crossing guards able to work for summer school
- Contact schools with Safety Patrol Program and request names of student's for the "Certificate of Excellence Award" –
- Creates SJPD safety patrol certificates for safety patrollers
- The certificates need to be stamped at the Chiefs office with his/her signature. The CG Supervisors will distribute the rosettes and certificates to the schools.

#### **JUNE**

- Return to work letters need to be sent to all Guards advising them they need to attend Annual Refresher Training. CG Supervisors will set the date and time with the Program Manager. School crossing guard manuals need to be updated and printed if necessary and safety vests and stop signs need to be ordered if needed. *See Sample Form booklet for "Return to work letter"*
- Obtain a schedule for fall school opening form the district superintendents.

#### **JULY**

- Management Reports Quarter #4 (April – June) due

- Annual Program plan

#### AUGUST

- School Crossing Guard refresher training
- Disperse all work assignments to crossing guards
- Provide school calendars to all crossing guards

#### SEPTEMBER

- All schools open
- New safety patrol training and refresher courses

#### OCTOBER

- Management Report Quarter #1 (July – Sept) due
- Annual pedestrian count takes place

## **ADULT CROSSING GUARD PROGRAM**

### **Recruitment of School Crossing Guards**

The program recruit, select, and employ crossing guards, and alternate crossing guards to provide coverage at each crossing guard post when guards are required in accordance with the adopted school calendars provided by the City. Program staff is responsible for the application process and determining the suitability and qualifications of the guards hired. Program Manager will remove, and replace, any assigned personnel deemed unacceptable by the City. Replacement personnel shall be assigned immediately after the removal of any personnel. CG Supervisors will provide a qualified crossing guard at approximately 121 separate locations, which will be identified by the City, during specified school hours.

### **Pre-qualifications of School Crossing Guards**

- Be at least twenty one (21) year
- Possession of a valid State of California driver's license
- Access to a motor vehicle on a daily basis
- A telephone at place of residency
- Able to work every school day during the hours of 6:50 to 9:30 a.m., 11:30 a.m. to 1:00 p.m. and 2:00 to 4:00 p.m. These hours may vary.
- Satisfactorily pass a Department Of Justice background check
- Be physically and mentally capable of performing the duties of a crossing guard.
- Have the ability to give and follow oral instruction



- Have the ability to establish and maintain effective working relationships with children, parents, school officials and law enforcement
- Have the ability to remain calm and use judgment and initiative in an emergency situation.
- Be of good moral character.

### **Duties of School Crossing Guards**

- Halt vehicles when necessary by mechanical and hand signal to permit children to cross the road safely.
- Maintain order among children assembled at street crossing points and permit them to cross only when they can do so safely.
- Report to the San Jose Police Department the license plate numbers of motor vehicles who violate traffic laws or crossing guard instructions.
- Make children aware of the elements of traffic safety and operation of pedestrian controls.
- Report to school authorities the names of children who do not follow safety regulations.
- Wear a reflective traffic safety vest at all times when on duty.

### **Selection of School Crossing Guards**

CG Supervisors will review applications that meet minimum criteria and conduct a phone screening. If applicants meet criteria, CG Supervisors will conduct an interview with the applicant. A physical requirement questioner will be provided to the applicant, completed, sealed and returned to the CG Supervisor outside of the CG Supervisor's presence. If the CG Supervisor recommends the applicant to move forward, the CG Supervisor will refer to application to the Program Manager. The Program Manager will review the interview question assessment, review the CG Supervisor's recommendation and invite the applicant to a second round interview. The Program Manager will conduct the second round interview to screen if the applicant is a good fit for the position and that the applicant has a strong understanding of the position and expectations. The Program Manager will determine if the applicant is capable of performing the duties of a crossing guard. The Program Manager will refer the applicant to Backgrounds if recommended to move forward. Backgrounds will conduct a Class F background on all applicants.

