



# BRAINTREE POLICE DEPARTMENT

## Policy and Procedure

### SCHOOL CROSSING GUARDS

2018-08

Date of Issue: 01/23/2018

Review Date:

Revised: 03/13/2018

Issuing Authority:

Chief Mark Dubois

Certification Standards:

Accreditation Standards: **22.2.5, 61.3.4a-e**

Optional Accreditation Standards:

#### Policy Statement **61.3.4 a**

School Crossing Guards are permanent part-time employees of the Town of Braintree. Their primary responsibility is to protect school children crossing streets while walking to and from schools within town and ensure the safe crossing of school children at designated crosswalks. School Crossing Guards have no enforcement, arrest powers or authority to issue motor vehicle citations. School Crossing Guards are assigned to control pedestrian and vehicular traffic at fixed posts determined to be necessary by the Police Department's Safety Officer. **[61.3.4 a]**

It shall be the policy of the Braintree Police Department to ensure that all School Crossing Guards shall be compliant with all the provisions of the laws, ordinances, and court decisions consistent with MV laws, MUTCD and accepted police procedures.

#### References

Massachusetts G.L. c. 41 §§ 91A & B.

#### Objective

- To make understood that School Crossing Guards do not have the status of sworn law enforcement officers or regular constables.
- To describe the duties of School Crossing Guards.
- To ensure that School Crossing Guards are trained in the duties which they are expected to perform.
- To ensure that uniforms of School Crossing Guards are clearly distinguishable from those of sworn police officers.

- A. School Crossing Guards are not sworn police officers and have absolutely no authority to issue citations, effect seizures, serve warrants and other process, or make arrests.
- B. School Crossing Guards are appointed and sworn in as Constables, pursuant to G.L. c. 41 § 91A by the Mayor, upon recommendation by the Chief of Police.
- C. The power of School Crossing Guards is strictly limited to the direction, control, and regulation of vehicular traffic. Such power shall only be exercised when in uniform, and only while performing an official assignment given by the Police Department.
- D. School Crossing Guards shall obey, without reservation, the regulations of the department and all lawful commands of police officers.
- E. School Crossing Guards are used, at the sole discretion of the Chief of Police, to direct traffic and facilitate the smooth flow of vehicular and pedestrian traffic
- F. Upon request, School Crossing Guards shall support, aid, and assist police officers in the lawful performance of their duties.
- G. School Crossing Guards shall provide the Administrative Deputy Chief a letter each year by September 1, signed by a registered physician stating such person is capable of performing the duties of a School Traffic Supervisor described in this policy.

**SAFETY OFFICER** - Officer(s) designated by the Chief of Police.

**PERSONNEL STAFF** – Shall mean the staff of the Human Resources Department of the Town of Braintree.

**SCHOOL CROSSING GUARDS** – Shall mean those Crossing Guards so appointed by the Mayor for an indefinite period of time.

Eligibility  
**61.3.4 b**

Any town resident 18 years old and over, shall be eligible to apply for a position as a School Traffic Supervisor. Physical fitness shall be determined when necessary by examination by a licensed physician designated by the Chief of Police **[61.3.4.b]** The physical standards shall be established by the Chief, and at the Town’s expense. Applications shall be submitted to the Town’s Director Human Resources.

Appointment

The Chief of Police and the Safety Officer make recommendations and the Mayor will make appointments to the position of School Traffic Supervisor. Termination as a School Traffic Supervisor will be only for cause, resignation, or retirement.

All School Crossing Guards are required to attend the annual

organizational meeting prior to the start of the new school year and will be given at least one week's notice of the scheduled date. The opportunity to transfer to a post covered by a School Traffic Supervisor with less seniority will only be offered at the time of this organizational meeting.

In the event that a permanent post is eliminated during the school year, the School Traffic Supervisor whose post has been eliminated will be given the opportunity to replace another School Traffic Supervisor with less seniority. The same is true for a newly established post; this will also be filled based upon seniority. When there is no interest in the newly established post by permanent School Traffic Supervisor, then a spare will be offered it, or a hiring process will begin.

Should there be a substantial reduction in the number of permanent posts and likewise a reduction in the number of School Crossing Guards, those with the most Town Service will be given the opportunity to fill the available posts.

When a change in the school's opening and/or closing time requires the extension of coverage time, the School Traffic Supervisor assigned to that post will be responsible to accommodate the change. Every reasonable effort will be made to accommodate the School Traffic Supervisor if necessary, providing it does not interfere with the effective operation of the department. Such determination is final and binding and is not subject to the grievance procedure.

