

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: School Crossing Guards		CHAPTER/SECTION NO.: 45.34	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 61.3.5			

45.34 Policy

45.34.1 The Weber County Sheriff's Office may provide school crossing guards for those cities in the County that contract for law enforcement services with the Sheriff's Office, and specify school crossing guards as part of that contracted service.

45.34.2 Authority and Responsibilities

A. UCA 41.6.20(2) provides for local jurisdictions to provide and regulate school crossing guards.

B. Equipment

1. Stop Sign

a. The stop sign should be held up in front of the body prior to stepping from the curb into the crossing lane.

b. Guards should give the vehicular traffic plenty of warning from a distance in which to stop.

c. The guard should take weather into consideration and that drivers' visibility will be obscured in snow/rain storms. They will need to give warning to drivers so greater distances will be used to stop.

d. Children should remain behind guard

until told to proceed in crossing.

2. Vest

- a. The guard must wear the reflective vest at all times during a crossing guard post assignment.

3. Cones

- a. The cones should be used whenever a crossing guard is on duty.
- b. The cones must be placed on the center lines of the street.
- c. Do not ever block traffic with cones.

4. Clothing

- a. Proper clothing should be worn due to certain weather conditions. THE GUARD SHOULD BE PREPARED TO REMAIN IN PLACE UNTIL THE SHIFT IS COMPLETED.

5. Flashing Lights

- a. Keys will be provided to the guard to unlock the padlocks on the light boxes. These keys will operate all locks on the lights boxes in Weber County and Ogden City.
- b. The flashing lights should be turned on upon arrival for duty and turned off immediately when crossing shift is completed.
- c. The lights have been placed at intervals calculated to slow traffic to twenty miles per hour before reaching each crossing.
- d. If the lights are frozen or the guard is unable to turn them on or off, they must contact a supervisor

as soon as possible, after the shift has ended. THEY DO NOT LEAVE THEIR POST UNATTENDED.

6. Traffic Lights

- a. Traffic lights do not require flashing warning lights.
- b. The guard MUST press the pedestrian signal button on the light pole to extend time allowed to cross the street.

7. Unauthorized Equipment

- a. The crossing guard can not use a whistle, directional signs, or any non-authorized equipment.

C. Responsibilities

1. Crossing

- a. Establish eye contact with the vehicular traffic and have the stop sign up high and visible before stepping into the crossing.
- b. The guard should precede the entry of students into the traffic lane, giving vehicles plenty of time to stop.
- c. Children must know and understand that they must remain behind the guard until instructed by him or her to finish crossing.
- d. The guard should escort children at least three-quarters of the way across the street. Then wait for them to finish crossing before returning back to sidewalk.
- e. One side of the intersection should be established as the main

crossing.

- f. Guards should be located on the side of the street the children will be coming from in order to meet them at the curb and cross with them.

2. Mid-Block Crossing

- a. When a guard has a mid-block crossing it is necessary to wait until traffic has cleared to begin crossing. The guard should enter the crossing first to ensure it is safe before children cross.

3. Use of Personal Vehicles

- a. During cold weather and storms, guards may use their vehicles to keep warm during periods when children are not present or expected.
- b. Vehicles must be parked so as to offer a clear view of the crossing.

4. Traffic Violators

- a. When a violation has been made by a motorist in a school crossing zone a crossing guard should obtain a license plate number, general vehicle description, and a description of the driver. The guard should contact a supervisor with the information so action can be taken.
- b. If the offender does not agree with the violation then a complaint can be made which could require a crossing guard to testify in court.

5. Substitutions

- a. When a crossing guard is ill or on vacation Weber County employs alternates to cover shifts while a guard is away.
- b. Absolutely no friends or family are allowed to cover for a guard at any time without going through our hiring process.
- c. A crossing guard is responsible for finding an alternate a day or two in advance.
- d. If a guard or alternate needs vacation time for more than a day or two his or her supervisor(CRO Sergeant)needs to be contacted so records can be maintained accurately.
- e. If unable to report to work, the assigned guard should notify the Community Resource Sergeant or Duty Lieutenant to ensure the post does not go unattended.

6. Contact With Children

- a. A crossing guard must avoid physical contact with children at all times.
- b. Guards may not give candy or gifts to children at any time.
- c. Crossing guards should build a rapport with principals. They are in a position to help or discipline disruptive children. A crossing guard does not have the authority to discipline a child.

7. Citizen Complaints

- a. Any complaints made to a crossing

guard must be reported to his or her supervisor.

- b. A crossing guard must not argue with a citizen while on duty. This may divert his or her attention from the children.

45.34.3 Selection Criteria

- A. Must be able to respond to job site within 15 minutes of notification.
- B. Be able to set up traffic cones as required.
- C. Be able to turn on school flashing lights.
- D. Stand and walk across two and/or four lane highways or roadways for approximately 45 minutes at a time.
- E. Good hearing and eyesight to hear and see emergency vehicles, on coming traffic, and school children. Corrective lenses and hearing aids are acceptable to pass the required physical.
- F. Valid Utah drivers license or reliable transportation.
- G. Submit to and pass a background investigation.
- H. Ability to deal tactfully, but firmly, with the public to effectively report traffic violations, adhere to rules and policies for crossing guards.
- I. Ability to rapidly analyze various situations, and think and act quickly in emergency situations.
- J. Be willing and able to work outside in all weather conditions.
- K. Some experience in working with children preferred.

45.34.4 Uniforms/Clothing Requirements

- A. Orange reflective traffic vests with white, yellow or yellow-orange reflective striping will be worn at all times when working an assigned crossing.
- B. 18 inch reflective "STOP" paddle.
- C. Civilian clothing appropriate to weather

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conditions should be worn when working an assigned crossing.

45.34.5 Criteria for Locations Requiring Crossing Guards

- A. Established by the Utah Department of Transportation (UDOT), Department of Traffic and Safety.
- B. UDOT Manual and Specifications on School Crossing Zones, 1992 Edition.

45.34.6 Identification of Locations Requiring Crossing Guards

- A. The Weber School District analyzes and establishes child access and routing plans for each school in the district.
- B. An annual analysis of the Child Access and Routing Plan is conducted by the Weber School District and is due on September 30th of each year. Changes to the plan will only be made if a new school is opened or if circumstances require it.