Backgrounds will contact the last 2 or 3 employers of the crossing guard applicant. Personnel reference should also be checked if the applicant has not been employed during the last five (5) years. Employment and personal reference checks should be of such a nature as will provide information necessary to determine if the applicant is capable of performing the duties of a crossing guard. Program will not employ any person as a crossing guard who has been convicted of a drug offense, sex offense or a felony, or is otherwise prohibited from working with children. Backgrounds will maintain records of fingerprint identification during the period of this contract and five (5) years thereafter. Such records shall be available to the City for review upon request of the City.

### **Hiring of School Crossing Guards**

The applicant first meets with a CG Supervisor, and delivers their application to them.

The CG Supervisor conducts an initial interview of the applicant, and asks basic questions including, but not limited to:

- Do you have a working telephone line?
- Would you be willing to drive to various work locations for work assignments?

Program Manager will schedule a second interview with potential applicant. For qualified applicant the Program Manager will request a background and fingerprint screening (conducted by County Sheriff Office) to the Background Unit. To make an appointment and complete the request for Live Scan Service at <https://sherifflivescan.sccsheirff.org>

An applicant whose background investigation successfully meets the Departments standards will then be scheduled for a TB evaluation with CSJ Employee Health Services at Santa Teresa Samaritan Medical Center. To make an appointment, email EMS Appointment or contact the office at 794-1250.

Program Manager will notify if the applicant passed background investigation.

Employee Health Services will notify the Program Manager if the applicant passed the medical evaluation. Program Manager will contact HR at 975-1452 and check **Orientation Cutoff Dates** for the day/time of city's next orientation. Inform CG Supervisor of the day/time of the new employee orientation. Submit the Transmemo, fingerprint receipt, a copy of application and the offer letter to Employee Services at City Hall.

Program Manager will inform the CG Supervisors that a particular applicant has been hired. The Program Manager will mail a **“Congratulations”** letter. The Supervisor will provide the Uniform instructions and New Hire information to the crossing guard.

The Supervisor will also notify the crossing guard verbally that they have been hired.

A personnel folder will be created and it includes:

- Transmemo
- Interview process tracking sheet
- CG application

### **Rehiring of School Crossing Guards**

- All rehires must go through the application process

- Complete a CSJ job application and supplemental questionnaire
- Complete a Personal History Questionnaire (PHQ)
- Fingerprint screening at the County Sheriff Office. To make an appointment and complete the request for Live Scan Service at <https://sheriff.livescan.sccsheirff.org>
- Complete a medical evaluation. Provide the potential CG a Post Offer Report of Medical History Form to be completed before the exam.
- Submit the Transmemo, fingerprint receipt, a copy of the original application and the offer letter to Employee Services at City Hall.
- Attend the New Employee Orientation. Contact HR and ask for the Orientation Cutoff Date for the next orientation.
- Contact payroll at 277-4774 for the hourly rate of the Rehire.

### **Training of School Crossing Guards**

Program staff will provide each crossing guard with appropriate before assigning a guard to any post. The training program will include:

- General indoctrination concerning rules and regulations of employment.
- Instructions on the proper handling of required reports.
- Crossing guard techniques appropriate to the guard post.
- Telephone numbers, and addresses, of the schools served by the crossing guards and local law enforcement.
- Public relations instructions, including the importance of image, dress and appearance, attitude and general demeanor of a crossing guard.

The crossing guard training folder should include the following paperwork:

- Emergency information
- Training/Retraining agreement
- Unemployment insurance agreement
- School Crossing Guard training quiz
- School Crossing Guard safety rules
- School Crossing Guard training manual

Training usually takes 2 to 3 hours and typically starts at 9 a.m. on the Tuesday following the Monday orientation.

The newly hired crossing guard should have the following information in their personal file:

- Copy of Emergency information
- Training/Retraining agreement (signed by employee)
- Unemployment Insurance form (signed by employee)
- Copy of application
- Copy of personal information (i.e. Driver's License, Birth Certificate, etc.)
- Unemployment Advisement form

**NOTE: Be sure to get this information *before* the Background folders go to Police Personnel**

Fax a list of the new crossing guards to Summit Uniforms to inform them who will be coming to pick up a jacket.

