



# ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-03	
<b>SCHOOL CROSSING GUARD - ASSIGNMENT</b>			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 1

**PURPOSE** To assign school crossing guards.

**PROCEDURE** When a newly appointed school crossing guard reports to precinct of assignment:

- PRECINCT COMMANDING OFFICER**
1. Ensure guard is instructed on:
    - a. Location of crossing
    - b. Hours of duty
    - c. General regulations as indicated in *A.G. 319-01, "School Crossing Guard - General Regulations."*
  2. Check uniforms and equipment.
  3. Assign each new guard to work one day with a uniformed member of the service at crossing.
  4. Instruct guard to report directly to assigned crossing.
  5. Reassign guard to another authorized crossing only AFTER approval of Chief of Patrol is obtained.
  6. Report change of assignment to patrol borough commander and Human Resources Division, Staffing Administration Section.

**RELATED PROCEDURES** *School Crossing Guard – General Regulations (A.G. 319-01)*



# OPERATIONS ORDER

SUBJECT: <b>SCHOOL CROSSING GUARD RECRUITMENT</b>	
DATE ISSUED:	NUMBER:
<b>01-08-20</b>	<b>8</b>

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.

**BY DIRECTION OF THE POLICE COMMISSIONER**

**DISTRIBUTION**  
All Commands