GREENVILLE COUNTY
SHERIFF'S OFFICE

**GO - 248**

# GENERAL ORDERS

# SCHOOL CROSSING GUARDS

**PURPOSE**: To establish rules of Greenville County School Crossing Guards while on duty in order to provide for the safety of children in and around vehicular traffic in School Crossing zones.

**AUTHORITY:** School crossing guards are non-sworn personnel with the authority to control traffic in school crossing zones. A current job description by Administration Division is maintained detailing additional responsibilities of crossing guards.

**COMMAND:** The crossing guards are assigned to the School Enforcement Division. Chain of Command consists of the School Enforcement Division Captain, Lieutenant, Crossing Guard Coordinator, and Crossing Guards. Crossing Guards are governed by the County's Rules and Regulations Handbook for employment. Employee Performance, Evaluation, and Positive Recognition will be conducted in accordance with General Order 112. All Grievance Procedures will be conducted in accordance with General Order 113.

**SELECTION:** The crossing guard selection criterion is not the same as that for sworn personnel. However, standards are to be used to produce desirable personnel in this highly visible and active position. A written selection criterion is maintained in the Sheriff's Office Recruiting and Personnel Unit.

**CROSSING GUARD COORDINATOR:** The coordinator position is the direct supervisor of all crossing guards whose duty is to hire, train, supervise all crossing guards and can recommend the termination of a crossing guard to the Sheriff or his/her designee. The Coordinator also maintains and inventories all Crossing Guard issued equipment and completes payroll for all crossing guards. Other duties include conducting annual crossing guard post review/inspection and other administrative duties.

**CROSSING GUARDS:** The primary function of the Crossing Guard is to ensure the safety of pedestrian school children while crossing streets or highways. On occasions, it may become necessary to direct vehicular traffic at the post to relieve congestion in emergencies only. Depending on the type of crossing guard post it may include the manual operation of a traffic control device.

Crossing Guards are to report any issue relating to the traffic at their post. Violations by drivers, pedestrians or any other problems that arise should be addressed with the Coordinator. Any problem or incident that involves school staff or students should be reported to or addressed with the school's principal or designee for resolution and also reported to the Coordinator.

**RELIEF GUARDS:**

Relief guards are responsible for the training of new hires at the direction of the Crossing Guard Coordinator as well as filling in at a crossing guard post(s) when there is a vacancy. When no vacancy exists, the Relief Guard shall provide extra assistance at any post in their zone to increase efficiency and operation of all posts. Relief Crossing Guards will act as training instructors for newly hired Crossing Guards and will complete training records for this purpose as directed by Sheriff's Office policy. This function will also include retraining any Crossing Guard who may be experiencing difficulty of any kind on the job.

**TRAINING:**

Crossing Guards will receive annual training on General Order 107 Code of Ethics & General Order 109 Sexual, Racial, Religious, and Ethnic Harassment. Additionally, on-the-job training at the post for each new Crossing Guard will be provided by the Crossing Guard Coordinator or Relief Crossing Guards until the Crossing Guard is deemed proficient in his/her duties.

**UNIFORM REGULATIONS:**

Crossing Guards are expected to maintain and present a professional, neat appearance while on duty. Any attire that is worn on duty not issued by the Sheriff's office shall be black, blue, khaki in color. Issued equipment and clothing must be worn while on duty determined by the weather. In consideration of the safety of the Crossing Guards, they shall not wear Sheriff's Office patches or attire that possibly identify them as Sheriff's Office Deputies.

**ANNUAL POST ANALYSIS:**

All School Crossing Guard posts will be surveyed by the Crossing Guard Coordinator on an annual basis. The survey is to determine the validity and maintenance of each post and whether additional posts are needed. The survey will consider the engineering aspects of the post, the number of children, whether the crosswalk lines are in need of restriping, evaluation of the flashing lights, and general safety of the crosswalk.

Elimination of any posts will be coordinated with SCDOT/City Traffic Engineering, and the affected school should be notified of the intended action at least 30 days prior to the effective date. The same applies to

the relocation of a post at a school. (Emergency situations may take precedence).

Adding School Crossing Guard posts will also be coordinated as above. Requests by schools for Crossing Guards will be received from the school principal. Others may come from other agencies or the public. Should a survey confirm the need, the Sheriff will be advised so that he may forward the recommendation to the County Administrator and Council for necessary funding.

Hobart Lewis, Sheriff