Summit Uniforms (545 Meridian Ave, San Jose); Phone 293-8633 Fax 293-5161

**School Crossing Guard Equipment and Uniform**

Crossing guards are required to purchase their own uniforms, and must have them prior to their orientation date. *Refer to Sample Form booklet for current uniform criteria*

Items provided to School Crossing Guard

- One Jacket (to be picked up at Summit Uniforms)
- One plastic or metal stop sign. Item will be given to the school crossing guard the day of the in-house training.
- One safety vest. Item will be given to the school crossing guard the day of the in-house training.
- Raingear.

If a crossing guard needs a new stop sign, have them bring in the old one before issuing a new one. Stop signs are replaced for free only if due to wear and tear. Each crossing guard is issued one metal sign on the day of their training. If they lose it, they must pay for a new one. The crossing guard will make the check out to the City of San Jose for the current price, and the check needs to be taken to the fiscal unit.

Crossing guard stop signs are typically ordered through Western Highway (800) 479-3783. Complete a **San Jose Police Department Purchase Requisition Request form**. Fax form to Fiscal at 277-3775. Orders usually take approximately 1 week from date of purchase to delivery. As of 2011, metal stop signs cost approximately \$25 each.

**Field Supervision**

Program Manager will hire CG supervisor(s) to conduct on-site visitations at crossing guard sites. CG supervisor(s) should conduct regular visitations to crossing guards' site

- Provide direct supervision to crossing guards
- Schedule and coordinate activities of the school crossing guard program
- Develop, train, and supervise the school safety patrol program
- Provide safety education presentation at community events and schools

**Crossing Guard New Intersection Open Procedures**

- School personnel communicate to the School Safety Program about the intersection requesting for crossing guard services
- School personnel conduct an initial pedestrian count during 1 morning and 1 afternoon shift (a minimum of 20 students between 1-8<sup>th</sup> grade)
- School Safety Supervisor(s) perform a secondary study to make sure the intersection meet the minimum qualification for the DOT Traffic Safety Index engineering study (a minimum of 20 school children utilize the intersection in either the AM or PM peak hours before school begins or after school is let out)
- School Safety Program coordinates with DOT to perform the Traffic Safety Index engineering study (the study measures the speeds, turns, type of traffic control, and number of pedestrians and vehicles at the intersection)
- DOT provides the results of the study to the School Safety Program and the intersection will be placed in the waiting list. Intersection with a high index rating receives higher priority for crossing guard services compared to the ones have a low index.
- When funds become available, School Safety Program staff will determine the intersections warrant a crossing guard. A list of staffed intersections will be updated in July for the next school year.
- Recruit the appropriate staff (the process may take a minimum of 8 weeks to 12 weeks to complete due to the extensive background check required to work at the Police Department)

### **Crossing Guard Intersection Closing Procedures**

- Review annual pedestrian counts. If any intersection is at 20 or less pedestrians, a supervisor will monitor closely for repeated patterns of pedestrian counts
- Review crossing guard intersection study and determine coverage for safety index score
- Update the intersection list and identify intersections to be closed and affected schools
- Notify school superintendents via emails regarding the closure
- Send out formal intersection closing notification to affected schools three weeks prior to effective closing date
- Follow up with phone calls to the school principals a week prior to effective closing date
- Assign crossing guards to pass out intersection closing flyers to the parents and school children two weeks prior to effective closing date
- Assign traffic enforcement unit a week prior and a week after at the affected intersection to direct traffic and school children

### **Awards**

Certificates of Excellence are given to the best Safety Patrol person(s) for the year.

Certificates of Appreciation are given to Crossing Guards for perfect / excellent attendance. (Are distributed at the time of retraining)

Service pins are given for every 5 years of service (beginning at 10 years of service) up to 30 years. (*Service pins are ordered through Classic Metallic at (914)-430-6259, Acct # 159625*)

Schools that have students in Safety Patrol Program may receive an award of “Certificate of Excellence Award”. *Contact AAA at (925) 279-4825 for rosettes and (925) 279-4819 for certificates.*

### **Program Management**

The program manager is required to ensure competent and efficient management of the crossing guard program.

