



INTEGRITY...FAIRNESS...SERVICE

BALTIMORE COUNTY POLICE DEPARTMENT

SCHOOL GUARDS

RULES AND REGULATIONS

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CHIEF OF POLICE

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Personnel Structure:

School Guards, herein after referred to as Guards, shall be under the command of the Commanding Officer of the Traffic Management Section and under the supervision of the School Guard Administrative Officer and Police Service Officer on duty in the Traffic Management Section.

Day-to-day supervision will be maintained by the School Guard Administrator or the Police Service Officer assigned to this unit. Requests for sick or vacation leave will be addressed and handled at this level.

Duties and Responsibilities:

Guards shall protect children and other persons crossing the intersection to which they are assigned. They shall instruct children in safety rules and monitor their safety and welfare. Guards will cross all pedestrians approaching their corner while on duty.

Guards do not possess police powers.

Guards may be utilized at parades and other large gatherings to assist with pedestrian traffic.

Guards may be utilized to train new hires, assist at pedestrian safety demonstrations or other related administrative functions as directed by the School Guard Administrator and the Commander of the Traffic Management Section.

GUARDS ARE TO BE VISIBLE AT THEIR ASSIGNMENT FOR THE DURATION OF THEIR SCHEDULED DETAIL.

GUARDS MAY NOT SIT IN A PERSONAL VEHICLE. Guards are to park their personal vehicles legally.

GUARDS ARE NOT TO DIRECT TRAFFIC WHILE AT CROSSING DETAIL.

Conduct:

Any breach of the peace, neglect of duty, misconduct or any conduct on the part of any Guard, either within or outside though these offenses may not be specifically enumerated or laid down, shall be considered conduct unbecoming a member of the Police Department of Baltimore County, and subject to disciplinary action by the Department.

All Guards shall be quiet, civil, and orderly at all times, and shall refrain from coarse, profane or insolent language.

Guards shall meet the public with courtesy and consideration. Questions must be answered civilly and courteously, at the same time avoiding unnecessary conversation with courtesy and consideration. Guards shall not use slang or facetious expressions while speaking with the public.

Guards shall furnish their name and ID number to any person, upon request.

Any attempt to bring influence to bear upon the Chief of Police for the purpose of avoiding the penalties for reprehensible action or conduct shall be considered equivalent to insubordination and treated accordingly.

All guards shall treat as confidential the official communications and business of the Department. This includes all information concerning status of crossing details and information from the schools.

No guard shall make any false statements or intentionally misrepresent facts under any circumstances.

No guard shall intentionally violate any Federal, State, or Local laws. Any time a Guard is arrested or charged with a crime (other than a minor traffic ticket) shall immediately make this fact known to the School Guard Administrator. If an incident occurs outside of normal working hours, notification shall be made the next working day.

Guards shall be held strictly responsible for the proper performance of their duties. This includes all regulations in this manual.

No guard shall publicly criticize or ridicule the official action of any member of the Department, public official or Judge.

No guard shall at any time be insubordinate or disrespectful to a superior officer or coordinator (Police Service Officer). This includes any and all communications with the Traffic Management Unit.

No guard shall willfully disobey any lawful command or order, either verbal or written, of any superior or other officer designated to the command.

Guards shall be punctual in attendance to telephone calls, requirements of duty, court appearances, and other circumstances where time is specified.

No guard shall feign illness, avoid responsibility, or attempt to shirk their duties.

While on duty and in uniform, guards shall not smoke nor have any objects hanging from the mouth. (i.e. toothpick)

No guard, while on duty, or off duty in uniform, shall enter bars, taverns or liquor establishments.

All guards are prohibited from indulging or being under the influence of intoxicating beverages while on duty or in uniform.

All guards are prohibited from using any controlled dangerous substances (CDS) at any time.

Guards shall not affiliate themselves with any organization whose constitution or character would prohibit them from performing their official duties.

No compensation, reward, gift or other consideration shall be solicited or accepted by Guards without permission of the Chief of Police.

Guards shall not circulate, distribute, sell, or solicit the sale of tickets, handbills, posters, literature, or any other matter, or permit their names to be used by any person or organization for the purpose of selling tickets, or promoting any contest, gift, etc. without the special permission of the Office of the Chief of Police.

