

18.100 CIVILIAN ADULT SCHOOL CROSSING GUARDS

Procedure:

A. School Crossing Guard Coordinator:

1. The School Crossing Guard Coordinator is assigned to the Traffic Unit.
2. The School Crossing Guard Coordinator is responsible for all functions concerning the adult crossing guards, including supervision.
 - a. First shift supervisors and beat officers should know all school crossing guard locations in their district and assist in checking on the guards' attendance and actions.
 - 1) Each district will maintain a file card index of all school crossings in their district. The School Crossing Guard Coordinator will furnish the file card.
 - 2) The file card will include the:
 - a) Crossing guard's name.
 - b) Crossing location.
 - c) Hours of work.
 - d) School affected by the crossing.
 - b. Each crossing guard must notify the school and the coordinator whenever he will not be in attendance at his assigned times.
 - c. Report absenteeism or any improper actions to the School Crossing Guard Coordinator.
3. Forward any information concerning adult school crossing guards to the School Crossing Guard Coordinator at the Traffic Unit.