

City of Omro

Crossing Guard Policy and Procedures



Crossing Guards: protecting our world's greatest assets, our children...

Table of Content

Crossing Guard Policy and Procedures	3
Purpose:	3
Policy:	3
Procedure:.....	6
Crossing Guard Responsibilities	6
Uniform Regulations	8
Equipment Issued.....	9
Cell Phone Use	9
Job Description:	10
Wage Schedule:	11
Crossing Guard Posts:	11
APPENDIX A – Crossing Guard List:	12
APPENDIX B – School Calendar:	13

Crossing Guard Policy and Procedures

Purpose: Due to ever increasing traffic in the City of Omro it is important to have well-trained and knowledgeable crossing guards. The responsibility of the crossing guard is to the children they cross to and from school in providing for the safety and welfare of those students, as well as other pedestrians, and communicating observations and/or incidents that may impact the general well-being of students. This position is part time under the supervision of the police department and requires serious commitment to be at the crossing guard post on each school day, before and after school hours as required.

Policy: School crossing guards play an important role in the lives of children who walk or bicycle to school. They help children safely cross the street at key locations. They also remind drivers of the presence of pedestrians. The presence of adult crossing guards can lead to more parents feeling comfortable about their children walking or bicycling to school. While the primary role of the school crossing guard is to guide children safely across the street, children also remain responsible for their own safety. In this manner, a guard plays another key function as a role model helping children develop the skills necessary to cross streets safely at all times.

It is the purpose of this policy to establish the highest level of safety and well-being for the children that are crossing the streets of Omro as they go to and from school. This policy will also establish the requirements and responsibilities of the Omro Crossing Guard(s).

1. Various states have enacted statutes that:
 - A. Municipalities may appoint crossing guards to terms not exceeding one year, and may revoke such appointments without cause or hearing. No person shall be appointed as a crossing guard unless such person is sound in body, and of good health, and has not been convicted of any criminal offense involving moral turpitude.
 - B. Crossing guards shall not be members of the regular or special police force, and their powers and duties shall cease at the expiration of the term for which they were appointed. Such guards shall not have the right to bear firearms, or the power of police arrest.
2. Every crossing guard shall be under the supervision and direction of the Chief of Police of the municipality wherein they are appointed, and shall perform

duties only in such municipality. Crossing guards shall comply with the rules and regulations applicable to the conduct and decorum of the regular or special police of the municipality, or as may be determined by the appointing authority.

- A. Before any crossing guard is appointed, the Chief of Police shall ascertain the eligibility of the applicant, and make a report to the appropriate authority.
- B. Training – All guards shall be properly trained to perform their duties.



- i. Initial training – Following appointment, all crossing guards shall receive initial training to include a minimum of two hours of classroom instruction at SchoolCrossingGuard.net which shall include methods of crossing pedestrians, and the duties and responsibilities of crossing guards. The guard shall then receive a minimum of twenty-hours of field training in which the trainee shall be supervised by an experienced crossing guard, or a regular police officer.

- ii. Supplementary Training – All crossing guards may receive supplemental training each year, which shall include a refresher, and instruction on any new material on methods of crossing pedestrians, and duties and responsibilities of crossing guards. Supplement training can be accomplished at schoolcrossingguard.net.

- 3. Crossing guards shall wear the uniform or parts of uniforms as may be prescribed by the appointing authority at all times while on duty. Such uniforms shall be distinct from the uniform worn by the regular police force and shall include, but not be limited to a safety vest, a hat and breast and hat badges bearing the name of the municipality wherein employed.
- 4. The Chief of Police of a municipality which appoints crossing guards shall have the power to position such guards on any street or highway within the municipality provided, however, that such guards be stationed only when it is necessary to control or direct pedestrian traffic during those time periods of a school day when it is necessary to cross pedestrians or during any special event or program involving pedestrians or during any special event or program involving pedestrian crossing when it is deemed to be in the best interests of public safety.

5. Crossing Guards shall seek adequate gaps in vehicular traffic which would assure the safe crossing of pedestrians attempting to cross. In the absence of any such safe crossing gaps, or whenever pedestrians may be crossing, and approaching vehicular traffic may interfere with safe crossing, crossing guards shall stop the vehicular traffic in order to safely cross the pedestrians. Upon the completion of such pedestrian crossings, the crossing guard may control the movement of the interrupted vehicular traffic until it resumes normal flow.
 - A. Crossings guards shall not direct or control vehicular traffic unless it is necessary as prescribed above. Whenever it becomes necessary to control or direct vehicular traffic, the crossing guard shall utilize the uniform signals and gestures that are used by the regular police force.

6. Crossing guards will act only as directed by the Chief of Police or designee thereof. They, or any Department member, shall act in concert with or as a trainer/advisor to any school safety patrol.
 - A. All crossing guards shall be assigned to the Patrol Section of the police department under the command of the shift commander.

