



**Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-278 SCHOOL CROSSING GUARDS
Revised 5/13/2005**

278 SCHOOL CROSSING GUARDS

DISCUSSION

School Crossing Guards are responsible for the safe crossing of children to and from local elementary schools within the city limits.

POLICY

It is the policy of the Las Cruces Police Department to establish operating procedures for School Crossing Guards.

278.01 GENERAL

The Las Cruces Police Department shall employ part-time civilian school crossing guards to provide limited traffic control at designated school crossings. The school crossing guards program will be administered by the Traffic Unit.

278.02 AUTHORITY AND RESPONSIBILITIES OF SCHOOL CROSSING GUARDS

School crossing guard will have limited traffic control authority to include the halting of traffic to allow safe crossings at designated locations. Crossing guards shall have no law enforcement authority and shall take no enforcement action. School crossing guard will not engage in traffic control as a police officer would at an intersection.

Filing criminal complaints- Crossing guards may file a criminal complaint with the appropriate court under the direction of the traffic unit supervisor and crossing guard supervisor or city attorney, should the need for such action arise.

278.03 CROSSING GUARDS SHALL BE ON POST

School crossing guards shall be on post at his or her designated crossing at times specified by the Traffic Unit, City Traffic Engineers and the Las Cruces Public Schools. These times



Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-278 SCHOOL CROSSING GUARDS
Revised 5/13/2005

will include the period prior to the start of morning classes, during lunch and at the end of the school day.

- A. **Proper dress:** Crossing guards will have with him / her the issued safety vest, whistle, and handheld stop paddle sign for the halting of traffic;
- B. **Flashing lights:** Crossing guards will notify the supervisor of any problems with the timing of school zone flashing signal lights.
- C. **Crossing children:** Crossing guards are responsible for safely crossing children at designated crosswalks.
- D. **Absences:** Crossing guards will notify the school crossing guard supervisor no later than one hour prior to their assigned post time and are required to personally speak to the supervisor or someone else in the chain of command prior to being absent.
- E. **Leave:** Crossing guards will give the supervisor advanced notice of at least seven days prior to taking leave. Unforeseen emergencies will be evaluated by the supervisor on a case by case basis.
- F. **Chain of Command:** Crossing guards will make reasonable efforts to contact the school crossing guard supervisor first when any problems arise. The police traffic supervisor will be contacted only if the school crossing guard supervisor cannot be reached. If the police traffic supervisor cannot be reached crossing guards will contact the dispatcher and the school.

278.04 APPROPRIATE CLOTHING

Appropriate clothing to be worn by each school crossing guard shall consist of the following:

- A. Orange traffic safety vest to be worn on the exterior of all clothing, coats and rain gear while on duty.
- B. Clothing adequate for weather conditions.
- C. Long pants are recommended; however, shorts that are no higher than (3) inches above the knee may be worn.



Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-278 SCHOOL CROSSING GUARDS
Revised 5/13/2005

D. No halter tops or similar attire will be allowed.

278.05 CRITERIA FOR SELECTION OF SCHOOL CROSSING GUARDS

Persons applying for the position of school crossing guard and crossing guard supervisor will be assessed by an oral interview conducted by the Traffic Unit Supervisor. The selection will be made from eligible applicants based on the interview. The areas to be evaluated include but are not limited to:

- A. Background-Criminal History Check
- B. Character-Good references, interest and understanding of children
- C. Physical Health-good health including vision and hearing as well as the physical ability to be outside in bad weather.
- E. Dependability-Because the crossing guard will spend a majority of his / her time working without direct supervision, it is important that they can be relied upon for prompt, consistent and efficient service.
- F. Availability-Crossing guards should live within a reasonable distance from the city, with available transportation to their post. All guards, regular and substitutes shall have a telephone to be contacted with.
- G. Mental Alertness- Guards need to be aware of their surroundings and be alert to possible hazards at all times while on duty and will limit times inside their personally owned vehicles.
- H. Appearance-The guards must project a positive appearance which will reflect well upon the City of Las Cruces and inspires confidence in their ability to perform their duties as they are city employees.

278.06 TRAINING

The minimum training program for school crossing guards shall consist of 1 and ½ hours of classroom instruction and post training for non experienced crossing guards. The classroom training will be conducted by a traffic supervisor, traffic officer or crossing guard supervisor. The areas of training to be covered include:



**Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-278 SCHOOL CROSSING GUARDS
Revised 5/13/2005**

- A. The purpose and goals of the school crossing guard program.
- B. The relationship of the crossing guard to other traffic control aids.
- C. The extent of the responsibilities of the crossing guards.
- D. Orientation to the Police Department, related Departmental policies, related City policies and related city departments.
- E. Personal conduct on post.
- F. Emergency procedures- How to get help.

278.07 IN-FIELD TRAINING

In-field training will take place with an established crossing guard or crossing guard supervisor and will address the proper procedure for stopping traffic using the following steps:

- A. Standing on curb, on the side of the street from which children are approaching.
- B. Children will be stopped at least one step back form the curb.
- C. Wait until a small group of children has assembled.
- D. Cautioning the children to remain in their position until they are signaled to cross.
- E. Waiting for a gap in traffic on school crossing guard's side of the street.
- F. Walking to the center of the street.
- G. Face the closest oncoming traffic and establish eye contact with the driver.
- H. Watch for blind spots caused by larger vehicles.
- I. Raising the issued stop sign paddle so that it is clearly visible to the oncoming traffic in all lanes.



**Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-278 SCHOOL CROSSING GUARDS
Revised 5/13/2005**

- J. Facing the opposite approaching traffic and display the stop sign paddle overhead. Establishing eye contact with drivers and clearing all blind spots.
- K. Once all traffic has stopped, motioning the children to cross while still displaying the stop sign paddle.
- L. Waiting until the last child of the group reaches the opposite curb.
- M. Returning to the curb, lowering the stop paddle and motioning traffic to continue.

278.08 SCHOOL CROSSING LOCATIONS AND SURVEYS

Should a need for a crossing be expressed, the following should be taken into consideration:

- A. Traffic, volume and speed
- B. Number of turning movements
- C. Width of streets involved
- D. Physical terrain
- E. Existence or absence of traffic control devices
- F. Local and State legislative policy
- G. Number and age of children utilizing the crossing
- H. Any other hazardous conditions will be taken into consideration.

278.09 YEARLY ORIENTATION MEETINGS

Input from crossing guards may be solicited periodically to help identify job related problems and potential solutions. Any information received may be shared with department supervisors, Traffic Engineering and Las Cruces Public Schools.