

	POLICY & PROCEDURE	SERIES # <b>1015</b>	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	<b>SCHOOL CROSSING GUARDS</b>		<b>12/05/08</b>
			OVERSIGHT <b>Support Services</b>
DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P 1015 dated 11/01/04.		

I. PURPOSE:

The purpose of this policy is to establish guidelines for providing school crossing and traffic control services.

II. POLICY:

It is the policy of the Hampton Police Division to provide school-crossing services at locations requiring adult supervision and traffic control. School Crossing Guards will normally be utilized whenever and wherever possible. However, other Police Division personnel may also provide traffic and pedestrian control.

III. PROCEDURE:

A. AUTHORITY, RESPONSIBILITY, SELECTION AND UNIFORM

1. Authority

School Crossing Guards are not commissioned as a law enforcement officer and do not perform duties requiring sworn police authority. Their authority is derived from State Code.

2. Responsibility

The Community Relations Unit will be responsible for supervision of School Crossing Guard personnel and the School Crossing Guard function.

a. The School Crossing Guard's responsibilities are to:

- 1) Assist school children in crossing streets leading to and from school.
- 2) Control children using the crossing to assure that they conform to traffic regulations.
- 3) Control vehicular traffic at designated crossings to allow children to cross safely.

APPROVED:  
CHIEF OF POLICE



- 4) Report children who fail to cooperate to immediate supervisor and/or School Authority.
- 5) Performs other related duties as required.

### 3. Selection

The selection process for School Crossing Guards will be performed in accordance with the selection process for PSO (Patrol Service Officer) outlined in P&P 1201, Patrol Service Officers, Section III A (1).

### 4. Uniforms

School Crossing Guard uniforms will be specified by the Chief of Police and will clearly distinguish them from sworn officers. They will present a neat, clean and well-groomed appearance as stated in P&P 1102 Personal Appearance. The uniform for School Crossing Guards shall be issued in accordance with the list in the appendix of P&P 532 Clothing.

## B. ASSIGNMENTS

### 1. Crossing Site Assignment

#### a. Requests for Service

- 1) Requests for School Crossing Guards may be generated from concerned citizens, school officials, or patrol officers.
- 2) These reports will be processed by the Community Relations Unit.

#### b. Assignment Determination

- 1) The determination of locations requiring School Crossing Guards is accomplished through a joint effort on the part of the Community Relations Unit and the City of Hampton Traffic Engineering Division of the Public Works department.
- 2) The Traffic Engineering Division will perform the technical analysis of potential School Crossing locations. This process may include consideration of such variables as traffic volume/speed, availability of adequate gaps within the stream of traffic, number of turning movements, width of intersections or roadways, physical terrain, existence of absence of traffic control devices and the number and ages of children utilizing the crossing.

#### c. Annual Site Survey

- 1) The Community Relations Unit Commander, or his designee, shall ensure that just prior to the commencement of the school year, all crossing sites and potential sites are surveyed to determine the level of need for School Crossing Guard services.
- 2) The Chief of Police will be apprised of survey findings and assignments.

C. TRAINING

Training for School Crossing Guards will be administered as outlined in P&P 1201, Patrol Service Officers.

