

MADISON POLICE DEPARTMENT POLICY & PROCEDURES



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SUBJECT: SCHOOL CROSSING GUARDS

BY THE ORDER OF:
Chief of Police John R. Miscia

ACCREDITATION STANDARDS: N.J.S. 40A:9-154.1,
40A:9-154.2, 40A:9-154.3, 40A:9-154.4

EFFECTIVE DATE:
June 8, 1998

REVISION DATE:
August 30, 2021

PURPOSE The purpose of this policy is to establish and codify the Madison Police Department's guidelines regarding the School Crossing Guards.

POLICY It is important to have well trained, responsible and reliable crossing guards. The responsibility of the crossing guards is to assist pedestrians and most importantly children as they cross roadways going to and from school. The crossing guards will fall under the supervision of the Traffic Safety Bureau Supervisor and/or his/her designee. School Crossing Guards are appointed annually through resolution from the Borough Council after a recommendation from the Chief of Police and will serve a one year term.

I. REQUIREMENTS

- A. School Crossing Guards must be a citizen and resident of New Jersey.
- B. School Crossing Guards must be sound in body and of good health
- C. School Crossing Guards must be of good moral character
- D. School Crossing Guards must not have been convicted of any criminal offense involving moral turpitude
- E. Before any crossing guard is appointed, the Chief of Police or his/her designee SHALL ascertain the eligibility of the applicant and make a report to the appropriate authority.

II. TRAINING

- A. All crossing guards shall be properly trained to perform their duties. Training is outlined in New Jersey title 40A:9-154.2.
- B. Initial training should consist of two (2) hours of classroom instruction which SHALL include methods of crossing pedestrians and the duties and responsibilities of crossing guards.
- C. Field Training SHALL consist of twenty (20) hours in which the trainee shall be supervised by a member of the Traffic Safety Bureau, an experienced crossing guard or a regular police officer.

III. DUTIES / RESPONSIBILITIES

- A. School Crossing Guards are not sworn police officers and do not have jurisdiction to interact with roadway users (motorists, pedestrians, etc.) from a position of enforcement of motor vehicle and traffic violations.
- B. School Crossing Guards are not authorized to conduct motor vehicle stops or obtain motor vehicle documents from a motorist or to confiscate any property from a motorist.
- C. School Crossing Guards are responsible to monitor traffic and provide a safe crossing for school children and other pedestrians during the school post hours.
- D. School Crossing Guards SHALL utilize a reflective traffic vest, or other approved apparel during the course of his/her duty.

- E. School crossing guards shall seek adequate gaps in vehicular traffic which would assure the safe crossing of pedestrians attempting to cross the street. In the absence of any such safe crossing gaps or whenever pedestrians may be crossing and approaching vehicular traffic may interfere with safe crossing, crossing guards shall stop the vehicular traffic in order to safely cross the pedestrians. The guard shall stop traffic with a STOP paddle, then verbally direct children to cross the street. A guard shall always be the first person in the street and the last person out of the street.
- F. School crossing guards SHALL NOT control vehicular traffic unless it is for the purpose of creating gaps in traffic for the safe crossing of pedestrians.
- G. If a blatant motor vehicle violation is observed by a school crossing guard during the school post hours, the guard is to report the violation, including the vehicle description, plate number and operator description. The school crossing guard should immediately relay the information to the police communications desk.

IV. UNIFORM / EQUIPMENT

- A. School crossing guards SHALL be equipped with a uniform which SHALL identify his/her function. All issued safety equipment SHALL be used properly.
- B. Such uniform SHALL be separate and distinct from that of the regular police officer.
- C. Initial Equipment should include:
 - 1. Reflective Traffic Vest
 - 2. Reflective Traffic Rain Coat
 - 3. Stop Sign
 - 4. Reflective Hat
 - 5. Winter Coat
- D. It will be the responsibility of the school crossing guard to report ALL lost, misplaced, stolen or broken equipment to the Traffic Safety Bureau Supervisor and/or his/her designee immediately.
- E. School crossing guards SHALL notify the Traffic Safety Bureau Supervisor and/or his/her designee when equipment is in poor condition.

V. POSTS

The Chief of Police, with the recommendation of the Traffic Safety Bureau Supervisor and/or his/her designee, will have the power to position such guards on any street within the Borough of Madison; provided that such guards be stationed only when it is necessary to control or direct pedestrian traffic during those time periods of a school day when it is deemed to be in the best interest of public safety.

Brittin Street / Alexander Avenue	0715-0830	1430-1545
Brittin Street / Junior School	0715-0815	1415-1515
Central Avenue / Fairview Avenue	0715-0845	1415-1545
Central Avenue / Brittin Street	0715-0845	1430-1545
Central Avenue / Walnut Street	0730-0845	1430-1545
Central Avenue / Chapel Street	0715-0845	1430-1545
Central Avenue / Cook Avenue	0745-0845	1445-1545
Central Avenue / Ridgedale Avenue	0715-0745	1430-1500
Cook Avenue / Ridgedale Avenue	0745-0845	1500-1545
Green Avenue / Wilmer Street	0730-0830	1430-1530
Glenwild Circle / Torey J School	0715-0845	1445-1545
Green Village Road / Glenwild Road	0715-0845	1445-1545
Green Village Road / Wilmer Street	0730-0830	1430-1530
Green Village Road / Woodland Road	0745-0845	1445-1545
Greenwood Avenue / Brittin Street	0715-0845	1430-1545
Kings Road / Kings Road School	0745-0845	1445-1545
Kings Road / Seaman Street	0745-0845	1445-1545
Kings Road / Bruns Street	0800-0845	1500-1545
Kings Road / Samson Avenue	0800-0845	1445-1545
Lathrop Avenue / Orchard Street	0745-0845	1445-1545
Main Street / Junior School	0715-0845	1415-1530
Main Street / Seaman Street	0800-0845	1500-1545
Park Avenue / Ridgedale Avenue	0730-0845	1445-1545
Ridgedale Avenue / Fairview Avenue	0715-0800	1430-1500
Ridgedale Avenue / Walnut Street	0730-0845	1445-1545
Rosedale Avenue / Brittin Street	0730-0845	1430-1545
Walnut Street / Dehart Place	0730-0845	1430-1545
Woodland Road / Orchard Street	0715-0845	1445-1545
Woodland Road / Barnsdale Road	0800-0845	1500-1545
Woodland Road / Union Hill Road	0800-0845	1500-1545

V. OTHER RULES & REGULATIONS

- A. School crossing guards are responsible for proper behavior while on post as it is a direct reflection upon the Madison Police Department and the Borough of Madison. No exception will be tolerated.
- B. School crossing guards shall report to the assigned post at or before the appointed time and shall not leave the post prior to the appointed time as scheduled by the Madison Police Department.
- C. When a school crossing guard is unable to fulfill a post, that school crossing guard must contact the Madison Police Department Communications Desk at (973) 593-3000, as soon as possible.
- D. At the time of appointment, school crossing guards must review and sign that they understood this policy and the crossing guard agreement.
- E. Altercations between school crossing guards and citizens will not be tolerated and may result in termination, criminal complaint or both.
- F. Failure to report to a post or tardiness will result in termination.
- G. The consumption and/or use of any alcohol beverages and/or illegal narcotics during working hours are strictly prohibited and will result in immediate dismissal.
- H. Timecards reflecting the number of hours worked shall be turned in to the designated police department employee at the designated time.