

NYPD – School Crossing Guard Intersection Locations Report

Criteria used to Request / Determine Posts

- Interim Order #15 (Date: 02/26/18) – Revision to Administrative Guide 303-06, “School Crossings”
- Administrative Guide 303-06 (Date: 02/26/18) – “School Crossings”

Changes to SCG Training Manuals and Patrol Guide

- Operations Order #08 (Date: 01/08/2020) – “School Crossing Guard Recruitment”

Citywide SCG Allocations and Locations

- FY 2020 Updated School Crossing Guard Final (*Figures as of 01/06/2020*)



INTERIM ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 303-06, "SCHOOL CROSSINGS"		
DATE ISSUED:	REFERENCE:	NUMBER:
02-26-18	A.G. 303-06	15

1. Administrative Guide 303-06, "School Crossings" is being revised to expedite the processing of requests for the establishment of new school crossings or changes in hours of coverage of an existing crossing.

2. Therefore, effective immediately, Administrative Guide 303-06, "School Crossings" is amended as follows:

- a. **ADD** new step "5," opposite actor "COMMANDING OFFICER," on page "1" to read:

"COMMANDING OFFICER 5. Notify the Patrol Services Bureau's Operational Development Unit and immediately email copy of Typed Letterhead direct."
- b. **RENUMBER** current steps "5 through 17" to now read:

"6 through 18"
- c. **REVISE** "second" paragraph opposite "ADDITIONAL DATA" statement, on page "2" to read:

"ADDITIONAL DATA Whenever a school crossing must be covered during periods other than those specified in step '6,' a uniformed member of the service will be assigned."

3. Upon publication, this Interim Order has been incorporated into the On-Line Administrative Guide.

4. Any provisions of the Department Manual or any other Department directives in conflict with the contents of this Order are suspended.

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ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities		Procedure No: 303-06	
SCHOOL CROSSINGS			
DATE ISSUED: 02/26/18	DATE EFFECTIVE: 02/26/18	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE

To provide safe crossing for children at school crossings.

PROCEDURE

When determining the necessity for a school crossing and to ensure proper coverage thereof:

COMMANDING OFFICER

1. Survey all proposed school crossings within command.
2. Establish a list, in priority order, of the most hazardous crossings.
3. Ascertain times of morning assembly, lunch period (if any), and final dismissal.
4. Prepare and forward a report on **Typed Letterhead**, through channels, to the Chief of Patrol when requesting establishment of a new school crossing or change in hours of coverage of an existent crossing and include:
 - a. List of community complaints (specify complaint details and whether from a school principal, PTA member, Council Member, etc.).
 - b. Two year collision analysis, including fatality data (specify age of victim[s]).
 - c. Nearby bus or transit locations, and distances from requested school crossing.
 - d. Distance in feet from the requested school crossing to the related school.
 - e. Explanation that above applicable factors no longer exist when requesting the removal of a school crossing.
5. Notify the Patrol Services Bureau's Operational Development Unit and immediately email copy of **Typed Letterhead** direct.
6. Assign school crossing guard to school crossing as follows:
 - a. One half hour before, to ten minutes after morning assembly.
 - b. From beginning of lunch period until ten minutes after.
 - c. Fifteen minutes prior to, and continuing until final dismissal.
 - d. During scheduled fire drills and/or early dismissals.

NOTE

Request school authorities to notify desk officer sufficiently in advance of fire drills and/or early dismissals.

7. Provide written list to individual school principals designating only those specific crossings that will be covered.
8. Post list of crossings on bulletin board, indicating times of required coverage.
9. Advise school crossing guards, in advance, when school will not be in session.
10. Direct school crossing guards to notify the desk officer, in person, by telephone or by competent messenger, at least two hours PRIOR to scheduled crossing when reporting sick.
11. Cover more hazardous crossings when all crossings cannot be covered.
12. Have school authorities notified when crossing cannot be covered.
13. Direct members of the service to notify desk officer when school crossing guard is absent from crossing.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
303-06	02/26/18		2 of 2

- DESK OFFICER**
14. Ascertain whether absence of school crossing guard from assigned crossing is legitimate or neglect of duty.
 15. Assign police officer, if available, to cover crossing.
 16. Notify school authorities when crossing cannot be covered because of insufficient personnel.
 - a. Request assignment of a member of school staff to cover crossing.
 17. Enter notification in Telephone Record.
 18. Report facts of school crossing guard's absence to commanding officer.
 - a. File copy of report in personal folder of guard concerned.

**ADDITIONAL
DATA**

School crossing guards WILL NOT be assigned any duty other than school crossings.

Whenever a school crossing must be covered during periods other than those specified in step "6," a uniformed member of the service will be assigned.

If, for any reason, a crossing is to be uncovered for an extended period of time, or consideration given to elimination of the crossing, the commanding officer will:

- a. *Notify the school principal, local school district and other interested parties or groups*
- b. *Submit request to Chief of Patrol, through channels, including reason(s) for request*
- c. *Maintain required coverage at the crossing until Chief of Patrol authorizes elimination.*

**FORMS AND
REPORTS**

Typed Letterhead



OPERATIONS ORDER

SUBJECT: SCHOOL CROSSING GUARD RECRUITMENT	
DATE ISSUED:	NUMBER:
01-08-20	8

1. In order to accurately reflect current Department practices regarding the recruitment of school crossing guards, Operations Order 13, series 2012, "Establishment of Department Form 'SCHOOL CROSSING GUARD APPLICATION (PD453-041)' " has been **REVOKED** and the following guidelines will be complied with.

2. Patrol commands should continue to recruit school crossing guards and accept **SCHOOL CROSSING GUARD APPLICATION(S) (PD453-041)** based upon an assessment of available posts. The school crossing guard level II will assist with the distribution of **SCHOOL CROSSING GUARD APPLICATION(S)** in addition to, reviewing **APPLICATION(S)** for completeness, legibility, and suitability for the position. Commanding officers will review, sign and forward completed **APPLICATION(S)** with a report on **Typed Letterhead**, through channels, to the Chief of Patrol.

3. The Chief of Personnel will notify the Chief of Patrol regarding position vacancies for school crossing guards and request that **APPLICATION(S)** be forwarded to the Personnel Bureau, Human Capital Division. The Human Capital Division, upon receipt of **APPLICATION(S)**, will conduct a screening to ensure the applicant(s) understand the terms and conditions of employment, and the qualification process. Candidates selected for further consideration will be scheduled to appear at the Medical Division to initiate the background investigation process, and for an individualized medical examination to determine if they can perform the essential functions of the position. Upon completion, the Human Capital Division will confer with the Chief of Patrol to determine the number of candidates to be appointed and to which commands they will be deployed.

4. Commands will continue to requisition the **SCHOOL CROSSING GUARD APPLICATION (PD453-041) [Rev. 03-12]** through the Quartermaster Section by using the following information:

<u>INDEX NUMBER</u>	<u>PD NUMBER</u>	<u>TITLE</u>
2235	453-041 [Rev. 03-12]	SCHOOL CROSSING GUARD APPLICATION

5. Operations Order 13, series 2012, is hereby **REVOKED**.

6. Commanding officers will ensure that the contents of this Order are brought to the attention of members of their commands.

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