

	Policy & Procedures				No. 5.02	
	Subject: Adult School Crossing Guard					
	Issuing Authority: Chief of Police				Effective Date: 10/01/14	Review Date: 08/03/2023
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CALEA STANDARDS

16.4.1 16.4.3 22.2.5 33.7.2 61.3.2 61.3.4

Purpose

The purpose of this policy is to set forth the selection criteria and training needed to become an adult school crossing guard in the Town of Canton. All adult school crossing guards will be under the direct control and supervision of the Canton Police Department.

Adult school crossing guards can play a key role in promoting safe driver and pedestrian behaviors at crosswalks near schools. They help children safely cross the street and remind drivers of the presence of pedestrians. A guard helps children develop the skills to cross streets safely at all times. The presence of guards can lead to more parents feeling comfortable about their child walking or bicycling to school.

Authority 61.3.4 A; 16.4.1

Crossing Guards are part-time employees of the Canton Police Department and are therefore authorized by the appointing authority and the Chief of Police to direct traffic and assist pedestrians crossing roadways. They are not sworn officers and therefore are not authorized to take law enforcement actions of any kind.

Responsibilities 16.4.1

The adult crossing guard will assist with the safe and efficient flow of pedestrian and vehicular traffic at assigned locations throughout town, generally located near a school.

- I. Primary Responsibilities: It shall be the duty of all Crossing Guards to: **61.3.4 A**
 1. Help children safely cross the street, at their designated location, as they walk or bicycle to and from school.

2. Discourage unsafe behavior of children.
3. Establish a safe street crossing point.
4. Encourage safe behavior by all pedestrians at the school crossing.
5. Alert motorists of the pedestrian crossing area.
6. Assist motorists entering or exiting school property.
7. Observe and report any unsafe incidents or conditions.

II. **Secondary Responsibilities:**

Assist with traffic flow and direction

Selection 61.3.4 B

1. Candidates for employment as adult school Crossing Guard shall be recruited, screened, selected and trained according to the policies and procedures as established by the Human Resources office at the direction of the Town Manager.
2. A candidate for School Crossing Guard shall complete an interview, medical clearance and background examination. In order to fulfill the critical functions of this job, a Crossing Guard:
 - a. Must have a good command of the English language. The ability to communicate in other languages common to the community is helpful;
 - b. Must be physically able to stand for long periods of time in extreme weather; and
 - c. Must have good vision, hearing and mobility;
 - d. Must be a reputable citizen;
 - e. Must provide the Department with a letter, yearly, from their Doctor stating they are fit to perform the duties outlined in this policy and the job description.
 - f. Must be able to work approximately two hours per day, Monday through Friday, during the public-school year.

Evaluation

Crossing guards are subject to an annual evaluation, which includes but is not limited to the following:

- Attentiveness to the job;
- Attendance;
- Uniform appearance;
- Job performance.

Equipment and Uniform 61.3.4 C; 16.4.3; 22.2.5 A,C,D

1. Crossing Guards shall wear authorized attire that is issued for duty and shall wear reflective traffic vests or outerwear that conforms to ANSI standards, when performing their duties. Any high visibility retroreflective vests or clothing shall meet or exceed ANSI/ISEA 207-2006 requirements. **61.3.1**

2. Crossing Guards will be issued replacement uniforms and equipment as needed but are expected to keep uniform parts clean and pressed.

Before working their first shift, all newly appointed crossing guards will be supplied with the following:

- Windbreaker
- Raincoat
- Reflective traffic vest
- Hand held stop sign

All uniforms and equipment issued to employees shall remain the property of the Canton Police Department and all employees shall keep the same in good working condition and repair.

Crossing Procedures

1. School Crossing Guards provide traffic direction and control, at specific times, in order to ensure the safety of school children traveling to and from designated schools.
2. Crossing Guards shall not direct traffic in the traditional sense but should assist with pedestrians crossing and vehicles exiting or entering the school property.
3. Crossing Guards shall use existing gaps in traffic to help students cross safely. Crossing should be coordinated with any existing crossing signal lights. The guards should follow the following procedure:
 - a. The guard shall step into the street, remaining vigilant for traffic and unsafe conditions.
 - b. The crossing guard shall verbally direct children to cross the street, when it is safe to do so.
 - c. When the pedestrians have crossed, the crossing guard shall then exit the street.
4. When the natural traffic flow does not allow enough time for children to safely cross a street:
 - a. The guard shall signal traffic to stop using hand signals or a STOP paddle.
 - b. The guard shall step into the street.
 - c. When conditions permit, the crossing guard shall verbally direct children to cross the street.
 - d. When they have crossed, the crossing guard shall then exit the street and signal traffic to proceed.
5. School Crossing Guards should, from time to time, stop by the assigned school and consult with the school officials. Any safety issues, change in protocols, or other problems should be identified. The School Crossing Guard should then share with the Community Liaison Officer any issues that need to be corrected.

Training 16.3.4 E; 33.7.2

1. All crossing guards shall receive training as determined by the Chief of Police. Training will include, but not limited to pre-service training; year-start familiarization. **33.7.2**
2. All training received shall be placed in the crossing guards file.

Criteria for Locations Requiring Crossing Guards

1. The Chief of Police, or his/her designee, along with the Community Liaison Officer and the Superintendent of the Canton Public Schools or his designee, in a cooperative effort, shall determine the locations, times and duration of crossing posts for Crossing Guards based on an *annual* documented review administered by the Community Liaison Officer and the Chief of Police. **61.3.4 E,F**
2. In determining such posts, the following criteria at a minimum should be considered: **61.3.4 D**
 - a. The age of the children crossing.
 - b. The width of the street and the number of lanes.
 - c. Sight lines.
 - d. Safe gaps in traffic.
 - e. Existing traffic control devices, signals, signs, and pavement markings.
 - f. Traffic speeds and volume.
 - g. Pedestrian volume.
 - h. Accident history of the crossing site.

Crossing Guard Concerns:

At the conclusion of each semester and from time to time as requested, all crossing guards are required to submit a report regarding the numbers of children crossing at their locations and long-term concerns at their traffic locations. This report is to be submitted to the Community Liaison Officer for review. Any immediate concerns should be brought to the attention of the Community Liaison Officer or the Day Shift Supervisor as soon as practical. **61.3.4 D**

Salary and Benefits:

School Crossing Guards are appointed by the Canton Police Department. The Canton Police Department administers and is financially responsible for funding the position(s). Each School Crossing Guard will be laid off at the end of the calendar school year and re-hired at the start of the next school year.

Absence:

In the event of an absence, a Crossing Guard taking a personal day or sick day must contact the volunteer civilian coordinator who will arrange for coverage of the vacant crossing post.