**Locations  
61.3.4 d e**

School Crossing Guards will be placed at street crossings based upon determination by the Chief's designee, (Safety Officer). The Safety Officer will use such factors to include but not limited to, volume and speed of traffic, numbers and age of students crossing street, location visibility, and site accident history. The School Superintendent, Chief of Police or designee, and the Safety Officer will review the school crossing sites annually to determine if a School Traffic Supervisor is needed.[61.3.4 d e]

**Duties  
61.3.4 a**

A School Traffic Supervisor's primary responsibility is to protect school children crossing streets while walking to and from schools within town and ensure the safe crossing of school children at designated crosswalks. School Crossing Guards are required to use issued "Stop Sign Paddle," to direct vehicles to stop/proceed while crossing children. Failure to use Stop Sign will result in disciplinary action. School Crossing Guards shall make sure that all vehicular traffic has stopped before allowing children to enter the crossing. School Crossing Guards will by means of clear hand signal, direct motor vehicles to facilitate safe exits and entrance to schools. Only after the

School Traffic Supervisor has checked that all children have safely crossed the street may he/she then direct traffic to proceed.[61.3.4 a]

School Crossing Guards will arrive at their posts at the assigned starting times (per Safety Officer) and shall remain at their posts until their release time (per Safety Officer). If school children arrive at the crossing late, the School Traffic Supervisor shall remain at their posts (within reason) and assist such children. The start/finish times shall be subject to change at the direction of the Safety Officer and will be based upon conditions at individual posts.

The Safety Officer shall provide each School Traffic Supervisor with the school calendar for the current school year. The School Traffic Supervisor shall be responsible for being present at the opening and closing times on each particular day.

School Crossing Guards will by means of a Stop Sign, whistle if needed, and use clear hand signals, to provide safe passage for school children when crossing the stream of vehicular traffic. School Crossing Guards shall use gaps in traffic, as may be available and stop traffic in a safe manner when necessary. School Crossing Guards shall detain crossing children until they have a safe opportunity to cross them.

School Crossing Guards shall carefully document the description and registration number of all vehicles: violating their signals, committing moving violations hazardous to the children under their charge, violating regulations regarding stopped school buses or motor vehicle accidents observed by them. They will make full reports as to times, dates, details, and identifying information to the Safety Officer at the conclusion of that particular tour of duty.

No School Traffic Supervisor will wear their issued clothing other than for the performance of his/her assigned duties. No School Traffic Supervisor will smoke on duty, nor drink any alcoholic beverage before going on duty or while on duty.

A School Traffic Supervisor who is unable to perform his/her assigned duty, for any reason, is required to call the Safety Officer/Police Department and the School Traffic Supervisor Liaison at least one hour before the hour in which he/she is due on his/her post; so another School Traffic Supervisor with different hours or a spare can be contacted to fill in. The School Traffic Supervisor will be expected to give reason(s) why he/she is unable to perform his/her assigned duty. Failure of School Traffic Supervisor to abide by the Rules and Regulations herein described may result in disciplinary action to include dismissal.

The School Traffic Supervisor representatives, Safety Officer, and the Chief of Police for the benefit of the Town and the School Crossing Guards, have drawn up these Rules and Regulations. They are based on present needs. The Safety Officer will address specific issues that arise with regard to duties and performance as needed and appropriate action may be taken.

#### TRAINING / KNOWLEDGE / SKILLS

- A. The Mayor has the ultimate authority in appointing School Crossing Guards.
- B. At minimum, School Crossing Guards shall complete such annual in-service training as is required by the Chief of Police.
- C. Knowledge of hand traffic signals, cone/traffic patterns and manual operation of traffic signals is required. (MUTCD)
- D. Knowledge of the Town's geography, streets, and businesses is required.

#### Uniforms 22.2.5 61.3.4 c

Each School Traffic Supervisor shall appear on his/her post in the authorized issued attire and with authorized issued equipment. The authorized attire shall consist of:

#### **[61.3.4 c]**

- High visibility traffic vest-must meet the ANSI/ISEA 107-2004 standard.
- High visibility traffic jacket-must meet the ANSI/ISEA 107-2004 standard.
- High visibility traffic gloves
- High visibility traffic hat
- Hand held stop sign(equipment)
- Whistle

**Note:** The high-visibility traffic vest or jacket must be zippered while being worn at all times when performing School Traffic Supervisor duties. Attire and equipment will be replaced when necessary by the Chief's designee who oversees the School Traffic Supervisor program.