- Responsible for program’s overall operation
- Responsible for personnel management of Crossing Guard Supervisors and Adult Crossing Guards.
- Responsible for fiscal management and develop annual budget
- Liaison with other City departments and Schools
- Collect and analyze measurement data and objectives
- Prepare and submit quarterly management report
- Corresponds with the public concerning questions or inquiries about the Adult Crossing Guard Program
- Referral of traffic complaint information to the Traffic Enforcement Unit

### **Timekeeping and Payroll**

#### Time sheets

School Crossing Guard time sheets are the responsibility of the CG Supervisors (i.e. completing forms, corrections, copies, etc.). The time sheets are completed on the Peoplesoft intranet site. The CG Supervisors will also generate an hourly summary report, and faxes it to Fiscal.

#### Time off / Sick leave

If a crossing guard requests time off, or calls in sick, they will have a **Non-attendance** report filled out. These reports are tracked on the school crossing guards’ time sheets.

#### Holiday Pay

There are two city holiday dates that crossing guards may work (depending on the individual schools schedule). Cesar Chavez Day (March 31<sup>st</sup>) and Columbus Day (varies

in October). If the crossing guard's school is in session that day, and the crossing guard is required to show up at work, their compensation will be for over-time pay that day.

### Pay Roll

If a crossing guard states that they did not receive a paycheck, confirm with CG supervisors, there should be copies of all time sheets in their records. Contact Payroll at 535-7070

### Resignation

When a crossing guard wishes to resign from their position, the CG supervisor needs to fill out a "City of San Jose notice of Separation from city service" form. The crossing guard must return their stop sign, vest, jacket, rain gear, and I.D. badge. Refer the crossing guard to the Deferred Comp office at x2569 regarding any questions they may have about deferred comp money. After the employee signs the "City of San Jose notice of Separation from city service" form, route the original copy to Police Personnel, and file a copy in the crossing guards file, and a copy to the Program Manager.

### Complaints/ Discipline

When a complaint is generated about a crossing guard, it is first directed to the CG Supervisor. If the complaint is job related (holding traffic to long, improperly dressed, not at intersection at particular time) it will be handled by the CG Supervisor.

If the complaint is related to any form of discrimination, personnel, or criminal matter, or the CG supervisor notices a recurring trend, the complaint information will be forwarded to, and handled by the Program Manager.

### Vehicle Violations

Crossing guard will report vehicles that violate their commands at an intersection they were working. They will report the date, time, location, license plate and vehicle description. This information is to be reported to the CG Supervisor. The CG Supervisor then enters the info into the TEU website complaint form.

The Unit Lieutenant will get the DMV printout, which contains the name of the registered owner to the vehicle. The Program Manager will prepare a warning letter, co-signed by the Lieutenant and send it to the registered owner with the address listed on the DMV return. *See Sample Form Binder.*

### Reported Accidents

If a crossing guard reports an accident between a vehicle and a child, at the intersection they were currently working, the CG Supervisor and Program Manager should respond to the scene immediately, if possible. The Program Manager will ensure that a proper

traffic investigation is conducted, and that the appropriate forms are completed. The Program Manager will also ensure that any evidence is collected in the event of any City liability.

## **SCHOOL SAFETY PATROL PROGRAM**

### **School Safety Patrol Structure**

#### **Squad Size and Schedule**

The size and number of squads in a patrol unit depends upon the number and type of control points to be served. It is recommended that one squad work only one period a day and that work periods consist of one half hour before and after school hours, and/or one half hour for children going to and one half hour for children returning from lunch.

#### **Squad Member**

Squad Member must be reliable and able to assist other students in crossing streets safely. He is courteous, neat in appearance, set a good example by his fairness and good sportsmanship and will not force others to obey rules. He will advise violators of possible discipline for repeated violations.

Squad Member will follow instructions and will report to Squad Leader if he is not able to report for duty. He could be dismissed from service willful misconduct that reflects unfavorably upon him or brings discredit to the School Safety Patrol.