 - B. Any violation of any orders or directives under the job description by any crossing guard will make the individual crossing guard the subject of disciplinary charges.

 - C. Any crossing guard shall be subject to reprimand, loss of pay, suspension from duty, or dismissal to the nature of the offense for any violation of any rule, regulation, or special order by the Chief of Police or a Commanding Officer.

 - D. Ignorance of any part of the job description shall not be considered a valid excuse for any violation thereof.

 - E. The Chief of Police shall have control of the government, administration and discipline in all cases where crossing guards are formally charged for violating any rule, regulation or special orders so issued.

Procedure:

Crossing Guard Responsibilities

1. The following major functions and duties are imposed upon all Crossing Guards while assigned to any location:
 - A. Protection of all school children and other persons while assigned to any location as directed by the shift commander.
 - B. To provide for adequate regulation of pedestrian traffic when assigned to any location. Assignments at the school post during school days are 0715 hours and 0800 hours in the morning and from 1415 hours to 1500 hours in the afternoon. (45 min)
 - C. It is the responsibility of the shift commander to ensure that the school post is covered. Checking on the school crossing guards prior to or immediately at the start of the school post can best protect children in the event the guard is not present. In the event that the school post is not covered the shift commander must cover the post immediately. DO NOT leave the post unattended. Call for mutual aid if necessary to cover emergencies.
 - D. It is the responsibility of the crossing guard to be available to cover the school post in the event of any early dismissal or delayed opening. Crossing guards will check and be responsible for noting planned changes to the school calendar by checking the school website on a daily basis.
 - E. Crossing guards, while on duty, will not be permitted to sit in their vehicles unless otherwise directed by the shift commander. Crossing guards will not allow any other person to accompany them on a post or sit in their vehicle while on duty without the expressed permission from the Shift Commander.
 - F. A crossing guard, when reporting out due to illness or any other just cause, must make such information known to the shift commander at Police Headquarters as soon as possible. Crossing guards reporting out must contact the county dispatch prior to 6:00 a.m. with the following information:
 - i. Name
 - ii. Post assignment
 - iii. Hours of assignment
 - iv. Reason for reporting out

- v. Approximate date of return

- G. In the event that the crossing guard is reporting an absence it is the responsibility of the shift commander to ensure that the post is covered for the dates and times of said absence. This can be accomplished by contacting a substitute crossing guard (See appendix "A" for the crossing guard list). If no crossing guard is available, the shift commander will ensure that the post is covered by a police officer working on the shift of said absence. Document all information and forward to the traffic division.

- H. The use of tobacco in any forms while in uniform and on duty shall be prohibited.

- I. All Crossing Guards reporting to duty must be neat in their personal appearance and their dress must conform to the prescribed uniform of the day.

- J. All requests for time off leave or other advance absences shall be submitted well in advance to the Traffic Commander for approval.

- K. All Crossing Guards, while on duty, shall wear the respective badge on the outside of the outermost garment worn, over the left breast pocket so the entire surface of the badge may be easily and distinctively seen.

- L. No personal business is permitted while attired in any part of the official Crossing Guard uniform, unless expressly authorized by the Shift Commander.

- M. Any injury received while on assigned duty shall be reported to the shift commander by the quickest means available and all applicable accident forms forwarded upon request.

- N. As hereto set forth, the following cited violations shall subject Crossing Guard personnel to disciplinary action:
 - i. Willful disobedience of an order.
 - ii. Disrespect to a superior officer.
 - iii. Being under the influence of intoxicating beverages or drugs while on duty.
 - iv. Using indecent, profane, or harsh language,
 - v. Being absent from duty without permission.
 - vi. Sleeping on duty.
 - vii. Absence from post of duty assignment without prior notification and express permission from a supervising officer.
 - viii. Lack of energy or gross ignorance of department policy and procedure.

- ix. Feigned illness to avoid duty.
- x. Violation of any criminal law.
- xi. Failure to follow the prescribed chain of command.
- xii. Refusal to perform duty as assigned or evading duty or performance as necessity requires.
- xiii. Failure to report to duty at a specified time.
- xiv. Failure to maintain or display proper uniform.
- xv. Neglect of duty.
- xvi. General use of cellular phone for personnel use/business including but not limited to texting, talking, blue tooth or wireless use, and any other use not consistent with a bona fide emergency as noted in section IV. of this policy.

2. Crossing Guards who are dismissed or who resign shall immediately surrender to the shift commander, their badges and other insignia of office, together with all department property which may be in their respective possession. Returnable equipment shall include the following:

- A. Hat badge
- B. Breast badge
- C. Arm Patches
- D. All of the uniform parts



- E. All safety equipment issued to crossing guard, including cones, signs, safety vests.

3. No crossing guard shall withdraw or resign while charges are pending against them, except by express permission of the Chief of Police.

