



City of Racine Police Department
Policy and Procedure

Number: 348

Subject: Duties and Responsibilities- School Crossing Guards		
Date Issued: 08-02-1982	Date Revised: 03-31-17	Revision Number: 4

The City of Racine Human Resources Department shall hire School Crossing Guards.

1. The School Crossing Guard shall:
 - a. Report to the Support Services Manager.
 - b. Maintain the City Hall (Mon- Fri) work schedule. The hours shall vary according to the school schedules.
 - c. Have knowledge of and obey all policies, procedures, rules, regulations, orders, or directives pertaining specifically or generally to the position of crossing guard.
 - d. Be knowledgeable of all traffic laws pertinent to the assignment.
 - e. Be able to perform necessary sustained walking and standing relevant to all types of weather conditions.
 - f. Provide for the safety and direct the actions of children and vehicles at school crossings.
 - g. Utilize the hand held stop sign in a manner which motorists can observe clearly.
 - h. Wear Crossing Guard uniform while on duty.
 - i. Wear Traffic/Safety vest while on duty.
 - j. Prepare Crossing Guard Incident Report (PC42) detailing the actions of drivers who disregard the displayed signs and/or signals.
 - k. Assist in keeping their assigned school crossing free of hazardous conditions during inclement weather, by use of, city supplied road sand obtained from sand barrels located at or near the school crossing.
 - l. Utilize your assigned cell phone (if applicable) to notify Communications of any crimes or suspicious activities that are observed by you or reported to you by third parties.
 - m. Perform other duties as assigned.

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