#### **Squad Leader**

Squad Leader will be under the supervision of the Patrol Captain and he is responsible for his squad and make sure Squad Members report on time and in an orderly manner. Squad Leader will assign his squad their posts and make sure they return to the classrooms promptly and quietly after their assignment. He will report repeated or extreme violations to the School Safety Advisor for disciplinary action.

Squad Leader will assist the Supply Officer in keeping a neat squad room.

#### **Supply Officer**

Supply Officer will be under the supervision of the Patrol Captain and will assume the responsibilities of the Patrol Captain during his absence. He is responsible for the appearance of the squad room at all times. He issues equipment and will report damage and lost equipment to the School Safety Advisor.

Candidates for both Squad Leader and Supply Officer must be in sixth grade and possess leadership ability.

#### **Patrol Captain**



Patrol Captain will coordinate squads and chair the patrol meetings. He will be under the supervision of the School Safety Advisor and will supervise the work of his squads through the squad leaders. The Captain will train new members.

Candidates for the Patrol Captain must be in sixth grade and have outstanding leadership ability. He must be respected by the fellow students and patrol members. He must maintain his scholastic standing and come from the rank of Squad Leader.

#### School Safety Advisor

School Safety Advisor is responsible for organizing and operating the School Patrol Program.

#### School Administrators

Selection of School Safety Patrols is recommended by School Safety Advisor with the approval of principal. Members must have the ability to maintain good scholastic standing and able to delegate and accept responsibility.

#### Parents

Written consent must be obtained from parents prior to members serving on the patrol. Parents must be aware of and consent to members serving before and after school hours. Parents must give written consent for their school children withdrawal from the patrol.

### **Steps To Set Up School Safety Patrol**

- Contact School Safety Education Unit for initial meeting.
- Establish with CG Supervisors the locations of the crossing(s), placement and number of patrol members needed. A survey of the crossing locations should coincide with safe routes to school.
- Identify and set up storage room or location for patrol equipment.
- Inventory and repair or replenish equipment and uniforms.
- Recruit patrol members.
- Distribute patrol application cards.
- Appoint PD personnel.
- Schedule orientation and training session.
- Prepare duty rosters and schedules.
- Supervise members on first assignment.

### **Training Of School Safety Patrols**

The training program will include:

- Rules and regulations providing for safety operations.
- Instructions on wear and care of uniform and equipment.

### **Uniforms and Equipment**

- Uniforms and equipment are issued to schools on a loan basis. Replacements for these will be made due to natural wear or accidental breakage. If uniforms or equipment are damaged by abuse or deliberate misuse, school will be required to pay for the replacement.
- Patrol members will notify the School Safety Advisor if the jackets and hats are dirty or torn, and /or the semaphores need repair. It will be the responsibility of the School Safety Advisor to see that the jackets and hats are washed and the damaged equipment is either repaired by the school or replaced.
- Squad members must keep the patrol equipment room neat and orderly. All members are responsible to hang up the jackets, put away signs and keep the room clean.
- Patrol members are in full uniform when they are on duty. Full uniform includes the red and white hat, jacket and semaphore. Raincoat and cap if raining.

### **Membership Cards**

Safety Patrol membership cards may be obtained for the School Safety and Education Unit. Upon request, student's name and school name will be typed in the space provided. Membership cards are for identification purposes and not for authorization of any activities.

### **Procedures for School Safety Patrols**

#### **Sign Holding**

##### **Stop Position**

Except at the signalized crossings or particularly hazardous crossings, patrol member will take 3 paces from the edge of the curb and station himself in the stop position. He will always be facing oncoming traffic. His feet are spread shoulder width apart. The right hand grasps the pole approximately midway and the arm is extended out horizontal to the ground. The pole should be at a diagonal with the base placed in the instep of the left foot and the sign head positioned away from the right shoulder.