Uniform Regulations

1. During the first year of employment as a crossing guard, the initial issue of clothing required for that position shall be provided. All requests to purchase additional clothing must be approved by the Chief of Police.
2. In the event of loss or damage to the required clothing and equipment, the crossing guard may be required to replace said clothing and equipment at their own expense. The time limit for replacement shall be specified by the Chief of Police.
3. All purchases of clothing and equipment shall conform to Department standards, a copy of which shall be made available for each crossing guard to review.

4. Only those items as required for the position of crossing guard may be purchased. Current list of approved clothing and equipment will be maintained by the Chief of Police.
5. All styles of clothing and types of equipment shall be governed by and approved by the Chief of Police.
6. During the changes of seasons and in accordance with weather conditions, the Chief of Police will set the uniform standards in conformity with his/her best judgment. No deviation will be permitted on the part of any crossing guard.

Equipment Issued

1. Each crossing guard will be issued the minimum following safety equipment and clothing:
 - A. 18" STOP sign paddle
 - B. Fluorescent yellow/green safety vest with reflective striping
 - C. Fluorescent yellow/green hat with badge or crossing guard emblem
 - D. Fluorescent gloves
 - E. Moveable reflective highway traffic cones
 - F. School crossing signage
 - G. Field notebook and 2 pencils or pens



Cell Phone Use

1. For the purpose of this section, an Emergency will be defined as follows: Any unforeseen happening of affair which required prompt action by the Police Department, Fire Department or Ambulance.
2. All school crossing guards (Permanent and Substitute) will be receiving Cellular Phones from the police department. The singular purpose for these phones are for emergency use to call 9-1-1.
3. Each guard will adhere to the following:
 - A. Sign for the phone and power cord.
 - B. Receive training in its use.
 - C. Use the phone for Emergency's only.
 - D. Advise the Traffic Division if the phone is used and of the outcome.
 - E. Turn the phone in at the end of the school year.



- F. Guards are to understand that the dialing of 9-1-1 will connect them to the Omro Police Department. Their first response to an answered 9-1-1 call should be “This is an emergency, I need the Omro Police Department, and I am a School Crossing Guard.”
- G. If for some reason the phone call becomes disconnected, a second call should be made. When answered give the following information:
 - H. Name
 - 1. Location
 - 2. Type of Emergency
 - 3. Advise that they are a School Crossing Guard
 - 4. Wait for direction

Job Description:

TITLE: Crossing Guard
DEPARTMENT: Public Safety
SUPERVISED BY: Police Chief or Designee



FUNCTION:

The Crossing Guard is a non-union non-benefitted part-time position responsible for assisting children and other citizens in the crossing of the street to and from the school grounds immediately before and immediately after school hours. The Crossing Guard job class is characterized by the specific tasks of assisting with traffic and the crossing of the street at school locations. There are two (2) sites within the City where crossing guards are to be utilized.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

1. Report promptly for duty at the assigned time and location.
2. Report to the assigned location and remain at the assigned duty location during the time that school children are present.
3. Assist children and other citizens in crossing the street to and from the school ground.
4. Warn traffic of the presence of children crossing, or in and about the street.
5. Independently perform duties and responsibilities and reports directly to the Police Chief or in his/her designee.
6. Report to the Police Department any traffic violations observed at the duty location, giving a description of the vehicle and driver whenever possible.
7. Contact the non-emergency police line (920-685-7007) if you are unable to make your shift due to illness or emergency.

EMPLOYMENT STANDARDS:

Some knowledge of laws effecting pedestrian and school crossing activities.

Ability to:

1. Control traffic at a school crossing location;
2. Assist children and other citizens in crossing the street;
3. Warn traffic of the presence of children;
4. Identify vehicles and give descriptions of vehicles and drivers;
5. Establish and maintain effective relationship with school children, school officials and the public;
6. Work in adverse weather conditions;
7. See lettering the size of that found on a license plate;
8. Hear sounds related to traffic safety.

REQUIREMENTS:

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities. A training program for certification as a crossing guard and field training on site will be provided by the city.

No experience is required. Must be at least 18 years of age at time of hire.

SPECIAL REQUIREMENTS:

Background Investigation Requirement: Must pass a background investigation related to the position prior to hire. The background check will be conducted through the Omro Police Department.

Crossing Guard Training Requirement: Must complete a crossing guard training program designated by the city. Field training will also be required on the job.

Created: May 22, 2015
Presented to Council: June 2, 2015
Approved:

Wage Schedule:

The city council has approved a starting wage of \$10.50 per hour for a crossing guard employee.

Crossing Guard Posts:

1. Hwy 116 and N. Webster Avenue
2. Hwy 21 and S. Webster Avenue

APPENDIX A – Crossing Guard List:

The following are certified crossing guards for the City of Omro.



APPENDIX B – School Calendar: