

CHAPTER 117
SCHOOL CROSSING GUARD

DISCUSSION: It is the mission of the Hattiesburg Police Department Crossing Guard Unit to provide a safe environment for pedestrians and motorists within school crossing zones before and after school. The purpose of this chapter is to supply the reader with information necessary to function efficiently as a school crossing guard. One's effectiveness as a crossing guard will depend solely on his or her own initiative, training and sense of responsibility. There is no manual or other information available that will compensate for carelessness, lack of effort, dishonesty or disregard for established policies.

117.1.1 Purpose and Scope

- A. The contents of this document deal with policy and procedures to be followed in a variety of situations. It is obviously impossible to develop procedures for every situation which might arise. Therefore, in situations not covered by specific instructions, decisions made and action taken must be governed by common sense and good judgment on the part of the crossing guard personnel.
- B. The need for standardization cannot be overemphasized, Standard Operating Procedures which save time, reduce confusion, and eliminate errors will assist all concerned in providing timely and predictable reaction to foreseeable situations.

117.1.2 Changes and Revisions

- A. Any organization or individual desiring changes which affect procedures or policies or which modify, supplement, or require action not covered in this chapter shall forward a written request to the Chief of Police at the Hattiesburg Police Department. After review, the Chief of Police shall forward approved alterations, additions, or recommendations to the Special Operations Division Commander and Accreditation Manager.
- B. The Special Operations Division Commander is responsible for implementing procedure revisions considered necessary to internal operations.
- C. Approved changes to policies and procedures will be accomplished by publication and distribution of pages to all holders of this chapter in advance of the effective date. When more rapid change is required, notification may be made by other means and followed with new pages.

117.1.3 Standards for School Crossing Guards

- A. Crossing Guards will only be as effective as their own initiative and sense of responsibility may dictate, and neither material contained within this chapter or any other will compensate for carelessness, lack of effort, dishonesty, or disregard of established regulations.

- B. Crossing Guard personnel must have a desire to be helpful. This includes not only persons who are a pleasure to help, but also individuals who may be unreasonable, demanding, rude, unpleasant, and uncooperative.
- C. Crossing Guard personnel must have the ability to think clearly and act promptly in emergencies and under pressure, and remain calm at all times.
- D. Crossing Guard personnel are expected to speak clearly and distinctly at all times.
- E. Crossing Guard personnel are expected to recognize the importance of their work. Public relations and interpersonal skills are essential.
- F. Crossing Guard personnel must recognize that they represent the Hattiesburg Police Department. As in any other business that deals with the public, all employees are expected to conduct themselves in a professional manner at all times.

117.1.4 Responsibilities

- A. Crossing Guards have a responsibility to the community as public servants. As a safety specialist, they have specific duties to fulfill with an obligation to be knowledgeable of all procedures.
- B. School Crossing Guards have a very important personal responsibility and obligation. This responsibility should be fully understood and strictly adhered to.
- C. If a situation arises that will prevent the Guard from reporting to work or performing their duties after arriving at work, they should:
 1. Notify the Police Department Communication Division (545-4910) and the Traffic Office (545-4946) by tell the dispatcher and traffic personnel the times and dates that you will be unable to be at your crossing.
 2. Ensure that an officer or other qualified individual will be at the appointed crossing.
- D. Work Schedule
 1. School Crossing Guards shall arrive ready for duty at their assigned crossing location a minimum of twenty (20) minutes prior to school opening for class and ten (10) minutes prior to class ending each day.
 2. Crossing Guards shall activate flashing lights or have traffic control signs in place, twenty (20) minutes before school opens for class and ten (10) minutes prior to class ending each day.
 3. Crossing Guards shall remain at their post until all school children have cleared

assigned crossing the area.

E. Work Responsibility

Crossing Guards shall be alert and shall carefully watch all traffic while children are in danger or near the designated crossings.

F. Authority

Crossing guards shall have the authority to stop cars and other vehicles while children are in the designated crosswalk near any school. Crossing Guards do NOT have the authority to make arrests, issue citations, or detain citizens.