##### **Holding Position**

Patrol member will face the street directly in front of the crosswalk. He will be one pace back from the edge of the curb. The arms are hung at the side with the hands holding the sign parallel to the ground. The holding position will be taken while school children are waiting to be crossed and may be taken in lieu of the rest position where there are no school children to be crossed. Member's attention will be directed toward the traffic and the Squad Leader.

##### **Rest Position**

When there are no school children to be crossed the rest position will be used. Member holds the pole in an upright position with his right hand. The head of the sign will be resting on the ground with the edges perpendicular to the curb. Member will be one pace

from the edge of the curb with the feet spread shoulder width apart. Attention is directed to approaching pedestrians and vehicles.

### Carrying Position

When carrying the semaphores to and from squad posts one of the following methods will be used.

- Two hands over his shoulder or two hands under the arm carry. The pole is grasped by both hands; the left one on bottom and the right hand approximately a foot above the left. The pole can be rested on the right shoulder or placed under the member arm pit. The head of the sign is always carried in the down position with the edges perpendicular to the ground. Carrying the sign in the up position presents hazards.
- One hand under the arm carries. The right hand grasps the pole with the head of the sign in the down position. The pole at a diagonal is placed under the right armpit.

### Basic Marching

#### Forming up and Commencing

Squad on the command “fall in” lines up in a column of two with the Squad Leader or Captain on the front right side. On the command “forward march”, everyone steps off on his left foot. While marching, members will maintain regular distance; keep in line with the person in front and to his side and keep in step.

#### Stopping

The preliminary command ‘squad’ will be given when either foot strikes the ground. On the next step the command “halt” must be given. Patrol member then take one more step forward with his other foot and then stops by bringing his trailing foot up next to the stationary foot. Upon reaching the assigned post or school, command “fall out’ or “dismissed” will be given.

### Crossing Procedure

#### Non-signalized Crossings

The Squad Leader will group school children prior to crossing them. He will call signs out only if there are no cars coming or unless it is safe to do so. He must use his judgment on when it is safe by taking into consideration in the distance and speed of oncoming vehicle, road condition, weather, visibility and attitude of local drivers. Oncoming vehicles should be at least one block away before calling signs out. He must not call signs in until the last school children have stepped on the opposite curb.

#### Signalized Crossing

At crosswalks controlled by signal lights, patrol members will cross school children by coordination with the signal lights. Push buttons will be activated when available and signs out when green light and walk signal are in operation and traffic is clear. Patrol members will stand on the street curb facing oncoming traffic and will be responsible for

stopping all turning vehicles. Patrol members will keep their signs out until all school children have crossed safely. Patrol members should allow only the immediate group to cross and all late comers should wait until the next cycle.

#### Crossings with Adult Crossing Guards

Patrol members can be utilized at intersections with Adult Crossing Guards by helping to control turning traffic and holding students back on the curb. Numbers and positions of the safety patrol members must be determined by the CG Supervisors after a study of the intersections. Instructions for coordination of operation will be worked out and given by the Adult Crossing Guards.

#### Giving Commands

Commands should be given by the senior ranking member or one predestinated member on the patrol schedule. The person giving commands should place himself in a position to have a clear view of all traffic lanes. If the view is obstructed then the person giving commands should coordinate with the patrol member stationed on the opposite side before giving signs out. Commands must be given in a loud clear voice to be heard over the traffic and nearby noises.

#### Whistles

Whistles must not be used at intersections where the patrol is working with an Adult Crossing Guard.

Squad Leader will blow the whistles one for signs out, twice for signs in and three times for the signal for the squad to come in.

#### Emergency Vehicle

If a patrol member is on the curb and sees/ hears an emergency vehicle (police car, fire truck, ambulance) approaching, he will remain on the curbside and not let anyone cross the street. If the member is in the process of crossing school children, he will halt the flow of any further school children crossing and give warning to those in the middle to clear the street.

### **Rules for School Safety Patrols**

- Patrol members must wear the official Safety Patrol uniform in an appropriate manner.
- Patrol members must report for duty at their scheduled time; when unable to report for duty, they should notify the School Safety Advisor promptly.
- Patrol members must be stationed one pace behind the curb line or other place of assignment and hold school children on the sidewalk until it is safe for them to cross.
- Patrol members must leave the curb when a parked vehicle obstructs their view at a distance no greater than the width of the vehicle blocking the view.
- Patrol member must position themselves with their signs out facing traffic making sure it is safe before signaling the school children to cross. They must remain with the signs out until the school children are completely across.

