

# GENERAL ORDER



Title	
<b>School Crossing Guards</b>	
Series / Number	
<b>GO-PER-202.02</b>	
Effective Date	Distribution
<b>September 22, 2003</b>	<b>A</b>
Replaces / Rescinds	
<b>General Order 202.2 (School Crossing Guards)</b>	

DISTRICT OF COLUMBIA

I. Background.....Page 1  
II. Policy.....Page 1

III. Procedural Guidelines.....Page 1

## I. BACKGROUND

The Metropolitan Police Department assigns school crossing guards to ensure the safety of young children walking to and from school. The primary responsibility of the crossing guard is to exercise control over vehicular traffic in order to assist school children and pedestrians.

## II. POLICY

The policy of the Metropolitan Police Department is to facilitate, in cooperation with other District agencies, school age children's safety while en-route to and from school during school hours. As such, MPD employs civilian school crossing guards to help children en-route to school safely pass over streets. This policy frees members from fixed posts, thus enabling MPD members to patrol and prevent criminal activity beyond the immediate area of a school crossing.

## III. PROCEDURAL GUIDELINES

- A. Crossing guards shall abide by all traffic regulations and conduct themselves in a professional manner at all times. In addition, school crossing guards shall: (CALEA 61.3.5, bullet a)
1. Report to the police, any violations of traffic laws.
  2. Interact with the public daily.
  3. Be familiar with general safety precautions for school crossings.
  4. Have the ability to recognize unsafe conditions and react swiftly in emergency situations.

- B. Selection criteria are based on knowledge, skills, and abilities required to perform the functions of a school crossing guard. Candidates for this position shall be: (CALEA 61.3.5.b)
  - 1. At least 21 years of age or older;
  - 2. Physically capable of working in adverse weather conditions;
  - 3. A U.S. citizen or possess a valid green card;
  - 4. Willing and able to work with children;
  - 5. Able to execute oral and written instructions; and
  - 6. Knowledgeable about or willing to learn traffic regulations.
  
- C. Conditions of Employment
  - 1. Civilian school crossing guards are employed on a permanent part-time basis and shall be paid only for such days and hours that work is actually performed, or for which annual or sick leave is granted.
  - 2. School crossing guards shall not be paid on workdays where there is an unscheduled closing of the school.
  - 3. Annual and compensatory leave, to exclude sick leave, shall be granted upon request provided there is sufficient staffing.
  - 4. When certain schools are closed, school-crossing guards may be assigned to other school crossings; provided the school crossing is within the crossing guards assigned district and is within a reasonable distance of the school crossing guard's original site.
  
- D. The Director, Institute of Police Science shall coordinate training for school crossing guards. (CALEA 33.7.2)
  - 1. The Institute of Police Science shall conduct "Train the Trainer" seminars for individual school crossing guard coordinators. The school crossing guard coordinators shall then be responsible for training newly appointed crossing guards assigned to his/her respective districts.
  - 2. Training shall include:
    - a. An orientation process given under the direction of the Director, Human Services Division or his/her designee.

- b. Instruction by the individual school crossing guard coordinator in;
    - (1) Traffic regulations that affect the crossing guards in the performance of their duty;
    - (2) Handling of pedestrian and vehicular traffic at a school crossing; and
    - (3) All operational procedures with respect to crossing guards.
  3. Training shall not exceed 20 hours, and shall be given during the week prior to new crossing guards assuming their duty assignment.
- E. All school crossing guards shall wear the issued uniform while on duty at a traffic post. School crossing guard uniforms shall:
1. Be distinctly different from those worn by sworn members of the department;
  2. Be readily recognizable by motorist and pedestrians; and
  3. Not be worn, or any part thereof, except to and from their assigned school crossings, district station houses, court, or other posts of duty. (CALEA 61.3.5.c)
- F. District Commanders, in conjunction with District Department of Transportation Traffic Engineers and individual schools, shall consider the following variables when identifying school crossing guard locations: (CALEA 61.3.5.d)
1. Traffic volume/speed;
  2. Frequency of turning vehicles;
  3. Width of intersection;
  4. Physical terrain;
  5. Existence or absence of traffic control devices; and
  6. Number and age of children using the crossing.
- G. School Crossing Guard Coordinators shall:
1. Train newly appointed civilian school crossing guards as set forth in this order; (CALEA 33.7.2)

2. Provide necessary in-service training to all school crossing guards under their supervision; (CALEA 33.7.2)
  3. Maintain and submit time and attendance records of newly appointed school crossing guards during the period of their initial training, and investigate the circumstances surrounding instances of high absenteeism;
  4. Conduct monthly inspections to ensure accountability of uniforms and equipment issued to school crossing guards; (CALEA 17.5.1)
  5. Advise each newly assigned crossing guard that upon separation from the Department, all issued items of uniform and equipment shall be turned in to the Equipment and Supplies Division immediately; (CALEA 17.5.1)
    - a. If unable to retrieve all issued items of a uniform and/or equipment, complete a P.D. Form 43 (Report of Damage to or Loss of Uniform or Equipment) and list all efforts to recover the property.
    - b. If still unable to retrieve all issued items of uniform and/or equipment, prepare PD 251 (Incident-Based Event Report) and PD 252 (Supplemental Report), prepare an affidavit in support of an arrest warrant and see the case through the judicial process in accordance with GO-PCA-702.01 (Arrests and Bench Warrants).
  6. Check assigned school crossings daily;
  7. Notify a Roll Call Official or PSA Sergeant when an officer is needed to sufficiently cover crossings; and
  8. Ensure all school crossing guards are issued a Metro Flash Pass each week for use to and from assigned school crossings.
- H. Commanding Officers shall:
1. Appoint a School Crossing Guard Coordinator in their respective district.
  2. Appoint an official of their command to complete school crossing guard performance evaluations with assistance and input from the School Crossing Guard Coordinator.
  3. Ensure adequate coverage for each school crossing located within the confines of their districts is provided.

4. Upon receipt of information from competent authority that schools will not be in session during a certain period, ensure prompt notification to school crossing guards that their services will not be needed. This notification should be made, if possible, prior to the completion of the school crossing guards last active tour of duty, at which time, the school crossing guard shall be notified of the next time they are to report for duty.
5. Ensure that the school crossing guards under their command comply with provisions of this order.
6. Conduct an annual analysis of their command area to identify locations requiring school crossing guards. This analysis shall include consideration of all criteria identified in Section III.F. and shall be conducted in conjunction with traffic engineering and/or school authorities when necessary or applicable. (CALEA 61.3.5, bullet e)

// SIGNED //  
Charles H. Ramsey  
Chief of Police

CHR:NMJ:MAR:mcw