JOPLIN POLICE DEPARTMENT	11-07 STANDARD OPERATING GUIDELINE
SUBJECT: Adult School Crossing Guards	**REVIEW DATE: Annually - November**
EFFECTIVE DATE: November 1st, 2006	**ACTION DATE:**
AMENDS/SUPERSEDES:	**AMEND DATE:**
ACCREDITATION INDEX: 61.3.4 a, b, c, d, e	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The Support Services Corporal/Supervisor or his designee shall be responsible for coordinating the staffing of adult school crossing guard locations. The school crossing guard positions shall be filled following the procedures contained within this guideline.

II. PURPOSE

To establish guidelines for the school crossing guard function.

III. PROCEDURE

A. Adult School Crossing Guard Authority (61.3.4 A)

Adult school crossing guards are authorized for appointment by Human Resources and the Support Services Corporal.

1. The number of school crossing guards appointed shall be determined as necessary at crosswalks on city streets.

2. The number of school crossing guards shall be within the limits of available salary appropriations.

3. School crossing guards shall be employed on a seasonal basis.

B. Crossing Guard Responsibilities (61.3.4 A)

School crossing guards shall assist school children across crosswalks, streets, or intersections to which they are assigned.

C. Selection Criteria for Adult School Crossing Guards (61.3.4 B)

To be appointed to the position of school crossing guard, a person must be of good morale character, physically able to perform the duties and must be alert.

1. Candidates must have no entries in police records of arrests and/or convictions for offenses that would tend to discredit their moral character.

D. Uniforms for Adult School Crossing Guards (61.3.4 C)

While performing their assigned functions, school-crossing guards must wear the issued reflective vest and must carry the issued stop sign paddle.

E. Criteria/Procedure for Requesting School Guard Protection (61.3.4 D)

Citizens seeking establishment of a new school crossing guard location must contact the PTA Safety Committee for their local school to seek endorsement. Following endorsement, the process includes:

1. Director of School-Public Safety evaluation and recommendation;

    a. Number of potential students, ages, and where they live.

2. Joplin Police Support Services Corporal/Supervisor evaluation and recommendation;

    a. Traffic accident types and enforcement actions occurring in and near the school zone or school crossing locations.

3. City of Joplin Traffic Engineer evaluation and recommendation;

    a. Vehicles per hour, median vehicle operating speed, sight distances, and street width.

4. Final approval and action by the City of Joplin Traffic Advisory Board.

5. If additional funding is required, evaluation and approval of the Joplin City Counsel and Joplin School Board.

6. Discontinued School Crossing Guard Locations

    The Joplin Police Department and Joplin Public Schools forwards recommendations to the Joplin Traffic Advisory Board for final approval and action.

F. Annual Documented Review of Adult Crossing Guard Locations (61.3.4 E)

The Support Services Corporal/Supervisor in cooperation with the City of Joplin Traffic Engineer shall conduct an annual documented review of locations for placement of school crossing guards. Their evaluation will be forwarded to the Chief of Police and Joplin Public School District for review.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.