- Patrol members must never turn their backs toward street traffic. They must keep a constant watch for oncoming vehicles.
- Patrol members must make no attempt to stop motor vehicles unless there are children already in the crosswalk and in danger from oncoming vehicles.
- Patrol members should not make any attempt to direct or regulate vehicular traffic.
- Patrol member must place themselves on that side of an intersection nearest approaching children if there are in sufficient officers to man all posts.
- Patrol member must prevent jay walking by requiring school children to cross only at intersections or regular crosswalks.
- Patrol members must report serious traffic violations whether vehicles or pedestrians are involved. They should attempt to handle minor problems by themselves before contacting the School Safety Advisor.
- Patrol members must conduct themselves properly while on duty, not engage in games or sports or idle conversation.
- Patrol members must take proper care of patrol uniforms and equipment. They must maintain the patrol room neat and orderly at all times.
- Patrol members must obey all teachers and cooperate with fellow patrol members. They must be courteous but firm when giving instructions.

### **Procedures for Violations**

#### Vehicles

Violations involving cars nearly hitting patrol members or school children should be reported immediately.

Minor violations occurring away from the crossing or ones not presenting an immediate danger to the members and school children should not be reported.

In the event a violation occurs, the following steps must be taken.

- To protect patrol members and school children's lives. This may require dropping the semaphore and pushing or pulling pedestrians back or giving verbal warning to those in the middle of the street.
- Get a description of the car and driver. Obtain a complete and correct license number is essential. Date, time and location of the incident are required.
- Patrol member's reports will be submitted to the School Safety Advisor. He/she will review the violations and forward them to the School Safety and Education Unit.

#### Pedestrians

Patrol member must be mature enough to accept a certain amount of harassment from fellow school children. If the petty harassment progresses to actions which interfere with the member's duties or endanger the patrol members or school children's lives, it is a reportable offence. Patrol member initially should attempt to handle the problem by talking with the violator in a firm but polite manner. Patrol member should point out the

violation and warn the person against future violations. If the warning fails and the person continue the violation, it should be reported to the School Safety Advisor. Incurable violators should be brought to the attention of the school principal and CG Supervisor. If strangers, drunks, or adults bothering school children or patrol members, it should be immediately reported to the school office or teacher with a description of the person. The Police Department should be contacted to handle the problem.

### Bicycle Riders

Bicycle riders are required to walk their bikes across the intersection. They must obey the same regulations as car drivers. Bike riders should ride with the traffic in the same direction as vehicles unless the area is particularly hazardous to do so. They must not ride on sidewalks, exception to those under 10 of age.

### Field Supervision

Program Manager will hire CG supervisor(s) to conduct spot check of safety patrol members at schools and provide guidance to School Safety Advisors

### Monthly Patrol Meetings

- Monthly patrol meetings are conducted within the school facility. Meetings are designed to develop initiative and leadership. They also present an opportunity for members of the school patrol to voice constructive suggestions and complaints. CG Supervisor may attend in an advisory capacity upon the request of the School Safety Advisor.
- Meetings are designed to maintain frequent contact with individual patrol to discuss traffic problems.

### Absentees

- In the event one or more patrol members are absent, the responsibility for getting substitutes must fall on the Safety Patrol Advisor.
- Substitutes must be selected from a separate substitute list or from available members from other squads. Non Safety Patrol members are not permitted to serve as a substitute.
- Patrol members must attempt to notify the Safety Patrol Advisor promptly

### Dismissals

Failure to maintain satisfactory school grades, excessive tardiness or unexcused absence, misconduct and failure to pay attention to the job duty shall be sufficient reason for dismissal from the patrol. Dismissal shall be made at the discretion of the school principal, School Safety Advisor and CG Supervisor.