



Apex Police Department General Order



Title School Crossing Guards and Student Safety Patrol Program		Order Number 1303-21
Effective Date: September 17, 2021	Amends: 1303-13	
CALEA Standard: 61.3.4, NCGS 20-114.1 (c)	Rescinds:	
Reference:	Pages: 6	
Forms:		

School Crossing Guard and Student Safety Patrol Program

Purpose

The purpose of the Apex Police Department Crossing Guard Program is to provide safety to pedestrians at designated school crossing locations.

Policy

It is the policy of the Apex Police Department to provide adult, crossing guards to facilitate the safe movement of children to and from school at designated school crossing locations.

Definitions

School Crossing Guard (SCG) – A limited-service employee who has been trained and certified in compliance with North Carolina General Statute (NCGS) 20-114.1 (c), to assist students and other pedestrians in school areas to safely cross roadways at designated locations during the school day.

Procedures

Authority and Administration (61.3.4 (a))

1. NCGS 20-114.1 (c) authorizes the Chief of Police to appoint traffic-control officers to direct, control, or regulate traffic within their respective jurisdictions at times and places specifically designated in writing by the Chief of Police.

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2. The Patrol Division Commander or his/her designee will administer the department's SCG Program.
3. The School Resource Unit (SRU) supervisors will serve as the SCG supervisors.
4. SCGs will abide by the SCG safety regulations, as provided by the directive.

Duties and Responsibilities (61.3.4 (a))

1. The primary objective of the SCG is to assist children with safely crossing a roadway at designated school crossing locations.
2. SCGs have no police authority, are not police officers, and will not act in any manner outside the scope of their duties or represent themselves as law enforcement officers.
3. SCGs will use the natural gaps in traffic to enter the roadway and acknowledge a safe time for children to cross.
4. Prior to crossing children, SCGs must ensure that traffic is stopped in the direction that children are crossing.
5. SCGs will use the provided equipment, including traffic vest and stop sign, when entering a roadway.
6. Unusual conditions that may impede the safe travel of students or restrict SCGs from safely and effectively performing their job, should be reported prior to students' arrival. This may include, but is not limited to:
 - Construction
 - Hazardous weather conditions such as snow and/or ice
 - Presence of puddles, lights out, signs blocking vision, etc.
 - Notification of unusual/hazardous conditions will be made to an SRU Supervisor
 - If contact cannot be made, notification will be made to the on-duty supervisor

Minimum Qualifications/Selection Criteria (61.3.4 (b))

1. Applicants will be selected for employment as SCGs based upon minimum qualifications and a selection process as outlined in this written directive.
2. Minimum qualifications for the position of SCG included, but are not limited to:
 - Must be at least 18 years of age
 - Be a graduate from an accredited high school or education equivalent to a high school diploma
 - Be a license's driver in the State of North Carolina

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- Must have knowledge of traffic laws and regulations
 - Must have the ability to work under adverse weather conditions
3. The following selection process will be used for SCGs:
- Applicants will submit an application to the Town of Apex (TOA)
 - The TOA Human Resources Department will review and screen all applications and forward applications for those candidates that meet the minimum qualifications to the Chief of Police
 - An oral interview will be scheduled for the selected candidates
 - Applicants who successfully pass the oral interview process will be subject to a background check
 - Applicants successfully completing the background check must submit to a drug test after accepting a conditional offer of employment
 - Applicants will be chosen for employment in consultation with the TOA Human Resources Department

Training

1. An SRU Supervisor will ensure that SCGs are provided with a minimum of three hours of training related to directing, controlling, and regulating traffic, which will be given by a law enforcement officer.
2. An SRU Supervisor will ensure SCGs receive recertification training annually. The training will be a minimum of three hours; related to directing, controlling, and regulating traffic; and be given by a law enforcement officer.

