

Throughout Entire Document

Update term “**Safety Unit**” with “**Safety Division**” to ensure name is accordance with Milwaukee City Ordinance 320-27.

Page 3

Training – Paragraph 1

As a School Crossing Guard, you are employed by the City of Milwaukee and assigned to the Milwaukee Police Department. The Milwaukee Police Department trains and supervises School Crossing Guards. School crossing guards while on authorized school crossing guard duty are acting in a non-sworn capacity and are indemnified when acting under the authority of the department in accordance with this **policy** standard operating instruction. Assignment to the school crossing guard service does not grant or imply the authority to arrest persons in the same manner as is granted by law to regular certified police members. (WILEAG 2.8.1.1, 2.8.1.2, 2.8.1.5)

Page 4

Uniform – Paragraph 4

The equipment issued is the property of the Milwaukee Police Department and must be returned in good condition when you leave City employment or take a leave of absence. Crossing Guards keep their uniform over the summer unless they decide not to return in fall or are notified by the Police Department that they may not return. It is the policy of the Police Department to return School Crossing Guards and Substitutes to their same job in fall unless a transfer is requested and a position is available. Guards must notify the Police Department of their intention to return in fall on the official form, *School Crossing Guard School Year Post Card* (form PSD-36), provided by the Safety **Unit** Division during the month of July each year.

Page 5

Reporting for Duty

As you begin your tour of duty, you must report in on a police call box to an operator in the Safety Division call center. The Safety Division call center is located within the Safety Division office and is comprised of operators and Safety Division dispatchers. Normally, you call in at the beginning of each work period. You must always use a call box, unless other arrangements have been approved by your supervisor (such as approval to call from a personal cellphone, a fire station, a police station, a school, or a business a short distance away from your assigned intersection). Notify your supervisor if you have any problems. The number to call is listed in this manual on the last page.

Page 6

Discharge or Termination

Disciplinary rules for City employees differ little from those in private industry. Failure to follow rules and regulations, the Code of Conduct, improper behavior, insubordination, tardiness, excessive absences, inability to do satisfactory work, conduct unbecoming a City employee — any of these may be cause for disciplinary action up to and including discharge.

Since regulations usually effect the safety of children, motorists and your own safety, violations of regulations are considered serious offenses. Generally the disciplinary steps include verbal warning, written warning and suspension with a recommendation of discharge. Members shall refer to the Code of Conduct for additional information regarding the disciplinary decision process.

Page 7

Personal Injuries – Paragraph 1

All injuries, no matter how slight, which occur while you are on duty must be reported within 24 hours or as soon as possible to your supervisor. When a physician's report states that you are unable to work due to an injury while on duty, you will receive worker's compensation. You do not receive compensation for the first three days following an injury unless you are not able to work eight or more consecutive calendar days. The leading causes of School Crossing Guard injuries are slips, trips and falls. Most injuries can be prevented by maintaining a safe work area. Check your work area daily for potential hazards (debris, potholes, snow and ice). Accidents that have no relationship to the job are not covered, such as injuries that are incurred on your way to and from your corner. Members shall speak to their supervisor if they have any questions about the worker's compensation process.

Page 8

Personnel Record Changes – Paragraph 1

It is your responsibility to keep your personnel records correct and up-to-date. At any time that your name, address, telephone number, or any other information concerning you changes, report the fact immediately to your supervisor by submitting a *School Crossing Guard Change in Information Report* (form PSD-10). We provide this information to the school you cross for. Failure to report your changed information may result in disciplinary action.

Page 20

Vehicle Disregarding Your Signal

Wisconsin State Statute 346.465 makes it illegal for a vehicle to go through your stop signal. This means that if you have signaled a vehicle to stop and they disregard that signal, they have violated the law. If a driver does this, the procedure is to:

WHAT IS NEEDED

- The time and approximate location at which the violation occurred.
- An accurate license number is a must.
- Description of vehicle (color, make, model) and identification of the vehicle as an automobile, motor truck, motor bus, motorcycle, or other type of vehicle.
- Description of driver.
- At the **end** of your shift, call your supervisor.
- Your supervisor will complete the violation report, *School Crossing Guard Vehicle Violation Report Card* (form PSD-40), over the telephone. They will fax it to the appropriate District for processing

and keep a copy of the *School Crossing Guard Vehicle Violation Report Card*. Your supervisor will also document any follow up completed by the appropriate district and attach it to the copy of the *School Crossing Guard Vehicle Violation Report Card*.

- The police district will let your supervisor know what action was taken. ~~We will pass that information on to you~~ The information will be passed on to you. This usually takes a few weeks. If a ticket is issued, you may receive a subpoena to testify in court. If this happens, notify your supervisor.

Remember, the only violation that you can report under this **procedure** section is a vehicle that goes through your signal, not if any other traffic law is violated. Members shall refer to the Emergency Procedures on Page 21 if an accident or other emergency situation arises while you are at your post.

If you have any questions, please contact your supervisor.

Page 21

Emergency Procedures – Paragraph 3

If an accident occurs or an emergency situation arises while you are at your post, you must notify your supervisor ~~after you have completed your tour of duty~~ immediately. If you call the police for any reason, you must also notify your supervisor immediately.