

# **Germantown Police Department**

## **Policies and Procedures**

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**Number:** 1-20  
**Effective Date:** January 1, 2003  
**Subject:** School Crossing Guards  
**Previous Revisions:**

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### **I. PURPOSE**

The purpose of this policy is to establish the guidelines for the School Crossing Guard function of the Germantown Police Department. This agency is committed to providing children a safe environment while entering and exiting their school grounds.

### **II. POLICY**

It is the policy of the Germantown Police Department to provide School Crossing Guards at various posts throughout the City of Germantown. The location and times of these posts will be determined by studying the traffic flow in and around the Shelby County Schools located within the city limits. It is the policy of this agency to restrict the assignment of School Crossing Guards to posts serving public educational facilities.

### **III. PROGRAM ADMINISTRATION**

The administration of the School Crossing Guard Program falls under the Uniform Patrol Division. A patrol supervisor will serve as the immediate contact for this program. All members of the department are encouraged to support to this program.

### **IV. PROCEDURE**

#### **A. General**

1. As representatives of the City of Germantown and the Germantown Police Department, School Crossing Guards are expected to be professional, in both their appearance and demeanor; courteous and impartial in the performance of their duties. A uniform allotment of \$200.00 annually is provided.

2. School Crossing Guards are expected to adhere to the Policies and Procedures of the City of Germantown and the Germantown Police Department.
3. School Crossing Guards are responsible for the safe crossing of streets, at designated locations, by children and other pedestrian traffic near the schools, as well as the direction and control of vehicular traffic.
4. School Crossing Guards shall use clear hand signals when directing movements by pedestrians or drivers. The use of the issued whistle is encouraged. Hand held STOP signs are available, if needed.
5. School Crossing Guards are required to wear safety reflective vests while on any assigned post.
6. School Crossing Guards are expected to report on time for each assigned post. Any anticipated absence should be reported to the on-duty supervisor as soon as possible.
7. These procedures shall apply to any officer or school crossing guard assigned to a post.

B. Citizen Disputes

School Crossing Guards are encouraged to summon an on-duty police officer to the scene of a dispute with a citizen, if possible. All incidents of this nature will be reported to the traffic unit supervisor.

C. Traffic Complaints

Traffic complaints arising from assigned posts should be reported to the Desk Officer. The Desk Officer will make arrangements to assist the School Crossing Guard with any on-going traffic problem.

**V. REVIEW PROCESS**

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.