



SYKESVILLE POLICE DEPARTMENT

School Crossing Guard Program

General Order 2-20 Effective: 09/27/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

The purpose of the Sykesville Police Department Crossing Guard Program is to provide safety to pedestrians at designated school crossing locations.

II. POLICY

It is the policy of the Sykesville Police Department to provide adult crossing guards to facilitate the safe movement of children to and from school at the designated school crossing locations.

III. DEFINITIONS

School Crossing Guard -- a civilian volunteer employee who has been trained to assist students and other pedestrians in school areas to safely cross roadways at designated locations during the course of the school day.

IV. PROCEDURES

1. The Chief of Police or designee shall administer the department's School Crossing Guard Program.
2. The Patrol Corporal will serve as the School Crossing Guard Supervisor.

V. DUTIES AND RESPONSIBILITIES

1. The primary objective of the School Crossing Guard is to assist children with safely crossing a roadway at designated school crossing locations.
2. School Crossing Guards have no police authority, are not police officers and shall not act in any manner outside the scope of their duties or represent themselves as police or law enforcement officers.
3. School Crossing Guards shall use the natural gaps in traffic to enter the roadway and acknowledge a safe time for children to cross.
4. Prior to crossing children, School Crossing Guards must ensure that traffic is stopped in the direction that children are crossing.
5. School Crossing Guards shall use the provided equipment, including traffic vest and stop sign, when entering a roadway.

6. Unusual conditions that may impede the safe travel of students, or restrict the Crossing Guard from safely and effectively performing their job, should be reported prior to students' arrival. This may include, but is not limited to:
 - a. Construction
 - b. Hazardous weather conditions such as snow and/or ice
 - c. Presence of puddles, lights out, signs blocking vision, etc.
7. Notification of unusual/hazardous conditions shall be made to the on-duty officer. If contact cannot be made, notification shall be made to the on-duty supervisor

VI. MINIMUM QUALIFICATIONS/SELECTION CRITERIA

1. Applicants will be selected for employment as School Crossing Guards based upon minimum qualifications and a selection process as outlined in this written directive.
2. Minimum Qualifications for the position of School Crossing Guard included, but are not limited to:
 - a. Must be at least 18 years of age
 - b. Be a graduate from an accredited High School or education equivalent to a high school diploma
 - c. Be a license's driver in the State of Maryland
 - d. Must pass a thorough background investigation
 - e. Must have the ability to work under adverse weather conditions
3. The following selection process will be used for School Crossing Guards:
 - a. Applicants shall submit an application to the Town of Sykesville
 - b. The Patrol Corporal will review and screen all applications and forward applications for those candidates that meet the minimum qualifications to the Chief of Police
 - c. An oral interview will be scheduled for the selected candidates
 - d. Applicants who successfully pass the oral interview process will be subject to a background check

- e. Applicants successfully completing the background check may be required to submit to a drug test after a Conditional Offer of Employment is given
- f. Applicants will be chosen for employment by the Chief of Police in consultation with the Patrol Corporal

VII. TRAINING

1. The Patrol Corporal shall ensure that the Crossing Guards are provided with at a minimum, three (3) hours of classroom training related to directing, controlling or regulating traffic by a law enforcement officer.
2. In addition to the three hours of classroom training, all new School Crossing Guards will undergo a minimum of six (6) hours of field training under the direct supervision of a sworn officer.
3. All training of Sykesville Police Department School Crossing Guards will be documented and maintained in an appropriate personnel file for each guard.

VIII. SCHOOL CROSSING GUARD UNIFORM AND EQUIPMENT

1. Any personnel directing traffic, or in the roadway controlling traffic, including School Crossing Guards, MUST wear high-visibility reflective clothing prior to initiating traffic control and direction or at any time an officer is standing, walking or on foot on a roadway of any type.
2. The following uniform/equipment, at a minimum, will be issued to each School Crossing Guard:
 - a. High-visibility reflective vest – 1
 - b. Whistle – 1
 - c. All-weather jacket – 1
 - d. Portable stop sign – 1
 - e. Department ID Card - 1
3. All issued equipment is the property of the Sykesville Police Department and must be returned when requested or upon leaving employment.
4. Replacement equipment will be provided as necessary and shall be requested through the Patrol Corporal.

5. All School Crossing Guards are required to wear their high-visibility reflective vests and use the portable stop sign when performing crossing guard duties.
6. School Crossing Guards may dress as necessary for protection from weather conditions. Clothing, which may be offensive to parents or children, is prohibited.
7. School Crossing guards will be provided a departmental ID card indicating they are authorized to direct, control, or regulate traffic for the Department.

IX. HOURS OF WORK

1. School Crossing Guards are to report to their assigned locations at the scheduled start time(s) that have been established by the school district.
2. School Crossing Guards are to remain at the crossing until the scheduled end time(s).
3. School Crossing Guards shall be aware of and abide by the school district-established half-days and early dismissals.

X. ABSENCES

1. It is very important that guards report to each scheduled crossing. Absences must be kept to an absolute minimum.
2. In the event a guard cannot report for a scheduled crossing, the guard shall attempt to notify other School Crossing Guards from a list of trained guards and request that they cover the shift. This shall be accomplished no later than one (1) hour prior to the scheduled crossing time.
3. If no other School Crossing Guards are available, the originally scheduled Guard shall notify Headquarters of the potential absence. In this case, a sworn officer will be dispatched to handle the crossing detail.
4. All absences shall be documented.

XI. REPORTING TRAFFIC/PARKING VIOLATIONS

1. Crossing Guards shall not personally address traffic or parking violations. In the event an illegally parked vehicle blocks a crosswalk, the Crossing Guard may request the driver move his/her vehicle. The Crossing Guard shall not become involved in a verbal confrontation.
2. Traffic and other violations shall be reported to the on-duty officer. In the event a violation is reported, the following information shall be obtained:

- a. License Plate
- b. Vehicle Make
- c. Description of Driver
- d. Time/Date of Offense
- e. Nature of Offense
- f. Location of Offense
- g. Names of additional witnesses/complainant

XI. CITIZEN COMPLAINTS

- 1. Crossing Guards are a representative of the Sykesville Police Department and are expected to demonstrate professionalism. Crossing Guards shall be respectful and courteous to motorists, pedestrians and children.
- 2. Complaints from citizens about a SPD School Crossing Guard will be addressed as an internal investigation. Validated complaints will be addressed on a case-by-case basis by the Chief of Police, who shall take any action he deems appropriate, to include suspension of the Crossing Guard's authority and/or dismissal from the program.
- 3. Crossing Guards shall immediately report any incident that occurs at their respective crossing to the on-duty officer or supervisor.

XII. CRITERIA AND REVIEW OF SCHOOL CROSSING GUARD LOCATIONS

- 1. The following variables should be considered when determining school crossing guard locations:
 - a. Traffic volume/speed
 - b. Number of turning movements
 - c. Width of intersection
 - d. Physical terrain
 - e. Presence or absence of traffic control devices
 - f. The number and age of children utilizing the crossing

- g. Requests from Carroll County Public School System
 - h. Suggestions and input from School Crossing Guards and other police department personnel
2. The Patrol Corporal or his designee will conduct an annual documented review through a survey of the Sykesville Middle School principal to determine locations to be considered for adult school crossing guards.