G. Required Equipment

Crossing Guards shall have in their possession while working, the following equipment:

1. Police Department issued orange Traffic Vest.
2. Police Department issued hand carried stop sign.

H. Traffic control

Crossing Guards shall not engage in the directing of vehicular traffic, except when necessary to provide safe passage for children arriving at or leaving school.

I. Hazardous Drivers

In the event an automobile violates traffic laws or in any other manner endangers the safety of the students, yourself, or others, the crossing guard is encouraged to record the tag number and description of the vehicle, and a detailed description of the driver. The description should include:

1. Sex
2. Race
3. Approximate Age
4. Size
5. Other descriptive features as is possible

The guard may sign an affidavit against the driver under the "Reckless Endangerment" ordinance of the City of Hattiesburg. This would require the crossing guard to appear in court as a result of signing an affidavit. These crossing guards will be paid for time

actually spent in court when approved by the Special operations Division Commander.

117.1.5 Organizational Structure

A. Chain of Command

The School crossing Guard Unit is operated within the Special Operations Division of the Hattiesburg Police Department. The crossing guards are directed by the Special Operations Division Commander who has overall responsibility for the unit.

B. Complaints

Citizens or others wishing to complain regarding the conduct of School Crossing Guard personnel should be referred to the Special; Operations Division Commander. Those not satisfied with the decision of the Special Operations Division Commander may appeal the matter to the Operations Bureau Commander or file complaint IAW grievance procedures.

117.1.6 Rules of Conduct

This section of the chapter deals with the rules and regulations governing crossing guard personnel. All rules are mandated unless changed via revisions to this chapter.

A. Dress Code

1. The recommended, but not required, attire for crossing guard personnel will be navy blue or black pants or skirt and white shirt or blouse. Crossing guards will be neat and clean and should dress as to present a good appearance.
 - a. T-shirts, halter tops, shorts, flip-flops, thongs, sandals, or torn sneakers are not considered proper attire.
 - b. Blue jeans are acceptable as long as they are not frayed, torn or patched.
2. Hair will be neatly groomed.
3. In all matters of attire and appearance, the decision of the Special Operations Division Commander as to what is and is not appropriate will prevail.
4. No clothing bearing the insignia of the Hattiesburg Police Department will be worn in any fashion or in any place that might bring discredit to this agency.

B. Courtesy

Crossing guards will conduct themselves in a professional, business like manner at all times while on duty. The position of crossing guard requires display of courteous

behavior in dealing with all citizens, field personnel, supervisors, and co-workers.

117.1.7 Personnel Information

- A. Causes for Disciplinary Action
 - 1. Relaying improper information
 - 2. Rudeness
 - 3. Arguing with a supervisor or citizen
 - 4. Attempting to cover up errors
 - 5. Failure to follow general policies
 - 6. The use of any substance which may impair your ability to perform your job
 - 7. Insubordination
 - 8. Failure to show up for work
 - 9. Any other actions the Special Operations Division Commander determines to fall into this category
- B. Disciplinary Action (Determined by Severity)
 - 1. Verbal Warning
 - 2. Written Warning
 - 3. One (1) to Six (6) day suspension without pay
 - 4. Termination

117.1.8 Safety Rules

- A. When stopping traffic, always use a Police Department issued stop sign and safety vest.
- B. Prior to entering the roadway, ensure all vehicles have come to a complete stop.
- C. Prior to allowing children to enter the roadway, place yourself in front of the stopped vehicles with the hand sign clearly visible to all drivers.
- D. Report all injuries to the Special Operations Division Commander immediately regardless of how minor they appear.

- E. You are encouraged to take advantage of local first aid and CPR courses.

117.1.9 Location of Crossing Guards

- A. School zones are determined and established by City Council.
- B. The placement of crossing guards within a school zone is determined in a joint effort with the school, the Police Department and the City of Hattiesburg Traffic maintenance.
- C. Selection criteria are based on variables such as:
 - 1. Traffic flow (vehicular and pedestrian)
 - 2. Intersection design
 - 3. Traffic control devices
 - 4. Physical layout of the school and area
 - 5. Citizen or political concerns
- D. The Hattiesburg Police department Traffic Division in consultation with Hattiesburg Traffic maintenance, school officials and/or others considered as stake holders will conduct an annual review of school crossing guard placement.