

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2107.0, ADULT SCHOOL CROSSING GUARD PROGRAM**

EFFECTIVE:	05/27/09
RESCINDS:	
DISTRIBUTION:	ALL EMPLOYEES
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CHIEF OF POLICE:	JOHN W. MINA

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POLICY: School Crossing Guards are an integral part of traffic safety and provide a safe commute to and from school for elementary and middle school students. State law mandates standardized training, developed by the Florida Department of Transportation, for municipalities and counties with a population of 75,000 or more. The guidelines set forth by the training establish uniform, practical, and professional standards that are consistent through the state.

The School Crossing Guard Program is a component of the Traffic Enforcement Section, operating out of the Special Services Bureau, Special Operations Division.

PROCEDURES:

1. AUTHORITY AND RESPONSIBILITIES

1.1 TRAFFIC SAFETY SUPERVISOR

A Traffic Safety Supervisor will be assigned to the program and shall have the following responsibilities:

- a. Hire School Crossing Guards.
- b. Directly supervise the office staff, trainers, and School Crossing Guards within the program.
- c. Will be trained and certified as a School Crossing Guard Trainer pursuant to F.S.S. 316.75.
- d. Ensure that all School Crossing Guard Trainers and School Crossing Guards are trained and certified pursuant to F.S.S. 316.75.
- e. Perform other crossing guard related duties as required.
- f. Monitor school zones and school crossings where School Crossing Guards are posted. Assess the need for protection and adequacy of safety standards.
- g. Conduct an analysis of the Adult School Crossing Guard Program to include an assessment of school crossing warrants, signs and pavement markings, school zones, hazardous conditions, crossing guard attendance, Department expenditures relating to lost time, equipment usage, and needs, etc.
- h. Prepare and monitor an annual budget and all managerial duties associated with the program.

1.2 SCHOOL CROSSING GUARD TRAINERS

School Crossing Guard Trainers will be state certified pursuant to F.S.S. 316.75. Trainers shall have the following responsibilities:

- a. Conduct training and on-site evaluation for certification/recertification of new and existing School Crossing Guards.
- b. Assist with evaluation of school crossing signs, pavement markings, and school zones in and around designated school crossings.
- c. Assist with pedestrian counts and evaluations for opening and closing School Crossing Guard posts.

1.3 SCHOOL CROSSING GUARDS

Authority and Responsibility of School Crossing Guards:

- a. School Crossing Guards are utilized primarily to create gaps in traffic that help elementary and middle school students cross a roadway safely.
- b. School Crossing Guards are not law enforcement officers. They are not authorized to control traffic unless directed to do so by competent authority. Their limited authority does not extend beyond the location of the school crossing to which they are assigned.
- c. The standard procedures for safe student pedestrian crossing evolutions are prescribed by the Florida Department of Transportation (FDOT) Safety Office. All School Crossing Guards employed by the Department must be trained and certified according to the training guidelines issued by FDOT.

2. SELECTION CRITERIA

School Crossing Guards are selected through a system that considers general character, mental and physical conditions of the applicant, and proximity of the crossing to their residence. Applicants must successfully complete a thorough background investigation, a post selection medical exam, and have the ability to complete a written and practical exam based on state-mandated training provided by the Traffic Safety Unit.

3. STATE CERTIFIED TRAINING REQUIREMENTS

Pursuant to F.S.S. 316.75, all personnel within the Adult School Crossing Guard Program will be trained and certified through the state, according to the guidelines established by FDOT Safety Office. School Crossing Guard Trainers will be required to complete the state mandated curriculum and score a minimum of 85 on the final test. School Crossing Guards will be required to complete the state mandated curriculum and score a minimum of 75 on the final test.

4. UNIFORMS AND PERSONAL SAFETY EQUIPMENT

School Crossing Guards will be requested to wear solid-color slacks, capris, skorts, or shorts. Skorts or shorts should be no shorter than 3" above the knee. Crossing Guards will also be requested to wear a solid white or light-colored shirt. Clothing which is torn, not hemmed, contains holes, patches, emblems, or text (other than designer's label), shows undergarments, or displays advertisements is prohibited. Guards are required to wear comfortable, closed-toe walking shoes. Slip on shoes or flip-flops are prohibited. Personal safety equipment will be issued to each School Crossing Guard including a retroreflective traffic safety vest, a whistle, and an 18" retroreflective STOP paddle. These items are required by state law and must be worn/utilized any time the crossing guard is on active duty in or alongside the roadway. School Crossing Guards are provided a neon orange hat which heightens visibility and provides personal protection from the weather. The hats are a required part of the crossing guard uniform. Retroreflective raingear, marked CROSSING GUARD, is provided and can be worn in lieu of the issued traffic vest. Retroreflective gloves are also available, but optional.

5. RECERTIFICATION AND EVALUATION

On-site performance evaluations will be conducted throughout the year with a minimum of two reviews per year. The state mandated evaluation form will be completed with each review in compliance with FDOT requirements for state recertification. All School Crossing Guards must be recertified annually. Certifications/recertifications must be current and valid at any time the guard is working at a designated crossing.