

Adult Crossing Guard

508.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the operation of the Adult Crossing Guard program.

508.2 POLICY

Adult Crossing Guards shall perform authorized traffic control duties at assigned locations to assist elementary school age children in their safe passage across public roadways.

Berkeley Police Department employees will provide necessary support for any citizen serving as an authorized Adult Crossing Guard.

508.3 AUTHORITY AND GENERAL RESPONSIBILITIES

Adult Crossing Guards (hereafter referred to as "Guard") are non-sworn part-time employees of the City of Berkeley authorized by the Vehicle Code, Municipal Code and Chief of Police to perform traffic control duties at identified school-related locations.

- (a) Locations of assignment shall be identified by mutual determination between the Police Department and the Transportation Division of the Public Works Department, subsequent to a need indicated by a traffic engineering survey.

508.3.1 RESPONSIBILITIES

The responsibilities of a Guard include:

- (a) Exercise sound judgment in the careful direction of children in their passage across public roadways at identified crossing locations during designated times;
- (b) Cooperate with school officials in their effort to enforce school regulations relating to the crossing of public roadways by students; and, serve as a role model and educational resource for children in the area of pedestrian-traffic safety;
- (c) Perform other traffic safety duties as directed by the Adult Crossing Guard Coordinator;
- (d) Provide for the safe crossing of elementary school age children within marked crosswalks.

A Guard shall not be responsible for the safe passage of any other group, including adults or older children crossing the roadway with elementary school children.

A Guard should not perform traffic control duties beyond the scope of their assignment.

508.4 DUTIES

Guards are commonly expected to perform assigned duties twice a day, once in the morning and once in the afternoon, as scheduled by the Adult Crossing Guard Coordinator.

Guards shall not leave their posts during periods of assignment.

Berkeley Police Department

Law Enforcement Services Manual

Adult Crossing Guard

To facilitate safe passage across a roadway, Guards shall:

- (a) Advise children arriving at their control crosswalk to wait on the sidewalk until directed to cross.
- (b) Watch for breaks in vehicle traffic flow and use that interval to initiate traffic control action.
- (c) Look both ways before leaving the sidewalk, step from the curb into the crosswalk, and hold the "STOP" sign down at his/her side.
 - 1. Guards shall give motorists as much advance warning as is practical regarding their intended traffic control action to provide the opportunity for compliance.
 - 2. Guards shall wait for clear indication that approaching vehicles are slowing in compliance before taking further traffic control action.
- (d) Elevate the "STOP" sign, orient it to a position visible to approaching vehicle traffic, and advance to the center of the crosswalk.
 - 1. Guards shall remain in this position until all children have safely crossed the roadway.
 - 2. When all hazardous vehicle traffic has stopped, signal for waiting children to cross.
 - 3. When all children have crossed the roadway, lower the "STOP" sign and return to the sidewalk.
- (e) Guards shall discourage children from running across the roadway or riding bicycles within a crosswalk.
- (f) Guards shall maintain a friendly, but not affectionate or inappropriate, demeanor towards children under their supervision.
 - (a) Courteous social exchange must not distract a Guard from their public safety responsibilities set forth in this policy.

508.4.1 REPORTING TRAFFIC VIOLATORS

The guards shall report all motorists who refuse to cooperate with them to the Adult Crossing Guard Coordinator.

508.4.2 Reporting Suspicious People

Guards shall attempt to obtain a complete description of suspicious persons loitering near a school. Guards shall not approach the suspicious person(s), but shall carefully note the reasons that aroused their suspicion as well as a description of the person and his/her vehicle. If the circumstances warrant such action, the guard shall call the Berkeley Police Department and request the assistance of an officer.

508.4.3 ACCIDENTS AT CROSSINGS

- (a) If anyone is injured at a location protected by a Crossing Guard, the Guard shall notify the police at once.

Berkeley Police Department

Law Enforcement Services Manual

Adult Crossing Guard

- (b) The Guard shall identify himself/herself as a Crossing Guard, give the location distinctly, and request the services of an officer, and ambulance, if necessary.
- (c) Guards shall not attempt to move an injured person or allow him/her to be moved pending the arrival of the ambulance.
- (d) Guards shall make certain that every reasonable precaution is taken to protect the injured person from moving traffic.
- (e) Guards shall not administer first aid unless they are certified to do so. They shall use all reasonable means at their disposal to keep the injured person warm and comfortable.
- (f) If an involved vehicle attempts to leave the scene prior to the arrival of the officer, if possible, the Guard shall write down the vehicle's description and license plate information.
- (g) The Guard shall request all witnesses remain at the scene.
 - 1. The Guard should make a reasonable effort to obtain the names and phone numbers of witnesses who cannot remain at the scene.
 - 2. Guards shall not attempt to interview witnesses.

508.4.4 ABSENCE FROM DUTY

Crossing Guards shall notify the Adult Crossing Guard Coordinator as soon as possible if they are unable to report for work (e.g., sickness, emergency, etc.), and in any event no later than 1/2 hour before their duty time.

508.5 ADULT CROSSING GUARD COORDINATOR

The Traffic Bureau Lieutenant, or his/her designee, shall act as the Adult Crossing Guard Coordinator.

508.5.1 ADULT CROSSING GUARD COORDINATOR RESPONSIBILITIES

The Adult Crossing Guard Coordinator is responsible for:

- (a) The recruitment, hiring, training, field supervision, and coordination of termination of Adult Crossing Guards;
- (b) Establishing work assignment locations and duty hours.
 - 1. If a Guard is unable to report for duty, the Adult Crossing Guard Coordinator will contact an alternate from an availability list.
 - 2. If no alternate Guard is available, the vacant post will not be staffed.
- (c) The investigation of allegations of substandard performance and/or misconduct by Adult Crossing Guards.
 - 1. As "at will" part-time employees, Adult Crossing Guards are not subject to the complaint investigation and disciplinary process.

508.6 RECRUITMENT AND SELECTION

The Adult Crossing Guard Coordinator shall facilitate the recruitment and selection of Adult Crossing Guards for the Police Department. Selection criteria should include, but not be limited to:

Berkeley Police Department

Law Enforcement Services Manual

Adult Crossing Guard

- (a) Exhibition of knowledge and experience that would demonstrate the capability for satisfactory job performance;
- (b) Be of good personal character, supported by personal and/or professional references;
- (c) Possess physical abilities (e.g., good vision, hearing and reflexes) required to safely and effectively perform expected duties; and,
- (d) Exhibit dependability; be a person who can be relied upon for prompt and consistent attendance to the assignment, and have the ability to provide efficient service.

508.7 TRAFFIC SURVEY

When necessary, the Adult Crossing Guard Coordinator, in conjunction with the City Traffic Engineer, will conduct a traffic survey to determine the need for student crossing protection at the identified location(s) proximal to a local public school.