School Crossing Guard Uniform and Equipment

1. Any personnel directing traffic or in the roadway controlling traffic, including SCGs, MUST wear high-visibility, reflective clothing prior to initiating traffic control and direction; or at any time he/she is standing, walking, or on foot on a roadway of any type. (61.3.2 (g))
2. At a minimum, the following uniform and equipment will be issued to each SCG: (61.3.4 (c))
 - High-Visibility, Reflective Vest – 1
 - Whistle – 1
 - All-Weather Jacket – 1
 - Portable Stop Sign – 1
 - Department ID Card - 1
3. All issued equipment is the property of the Apex Police Department and must be returned when requested or upon leaving employment.

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4. Replacement equipment will be provided, as necessary, and will be requested through an SRU Supervisor.
5. All SCGs are required to wear their high-visibility, reflective vests and use the portable stop sign when performing SCG duties.
6. SCGs may dress as necessary for protection from weather conditions. Clothing which may be offensive to parents or children is prohibited.
7. SCGs will be provided a department ID card indicating they are authorized to direct, control, and regulate traffic for the department.

Hours of Work

1. SCGs are to report to their assigned locations at the scheduled start time that has been established by the school district.
2. SCGs are to remain at the crossing until the scheduled end time.
3. SCGs will be aware of and abide by the half-day and early dismissal schedule established by the school district.

Absences

1. SCGs are expected to report to each school crossing as scheduled. Absences must be kept to an absolute minimum.
2. In the event an SCG cannot report for a scheduled crossing, the SCG will notify an SRU Supervisor no less than one hour prior to the scheduled school crossing time.
3. The SCG will notify the Communications Center if he/she is unable to contact an SRU Supervisor. The SCG will identify himself/herself, provide information about the crossing location, and advise the dispatcher to notify the on-duty shift supervisor of his/her absence.
4. All absences are unpaid.

Reporting Traffic/Parking Violations

1. SCGs will not personally address traffic or parking violations. In the event an illegally parked vehicle blocks a crosswalk, the SCG may ask the driver to move his/her vehicle. The SCG will not become involved in a verbal confrontation.
2. Traffic and other violations may be reported to an SRU Supervisor. In the event a violation is reported, the following information will be obtained:

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- License Plate
- Vehicle Make
- Description of Driver
- Time/Date of Offense
- Nature of Offense
- Location of Offense
- Names of Additional Witnesses/Complainant

Citizen Complaints

1. SCGs are a representative of the Apex Police Department and expected to demonstrate professionalism. SCGs will be respectful and courteous to motorists, pedestrians, and children.
2. Complaints from citizens will be addressed as an internal investigation and will follow procedures outlined in [General Order 302 – Personnel Complaint Investigation](#).
3. SCGs will report any incident that occurs at their respective crossing to an SRU Supervisor.

Criteria and Review of School Crossing Guard Locations

1. The following variables should be considered when determining SCG locations: (61.3.4 (d))
 - Traffic volume/speed
 - Number of turning movements
 - Width of intersection
 - Physical terrain
 - Presence or absence of traffic control devices
 - The number and age of children using the crossing
 - Requests from Wake County Public School System
 - Suggestions and input from SCGs and other police department personnel
2. The Patrol Division Commander or his/her designee will conduct an annual, documented review through a survey of the Apex school principals to determine locations to be considered for SCGs. (61.3.4 (e))
 - The review will be completed and submitted to the Chief of Police through the chain of command no later than January 31st of the year following the period subject to the review.
 - This date may be extended with the approval of the Chief of Police.

Student Safety Patrol

1. Charter and private schools located within the jurisdiction of the Apex Police Department do participate in student safety patrol programs.
 - The Apex Police Department will assist school authorities in the Student Safety Patrol Program if requested.
 - Student Safety Patrol will not be allowed to control vehicular traffic and will only be allowed to assist in the movement of pedestrian traffic on or near school grounds as authorized by the school principal.

Text in “Green” denotes a significant change in policy.

BY ORDER OF:



Jason P. Armstrong
Chief of Police