

BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 6, 2008

GENERAL ORDER A-2

SUBJECT: ADULT CROSSING GUARD PROGRAM

PURPOSE

- 1 - The purpose of this General Order is to **establish policy and procedures for the operation of** the Adult Crossing Guard program.

POLICY

- 2 - 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.
- 3 - Berkeley Police Department employees **will** provide necessary support for **any citizen serving as an authorized** Adult Crossing Guard.

AUTHORITY AND GENERAL RESPONSIBILITIES

- 4 - **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.**
- 5 - **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,**
 - (c) **Serve as a role model and educational resource for children in the area of pedestrian-traffic safety.**
 - (d) **Perform other traffic safety duties as directed by the Adult Crossing Guard Coordinator.**
- 6 - **A Guard is responsible for the safe crossing of elementary school age children within marked crosswalks.**

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- (a) 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.**

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

PROCEDURES

8 - 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.

9 - Guards shall not leave their posts during periods of assignment.

10 - 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.**
- (e) When all hazardous vehicle traffic has stopped, signal for waiting children to cross.**
- (f) When all children have crossed the roadway, lower the "STOP" sign and return to the sidewalk.**

11 - Guards shall discourage children from running across the roadway or riding bicycles within a crosswalk.

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- 12 - 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 Order.**
- 13 - Reporting Traffic Violators:
- (a) The guards shall report all motorists who refuse to cooperate with them to the **Adult Crossing Guard** Coordinator.
- 14 - Reporting Suspicious People:
- (a) Guards shall attempt to obtain a complete description of suspicious persons loitering near a school.
- (b) **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.
- (c) If the circumstances warrant such action, **the guard shall** call the Berkeley Police Department and request the assistance of an officer.
- 15 - **Actions Regarding** Accidents at Crossings:
- (a) If anyone is injured at **a location** protected by a Crossing Guard, the Guard shall notify the police at once.
- (1) 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.
- (b) Guards shall not attempt to move an injured person or allow him/her to be moved pending the arrival of the ambulance. Guards shall make certain that every **reasonable** precaution is taken to protect the injured person from moving traffic.
- (c) 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.
- (d) 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.**
- (e) The Guard shall request all witnesses remain at the scene.

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- (1) The Guard **should make a reasonable effort to** obtain the names and the addresses of witnesses who cannot **remain at the scene**.
- (2) Guards shall not attempt to interview witnesses.

16 - **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.

SUPERVISION

- 17 - Supervision of Adult Crossing Guards is provided by the Traffic **Bureau Lieutenant, or his/her designee, and designated as the Adult Crossing Guard** Coordinator.
- 18 - The **Adult Crossing Guard Coordinator** is responsible for **the recruitment, hiring, training, field supervision, and coordination of termination of Adult Crossing Guards**.
- 19 - **The Adult Crossing Guard Coordinator is responsible** for establishing work assignment locations and duty hours.
- 20 - If a Guard is unable to **report for duty, the Adult Crossing Guard Coordinator will contact** an alternate from **an availability list**.
 - (a) If no alternate **Guard is available, the vacant post will not be staffed**.
- 21 - **The Adult Crossing Guard Coordinator shall be responsible for the investigation of allegations of substandard performance and/or misconduct by Adult Crossing Guards**.
 - (a) **As "at will" part-time employees, Adult Crossing Guards are not subject to the complaint investigation and disciplinary process described in General Order P-26.**

RECRUITMENT AND SELECTION

- 22 - The **Adult Crossing Guard** Coordinator **shall facilitate the** recruitment and selection of Adult Crossing Guards for the Police Department.
 - (a) Selection criteria **should include, but not be limited to:**
 - (1) **Exhibition of knowledge and experience that would demonstrate the capability for satisfactory** job performance;
 - (2) **Be of good personal character, supported by personal and/or professional** references;

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- (3) **Possess physical abilities (e.g., good vision, hearing and reflexes) required to safely and effectively perform expected duties; and,**
- (4) **Exhibits 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.**

TRAFFIC SURVEY

- 23 - **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.**

UNIFORM AND EQUIPMENT

- 24 - The City of Berkeley **shall** provide **safety** equipment for the Adult Crossing Guards **that** complies with the specifications established by the **State of California Manual on Uniform Traffic Control Devices**.
- 25 - A supply of **safety** equipment shall be **maintained by** the Berkeley Police Department and issued to Adult Crossing Guards by the Adult Crossing Guard Coordinator, as needed. Safety equipment shall include:
- (a) **Required for duty:**
 - (1) **TRAFFIC SAFETY VEST: High-visibility, ANSI Class II, orange or green.**
 - (2) **STOP SIGN: Handle-held, two-sided sign; shall be a rigid waterproof disk, 18" (approximate) in diameter and brilliant red in color; the word "STOP", in 6" white letters, appearing in the center of both sides of the disk.**
 - (3) **WHISTLE: Plastic whistle with neck lanyard.**
 - (b) **Optional for duty:**
 - (1) **RAIN GEAR: Jacket and pants, waterproof, exterior a high-visibility color.**

References: California **Code of Regulations**, Title 5, **§572 - 575**
California Vehicle Code **§§21100(e), 21100(i) and 21100.3**
Berkeley Municipal Code §§14.08.010 – 040
State of California Manual on Uniform Traffic Control Devices
Police Regulation 402