Guards, in their private business transactions with persons residing in or doing business on their posts or elsewhere, shall not place themselves in a position which could interfere with the proper discharge of their duties.

Guards, who come in possession or control of any lost or abandoned property, including money, shall contact the Police Department immediately. Call 410-887-2222 (non-emergency) or 911.

Assignments and Transfers:

Guards will be hired either with a specific assignment or as a "Rover" (considered full-time). Rovers will work a regular schedule at an assigned school but may be required to cover other schools as needed. Full-time guards earn vacation and sick time as well as being paid for designated school closings (for one (1) school only). Other school details are paid only when actually worked. (i.e. holidays; inclement weather; etc.)

Voluntary Transfers can be requested in writing to the School Guard Administrator. The request should be dated and signed and specify the assignment(s) preferred. Requests for transfer will be granted on a first come first serve basis.

An involuntary transfer can be made as part of a corrective measure or when the transfer may serve the best interest of the employee, the public or the department (i.e. to protect a guard who may have been threatened; as an administrative measure during an investigation).

Request for Summer School Employment will be accepted by phone beginning but not prior to April 1st each calendar year.

Transportation:

All Guards must be able to supply their own transportation to and from their assigned details. Means of transportation must be reliable.

Leave - Sick and Vacation:

Guards using leave are required to call the School Guard Office at least one hour prior to their detail start time on each day they are out of work, unless prior arrangements have been made with the School Guard Administrator or Police Service Officer.

When notifying of illness or vacation leave the requesting guard must speak to the Administrator or P.S.O. assigned to the unit. If they are not available when the initial call is made the guard must ascertain when they will be available and follow up with a call as soon as possible to ensure proper coverage was arranged.

Guards must call in requests for leave in person unless physical conditions due to illness or injury make this impossible or would interfere with medical treatment (Guards with minor illnesses should be able to make phone contact).

All Guards must adhere to the Absence Control Policy regarding sick leave. This includes avoiding excessive absences (four or more occurrences within a twelve-month period). Guards accumulating four or more sick absences will be counseled accordingly. Excessive occurrences can result in termination of employment.

Guards can be granted sick family leave only for DEPENDENT RELATIVES THAT RESIDE IN THEIR HOME! Check ups and dental appointments should be scheduled if possible on days the guard is off or between details.

Guards will be placed in the quarter-time employee category under allowance for permanent part-time employees. The sick and vacation accrual schedule follows:

Sick Leave

<i>Years of Service</i>	<i>Days Earned</i>	<i>Maximum Accrual</i>
1+ years	2/5ths day per month	Unlimited

Vacation

<i>Years of Service</i>	<i>Days Earned</i>	<i>Maximum Accrual</i>
1 to 5 years	1/3rd day per month	5.0 days per annum
6 to 10 years	2/5ths day per month	6.5 days per annum
11 to 15 years	2/3rds day per month	8.0 days per annum
16 & above years	2/3rds day per month	10.0 days per annum

Guards are permitted to take their earned vacation days during the calendar year (January 1 through December 31) with any time in excess of the maximum accrual being lost at the beginning of the new calendar year. **GUARD'S VACATION TIMES MUST BE APPROVED IN ADVANCE BY THE ADMINISTRATOR. VACATION OF 5 OR MORE DAYS MUST BE IN WRITING TO THE ADMINISTRATOR AND MAILED TO THE OFFICE. Guards must request vacation time prior to making vacation arrangements.**

Illness or injury sustained outside the line of duty (five or more days) will require the Guard to obtain a release from his/her health care provider. The return to work slip **MUST** be given to the School Guard Administrator before returning to work.

Any Guard who sustains an injury in the line of duty (ILD) shall immediately notify the School Guard Administrator, who will prepare a First Report of Injury. Any Guard injured in the line of duty must report to the Baltimore County Designated Health Care Provider (DHCP) prior to returning to duty as instructed by the School Guard Administrator.

