

# STANHOPE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES



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**SUBJECT: Crossing Guards**

**BY THE ORDER OF:**

Chief Pittigher

**ACCREDITATION STANDARDS:**

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## PURPOSE

This policy is to define the role, training, requirements and expectations of Crossing Guards within the Borough of Stanhope. This policy will also define role of Police Officers in relation to Crossing Guards. This policy is in accordance with NJSA 40A:9-154.1, 40A:9-154.2, 40A:9-154.3 and 40A:9-154.4.

## 1) CROSSING GUARD DUTIES

- a) Elemental duty- To assist children in crossing the street at assigned times and locations.
  - i) Regulates and directs the movement of school children at a street intersection, paying particular attention to their safety,
  - ii) To provide good role models and offer help to young children in appropriate street skills and behavior.
  - iii) Assists and protects children at a street intersection
  - iv) Patrol's school children, studies traffic conditions at assigned street intersection and recommends changes in rules to improve these conditions.
  - v) Notifies the proper authorities, in cases requiring police action, or medical attention.
  - vi) Responds to complaints and inquiries from the public.
  
- b) General Duties and Responsibilities
  - i). Work is performed on foot in various weather and noise conditions. Crossing guards should dress for the weather while maintaining an appropriate degree of professionalism.
  - ii) Crossing guards shall report directly to assigned posts, be on time, and remain there until conclusion of assignment
  - iii) Crossing Guards shall ensure that children use proper crossing locations and that no children are in the street while traffic is moving
  - iv) Crossing guards must remain alert for present or potential traffic hazards in the area surrounding the assigned post. Advise the Police department of any hazards
  - v) If unable to cover the assigned post, contact and arrange for an alternate crossing guard to cover the post. If unable to arrange for an alternate crossing guard, notify the police department of the post location and times that cannot be covered
  - v) Immediately report any personal injuries, or any traffic accidents occurring while on duty at a crossing post
  - vii) Crossing guards bringing personal vehicles to a post must ensure their vehicle is legally parked and does not obstruct the vision of any motorist or child
  - viii) Crossing guards must monitor media companies and or notification software used by the school to announce school closings or delays. A crossing guard post shall not be covered when school is closed and post times shall be adjusted for delayed openings or early dismissals.

c) Limitations of duties

- i) Crossing guards shall not have the right to bear firearms or the power of arrest unless the crossing guard is also a member of the police department or force (NJ Statute 40A:9-154.1).
- ii) Crossing Guards are assigned to control the flow of traffic at crossing locations to create gaps in traffic for safe crossing. Crossing Guards are not authorized to direct traffic (NJSA 39:4-80, NJSA 39:4-81(a)).

d) Police Responsibilities

- i) Officers shall observe crossing guards during routine patrol and advise the crossing guard of any potential hazard or safety concern
- ii) In the event there is no primary or alternate crossing guard to cover an assigned post, the duty officer will confirm there is no alternate guard available to cover the post and if not shall ensure the post is covered by a police officer.

## 2) TRAFFIC CONTROL

- a) The stopping of traffic and directing children to cross the street is the primary role of the crossing guard. When stopping vehicles, the crossing guard must remember to:
  - i). Leave room for vehicles to stop. Wait for a break in traffic before stopping vehicles. Make sure there is time for the motorist to see you, and stop without causing a problem. Take into consideration road condition, glare and size of vehicle.
  - ii) Make eye contact. Look at the driver of the vehicle and make sure the driver sees you.
  - iii) Children should walk, not run across the street
  - iv) Bicycles should be walked across the street
  - v) Children shall not be allowed to step into the street until all traffic has stopped
  - vi) Traffic shall not be allowed to start until the street is clear of all children Crossing
  - vi) Crossing guards should not enter the street until traffic has stopped and should not allow traffic to resume until the crossing guard has left the street

## 3) CHILD BEHAVIOR PROBLEMS

- a) If a crossing guard has a continuous behavior problem with a child (i.e., pushing, name calling, disrespectful, fails to obey directions, etc.) he/she shall report the situation to the school administration.

- b) Any serious problems should be reported to the Police Department.

#### 4) HIRING

- a) Candidate qualifications (NJ Statute 40A:9-154.1)

- i) Is a citizen and resident of this State
- ii) Is sound in body and of good health;
- vii) Is of good moral character; and
- iv) Has not been convicted of any criminal offence involving moral turpitude.

- b) Candidate qualifications (NJ Civil Service. School Traffic Guard, Title Code 03125)

- i) Knowledge of the safety precautions to be taken in the movement and direction of children at intersections.
- ii) Knowledge of the types of conditions requiring police intervention.
- iii) Ability to deal with children, to remain calm and decisive in emergency situations, and to become familiar with rules and laws pertinent to the work.
- iv) Ability to respond to inquiries and complaints.
- v) Ability to maintain records and files.
- vi) Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- vii) Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- vii) Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

- c) Other qualifications (FHWA MUTCD 2009 Edition Section 7D.03)

- i) Average intelligence;
- ii) Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles;

- iii) Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement;
- iii) Ability to communicate specific instructions clearly, firmly, and courteously;
- v) Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
- iv) Mental alertness;
- vii) Neat appearance;
- viii) Good character;
- v) Dependability; and
- x) An overall sense of responsibility for the safety of students.

d) Crossing guard candidates will undergo a criminal background check to include fingerprinting.

## 5) TRAINING

- a). Each crossing guard shall receive a minimum of two hours classroom training to cover the topics of traffic control, traffic safety and the requirements outlined in this policy
- b) Each crossing guard will receive a minimum of twenty hours of supervised duty. The supervision will be conducted either by an experienced (minimum of one year appointed) crossing guard or a Stanhope Police Officer.
- c). A Police Officer acting as a Crossing Guard is exempt from A and B.

## 6) EQUIPMENT/UNIFORM

- a) Each crossing guard will be supplied with:
  - i) A fluorescent green safety vest with 'crossing guard' printed on it
  - ii) A fluorescent green rain poncho with 'crossing guard' printed on it
  - iii) A hand held 'stop' sign
- b) Each crossing guard shall wear a fluorescent green safety covering (1 or 2 above) while stationed at his/her post.
- c) Each crossing guard shall arrive at his/her post with a stop sign (iii above)
- d) Police Officers covering a crossing guard post shall wear the appropriate (summer or winter) uniform.

## **7) CROSSING GUARD LOCATIONS AND STANDARD TIMES**

- a) Crossing guard locations shall be covered on days where Stanhope Public School is operating for general school operations.
- b) Post locations and coverage times are defined in [Appendix 3.31.A](#)