

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 516-S

REFERENCE STANDARDS: 61.3.5 61.3.6 61.3.7

SUBJECT: School Safety Traffic Control

PURPOSE: The purpose of this order is to identify the duties and responsibilities of the Department regarding traffic direction and control within the areas of the community's schools. The Deputy Chief of Support Services or his designee shall be responsible for coordinating the staffing of school crossing guard locations. The school crossing guard positions shall be filled following the procedures contained within this guideline.

I. ADULT SCHOOL CROSSING GUARDS (61.3.5)

A. The Department utilizes adult school crossing guards.

1. Authority and responsibility. (61.3.5a)

- a. The Department shall authorize and provide, as necessary, non-sworn personnel to serve as adult school crossing guards.
- b. Responsibilities.
 - 1) The function of school crossing guards is to facilitate the safe movement of children to and from school by escorting them with the aid of traffic control signals or by walking them safely across the roadway when there are gaps in the flow of traffic.
 - 2) School crossing guards will not direct vehicular traffic in the usual regulatory sense.

2. Selection Criteria. (61.3.5b)

- a. Applicants for the position of adult school crossing guard will be screened and selected on the basis of their physical and mental aptitudes and abilities being consistent with the knowledge and skills required for the crossing guard function.
- b. The Support Services Bureau will provide training in the crossing guard function for newly hired personnel prior to their assignment.
- c. The Support Services Bureau will provide annual refresher training as needed.

3. Uniform. (61.3.5c)

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- a. The Department provides the following uniform items for adult school crossing guards:
 - 1) High-visibility reflective vests.
 - 2) Raincoat.
 - 3) Winter parka with Department shoulder patch.
 - 4) Portable stop sign (hand held).
 - b. All Hanover Park adult crossing guards are required to wear the high-visibility reflective vest when performing crossing guard duties.
- 4. Criteria for identifying locations requiring school crossing guards. (61.3.5d)
 - a. The Police Department annually reviews the safe walk route for each school and recommends traffic controls consistent with the need for safety of the pedestrians.
 - b. The Department continually works with the Village Traffic Engineer and the appropriate school district to determine the needs for school crossing guards.
- 5. Annual survey. (61.3.5e)
 - a. The Department continually reviews the need for crossing guards at various locations throughout the Village.
 - b. If any are identified, recommendation for placement of an adult school crossing guard will be made.

II. STUDENT SAFETY PATROL PROGRAMS (61.3.6)

- A. The Department works with school authorities to assist in organizing and instructing student safety patrols as needed.
- B. Student safety patrol activities are intended to complement the adult school crossing guard program.
- C. Student safety patrols do not direct or control vehicular traffic in any way.
- D. The training of student patrols is the sole responsibility of the school.

III. LIAISON WITH TRAFFIC SAFETY GROUPS AND AGENCIES (61.3.7)

- A. The Village of Hanover Park employs an in-house Traffic Engineer. The Traffic Engineer acts as the liaison with other local, county, state and regional traffic engineers.
- B. The Deputy Chief of Operations is the department liaison with the Village Traffic Engineer and may act with any other organization or group that deals with traffic safety.
- C. The Patrol Lieutenant will participate with the various schools to ensure proper consideration of enforcement needs and service demands prior to implementing any project demands.

IV. CROSSING GUARD INSPECTIONS

- A. Crossing Guard inspections will be conducted at least twice a year. Additional inspections may be made at any time throughout the school year, if needed.
 - 1. The first inspection will take place within 30 days of the start of school.
 - 2. The second inspection will take place in either January or February of the school year.
- B. The inspections shall be made during all crossing times.

V. INSPECTION FORM

- A. Inspection forms should be fully completed. (Appendix A)
- B. Completed forms should be forwarded to the Deputy Chief of Support Services.
- C. The Patrol Lieutenant will be responsible for having the inspections conducted.

HANOVER PARK POLICE DEPARTMENT CROSSING GUARD INSPECTION FORM

Crossing Location: _____

Crossing Guard: _____

School: _____

Date: _____

Time: _____

Evaluation:

1. At post during assigned time: Yes ☐ No ☐

If no, state reason: _____

2. Punctuality:

Always on time: ☐ Occasionally late: ☐ Habitually late: ☐

3. Appearance:

Always neat ☐ Needs improvement ☐ (see comments)

4. Wearing vest: Yes ☐ No ☐

5. Courteous - Polite at all times: Yes ☐ No ☐

6. Does the Guard direct vehicular traffic? Yes ☐ No ☐

7. Does Guard use stop sign to control vehicular traffic? Yes ☐ No ☐

8. Does Guard wait for adequate gap in traffic before starting to cross children? Yes ☐ No ☐

9. Is Guard dependable and trustworthy? Yes ☐ No ☐

10. Comments: _____

Inspected by: _____ Date: _____

Signature

ID #

Print Name