

PITTSFIELD POLICE DEPARTMENT  
PROCEDURE

POLICY & PROCEDURE: 53	SUBJECT: School Crossing Guards
EFFECTIVE DATE: 01/01/2013	EXPIRATION DATE: Indefinite
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.	
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety
REVISIONS:	

**POLICY:**

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy required and here by incorporated by reference for the purpose of determining compliance.

**PURPOSE:**

To establish a policy and procedure for the crossing guard program in Pittsfield Township and affected school districts.

**APPLICATION:**

The Pittsfield Crossing Guard program was established to provide adequate child pedestrian safety and to facilitate safe passage of children across dangerous street intersections.

**Each person wishing to become a School Crossing Guard for Pittsfield Township will be required to complete an application and have a background check completed prior to working for the department. A yearly update and review of crossing guard procedures will be required for each person working for the department.**

**NON-COMPLIANCE:**

Failure to comply with any provision of this policy may result in disciplinary action up to and including discharge.

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**I. UNIFORM/EQUIPMENT**

Each school crossing guard in Pittsfield Township shall be issued the following after meeting qualification requirements:

- A. Crossing Guard Vest;
- B. Stop Sign;
- C. Raincoat;
- D. Crossing Guard Notebook & Neighborhood Watch Procedures;
- E. Small Notebook and Pencil; and
- F. Emergency Procedures Card.

**II. PERSONAL APPEARANCE**

It shall be the responsibility of every Pittsfield Township Crossing Guard to maintain a neat and clean appearance while on crossing guard duty and to wear appropriate clothing for the weather conditions.

During periods when the raincoat is worn, the vest shall be worn over the raincoat.

**III. PERSONAL CONDUCT**

While on duty the crossing guard **shall not:**

- A. Smoke;
- B. Eat;
- C. Consume any illegal drugs/alcoholic beverages nor have the odor of alcoholic beverages on his/her breath;
- D. Be late for their scheduled tour of duty; or
- E. Direct traffic – Guards are only authorized to stop traffic if required, not to direct traffic.

**IV. TRAINING**

It shall be the responsibility of the Pittsfield Department of Public Safety to provide training as set forth by State Statute on a yearly basis.

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**V. EMERGENCY PROCEDURES**

- A. It shall be the responsibility of each individual crossing guard to predetermine various locations where telephones could be used for emergencies.
- B. Emergencies shall be reported to the Pittsfield Department of Public Safety by utilizing the emergency telephone number of 9-1-1.

The reporting shall be accomplished as set forth in procedures outlined in the training lessons.

**VI. GENERAL INFORMATION**

- A. Your main goal, as a Pittsfield Department of Public Safety School Crossing Guard, is the safety and welfare of children at your crossing, and all of your attention should be concentrated to that activity.
- B. Many corners have Safety Patrol children working in conjunction with crossing guard personnel, and a close working relationship should be developed to increase the efficiency of the program.
- C. Attempt to instruct the children in the safe way to cross the street. This will build confidence and assist them in crossing streets not covered by guard personnel.
- D. DO NOT LET THE CHILDREN RUN ACROSS THE STREET. Make them walk in an orderly manner. This will help develop proper attitudes regarding street crossing.
- E. Attempt to use natural "gaps" (if any) in traffic to take the children across the street.
- F. When stopping vehicle traffic, make sure your signals and gestures are **DISTINCT, DECISIVE, AND UNDERSTANDABLE.**
- G. If your location has a traffic signal, synchronize your movements with the signal phasing, being aware of right turns on red.
- H. The "Hand" held stop sign shall be held in an **overhead position(s)** anytime the guard is in the crosswalk.

**VII. FAILURE TO OBEY CROSSING GUARD SIGNAL**

Any motorist violating the crossing guard hand help stop sign, which is being held in an upright position, and visible to approaching traffic, shall be reported to the

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Pittsfield Police Department at (734-822-4911) following the procedures set forth in the training sessions.

**VIII. REVISION RESPONSIBILITY**

- A. Responsibility for continuous updating and revision of this policy and order lies with the Director of Public Safety. Continuous shall mean when necessary or mandated by law.
- B. In the event this procedure conflicts with or supersedes any previous departmental order, procedure, or directive, to that extent the conflicting or superseded order is cancelled.



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