

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 2: Traffic Operations
Topic: SCHOOL CROSSING GUARDS
Approved: 07/30/18
Review: Annually in June by Special Operations Division Commander
Supersedes: G.O. 222 dated 09/01/1102/22/18

Order Number: 222
Issued By: Chief of Police

.01 PURPOSE:

To outline the Department's school crossing guard program.

.02 CROSS-REF:

G.O. [220 - "Traffic Control and Direction"](#)

.03 DISCUSSION:

School Crossing Guards are contracted by the City of Frederick to allow police officers to perform other law enforcement duties during the times the crossings are assigned and to afford the City's children safe crossings at designated locations while traveling to and from school. It is imperative the crossings guards properly and regularly fulfill their duties, and that they remain, under all circumstances, on their assignments until the scheduled completion times.

School crossing guard services are provided by All City Management Services (ACMS) a private vendor. The Frederick Police Department is responsible for monitoring the vendor contract and oversight of the services provided. Details of the services provided are contained within the contract. Crossing guard placement will be determined by the Frederick Police department and subject to annual review.

.04 POLICY:

The Department will place school crossing guards at intersections throughout the City, which it has determined require crossing assistance for school children (refer to Section .30).

.05 DEFINITIONS:

.10 EMPLOYMENT QUALIFICATIONS:

ACMS has established criteria for all crossing guards which includes a background investigation. ACMS will provide school crossing guards with all necessary equipment, to include uniforms, equipment and required training.

.15 AUTHORITY AND RESPONSIBILITIES:

School crossing guards are authorized to stop traffic and to subsequently allow pedestrians to cross the street. They are not responsible for traffic direction other than stopping traffic, but may allow for the safe ingress and egress of vehicles, including buses, from school property. School crossing guards are expected to utilize good judgment as it relates to stopping traffic for a minimal amount of pedestrians as opposed to waiting until a more substantial amount of pedestrians is ready to cross. These measures encourage the smooth flow of traffic.

.20 INTERSECTIONS REQUIRING SCHOOL CROSSING GUARDS:

1. Criteria to be used when evaluating the need for the assignment of a school crossing guard include:
 - A. The school being serviced. Generally, elementary and middle school students benefit the most from the assignment of a school crossing guard
 - B. The location is not eligible for students to be transported by bus under FCPS

transportation Policy.

- B. Pedestrian volume; 30 or more school pedestrians routinely cross while going to and from school.
 - C. Any additional relevant information obtained through observation and analysis of the requested location to include: traffic volume and speed, existing traffic control devices and physical terrain.
 - D. Proximity to schools – the student crossing must be on a suggested route to school and is located immediately from school property to an adjacent property. Locations throughout neighborhoods or areas not immediately adjacent to school property will not be considered.
2. The annual review of school crossing locations will be performed by the Outreach Unit Supervisor. This review ensures that resources are being used to their maximum potential and to determine if any crossing locations should be added, eliminated or reallocated. The annual review should take place near the end of each school year and in consultation with Frederick County Public Schools (FCPS) Transportation Department in preparation for the following school year. All changes as a result of policy decisions by FCPS to change bus service should be discussed during this review. This timeframe allows adequate opportunity to communicate any changes to the school crossing guard vendor. The locations of current crossing guard posts are maintained by the Outreach Unit Supervisor.

.30 COVERAGE BY POLICE OFFICERS

Police officers or Auxiliary will be required to cover school crossings when crossing guards are unavailable; this coverage will be coordinated between the Outreach Unit supervisor and Patrol Division supervisors. However, ACMS is required to coordinate school crossings with its employees to ensure coverage. ACMS should be contacted immediately if a crossing guard is not at their scheduled location.

.40 ANNUAL ANALYSIS:

The Commander, Special Operations Division or the designee is responsible for an annual analysis of school crossing guard assignments. He/she will prepare a written report to be delivered to the Deputy Chief of Police, no later than July 15th of each year. Minimally, this report will include recommendations for locations requiring, or no longer requiring, the assignment of a school crossing guard.

.45 ANNUAL ORDER ISSUANCE:

To ensure timely notification to each crossing guard employed and any school affected by changes in the crossing guard coverage, the Chief of Police or his designee will issue the crossing guard special order no later than August 15 of each year.

.50 Emergency Contact Information:

All City Management Services is the vendor utilized for the crossing guard program. All issues related to crossing guards should be referred to the Outreach Unit supervisor. If a guard fails to show at a school crossing location the following number should be contacted:

Shelby Schaeffer
717-650-7232