Whenever a Guard is absent due to an injury sustained in the line of duty, the Guard's sick leave will be utilized and the Daily Assignment and Activity Report will reflect this absence. This will continue until the DHCP determines that the injury is, in fact, an ILD case. When the case is determined to be ILD, the Payroll Section will be notified by the DHCP and the Guards leave will be converted.

No Guard shall file a claim or bring suit for damages sustained by an injury or loss on or off duty without notifying the Office of the Chief of Police in writing within 48 hours. This notification will be made through the School Guard Administrator.

Guards who are off longer than 30 days after using all available leave must be placed on leave of absence. Guards on leave of absence will be guaranteed a position upon return, BUT ARE NOT GUARANTEED THEIR ORIGINAL DETAIL ASSIGNMENT.

Court:

There may be times when a guard will need to request leave in order to attend court. Guards who must attend court for jury duty or as a witness for incidents relating to employment as a traffic guard will be paid for time off.

Court appearances for personal or non-work related matters will require the use of personal vacation time.

Guards must fax or send a copy of the court summons to the office prior to the court date.

Reports and Communications:

Unless otherwise ordered, Guards will refrain from discussing with the public any of the general policies of the Department. Information concerning the business of the Department shall only be released by the Chief of Police or his authorized representative. This includes the status of any crossing detail, any personnel or any information relayed to you by the schools.

Guards shall report in writing, within 24 hours, any changes in their residence, telephone number, or other noteworthy status.

A crossing detail which has less than eight children crossing on a regular basis during a morning or afternoon detail will report this fact to the School Guard Administrator immediately.

Uniforms and Equipment:

GUARDS, WHILE ON DUTY, SHALL WEAR THE PRESCRIBED UNIFORM AND BE PROPERLY EQUIPPED UNLESS OTHERWISE DIRECTED (i.e. Cap, Vest, Stop-Sign, etc). Any guard found not to be in full uniform may be subject to disciplinary action and/or termination. Random uniform checks will be conducted throughout the school year.

No uniform or equipment shall be worn or used by Guards unless it conforms to the prescribed specifications.

Guards are required at all times to be neat, clean and well groomed. Uniforms shall be cleaned and pressed.

Guards shall wear only such uniforms, and equipment as prescribed;

Scarves - must be dark blue or black in color (no prints).

Slacks - issued by the Department, Tight-fitting slacks or jeans are NOT PERMITTED.

Shirts - All issued shirts must be worn with Police insignia removed. Long-sleeved shirts must be worn with the issued black tie. Long-sleeved shirts may be worn at any time while on duty. Short-sleeved shirts may be worn between April 1st and November 1st or at the discretion of the Chief of Police.

Coats – issued by the department must have a School Guard patch sewn on the left sleeve, 1/2 inch below the shoulder seam. When worn, coats must be zipped up to a point even with the third button on the top of the shirt.

Raincoats - issued by the department for use in inclement weather.

Ball Cap/Knit Cap – issued by the department **MUST BE WORN WHEN ON DUTY. Ear protection may be worn, in conjunction with the issued cap. Knit Cap can be worn during the winter months in inclement weather, between November 1st – April 1st.**

Safety Vest – issued by the department **MUST BE WORN while outside on post assignment. **THE SAFETY VEST MUST BE WORN****

over the outer most garments at ALL TIMES WHILE ON DUTY. (NO EXCEPTIONS).

Shoes/Boots - must be black or dark blue in color, plain tips, low heels (1 1/2 inches in height maximum).

Gloves - solid in color; blue, black, or white.

Sunglasses - green, Grey or blue lenses only, non-mirrored.

Umbrellas - not permitted.

Whistles - must be carried at all times while on duty. May be placed on chains or holders.

Sweaters - Navy Blue or Black, crew or V-neck, (no turtlenecks)

Stop Signs - issued by the department must be utilized at all times while on duty.

- **Once issued the sign MUST be used AT ALL TIMES the guard is on duty.**
- **The sign will be used only as instructed. Guards will hold signs in such a manner as to be plainly visible. Guards will not use signs in any manner that would obstruct their vision or allow the sign to strike a person or vehicle.**
- **The use of the sign and whistle will be considered when investigating any complaints involving guards or during routine detail inspections.**
- **The use of the sign and whistle will also be considered when investigating any situation where a guard or another individual is injured at a scheduled detail.**
- **Signs are to be kept clean and serviceable. Signs becoming severely damaged must be immediately reported to the School Guard Administrator. Determination will then be made as to who will bare the cost of replacement.**

No Guard shall allow any person to use any of their issued equipment.

No guard shall sell, exchange, lend or borrow any part of their prescribed uniform and equipment.

A Guard who loses any equipment issued to them shall immediately notify the School Guard Administrator and file a police report. If the police report is not filed with the School Guard Administrator, a police report number must be provided.

If it is established that the equipment was lost or stolen due to negligence, the Guard will be responsible for its replacement at their own expense.

No Guard shall make a personal appearance in uniform or represent the Department as a School Guard without the express permission of the School Guard Administrator.

Uniform inspections may be conducted at the discretion of the School Guard Administrator. Random field uniform checks may be conducted at any time during the school year.

Should uniforms or equipment become unserviceable during the course of the school year, the Guard affected shall contact Materials Management at Headquarters for replacement.

Upon termination from the Department, Guards shall be responsible for returning all uniforms and equipment issued to them. They shall return these items to the Quartermaster at the Public Safety Building, 700 East Joppa Road, Towson, within two weeks of their last work day.

Training:

School Guards may be required to attend specialized training as directed by Traffic Management. Failure to attend could result in termination (i.e. Diversity training, etc). Written notice will be sent to each guard informing them of training dates.

Complaints Against School Guards:

Complaints against School Guards shall be forwarded to the School Guard Administrator for investigation.

If any disciplinary action is necessary, a counseling form will be completed by the School Guard Administrator and signed by the Guard. If deemed necessary, a recommendation will be made to the Chief of Police for further action.

Resignation or Retirement:

Any Guard desiring to resign or retire from the Department must submit, in writing, such a request to the School Guard Administrator. A typed or legibly handwritten letter stating such a desire to resign or retire is sufficient. Upon receipt of this correspondence the School Guard Administrator will forward the letter with a cover sheet to Human Resources.

It is requested that a 2 week notice be given if possible.

Guards shall be responsible for returning all uniforms and equipment to Police Headquarters (Materials Management), located at 700 E. Joppa Road, Towson, Maryland 21204, within two weeks after the resignation or retirement takes effect.

Failure to return the issued equipment may lead to civil or criminal penalties being pursued.

Communication With The Schools:

Guards will receive assigned detail times by mail before the start of the school year. Any guard who has not received their assignment prior to the start of the school year will notify the School Guard Administrator.

All Guards shall respond to their respective school(s) and introduce themselves to the office staff (principal, assistant principal, and/or secretary) within the first week. Please supply the office staff with your name, address and telephone number. The purpose of this request is to allow the school a means by which they may contact the assigned Guard(s) in the event of an early school closing, emergency, etc.

At the start of the school year each guard will go to their respective school(s) and verify that they have the correct information for that school. The guard will verify the time of the last arrival bell and the dismissal of walkers to be sure that their assigned times give adequate coverage. These times are the official start and dismissal times given by the School Board and cannot be changed by anyone other than the School Guard Administrator. NO EXCEPTIONS!!!! Any discrepancies will be reported to the School Guard Administrator immediately.

Each guard will request a school calendar that should include all planned professional study days and holidays for which that school will be closed.

It is the Guard's responsibility to maintain close contact with their respective school regarding any scheduled early closing; holiday closing or any other special closing that may affect their reporting times.

It is the Guard's responsibility to notify the School Guard Administrator of any changes to the starting or dismissal times of their assigned schools.

Emergencies and Phone Numbers

If there is an emergency and there is no answer at the Traffic Management office, Guards must call the non-emergency phone number for police at 410-887-2222 to request police coverage for their detail. Guards must provide the exact location and times for their respective detail. Guards must obtain a report number from dispatch and report their absence to the office the next day.

Office Phone Number: 410-887-7364
Office Fax Number: 410-887-7374

Hours: Monday – Friday 6:00am to 4:00pm

Other Numbers

School Closings and Delays 410-887-5555
Materials Management (Uniforms) 410-887-2184