

SCHOOL SAFETY PATROL OPERATIONAL MANUAL

2019 EDITION



COORDINATORS & SCHOOL OFFICIALS

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WELCOME!

From the CHIEF

Dear School Safety Patrol Coordinators and School Officials,

On behalf of the San Diego Police Department, it is my pleasure to welcome you to our School Safety Patrol program. This program has been in existence since 1935 and is currently active in over 80 elementary schools.

Youth service programs such as School Safety Patrol help build the next generation of leaders by teaching them to give back to their school and community. Without your support, and passion for the program, we could not make this possible. Thank you for investing in our community as we make San Diego, America's safest city.

Warmest regards,

A handwritten signature in blue ink, appearing to read "DN".

David Nisleit
San Diego Chief of Police



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SCHOOL SAFETY PATROL

HISTORY

In 1935, due to a high number of accidents involving elementary school children, San Diego Police Department created the School Safety Patrol program. Since that time, SDPD has been providing training and support of the program that now involves over 1,800 students at more than 80 elementary schools.

Teamed up with Police Officers from the SDPD Juvenile Services Team, School Safety Patrol is responsible for the safe crossing of thousands of students and adults on a daily basis.





The program is designed to use 5th and 6th grade students to control the flow of traffic and pedestrians while walking to and from school. The members of the School Safety Patrol give up their own time before and after school in order to make their school and community a safer place.

A typical School Safety Patrol consists of 5 to 4-person teams (squads). The squad is assigned to work a specific day each week. They will work before and after school. The patrol controls traffic by using stop signs placed 50 feet on both sides of the crosswalk, creating a 100-foot safety barrier for pedestrians. By using whistle commands controlled by the staff patrol member at the crosswalk, vehicles know when to stop and pedestrians know when to cross.

The children of School Safety Patrol give hundreds of hours of their own time during their commitment to the program. They are dedicated, confident and strong role models for their peers. They are truly proud of being a member of this program.



School Safety Patrol in 1935



School Safety Patrol in 2018



LEGAL AUTHORIZATION

“The Chief of Police is hereby authorized to appoint crossing guards or a School Safety Patrol to direct traffic at school crossings by means of a lawful order, signs or semaphores. Such persons shall wear a distinctive garb or insignia indicating such appoint. No minor other than a member of the School Safety Patrol shall direct or attempt to direct traffic unless authorized to do so by a police officer.”

Section 88.01 SDMC

TRAFFIC ENFORCEMENT

SPEED IN SCHOOL ZONE

Section 22352(b) (2) CVC provides the means for enforcement of 25 MPH school zone when children are present. The citable section is 22350 CVC. This section reads as follows:

“When approaching or passing a school building or the grounds thereof, contiguous to a highway and posted with a standard “SCHOOL” warning sign, while children are going to or leaving the school either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching or passing any school grounds which are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children and the highway is posted with a standard “SCHOOL” warning sign. For purposes of this subparagraph, standard “SCHOOL” warning signs may be placed at any distance up to 500 feet away from school grounds.”

STOP SIGNS

Section 88.02 SDMC provides the means for enforcement of violations of the School Patrol stop signs. This section reads as follows:

“It shall be unlawful for any person driving or operating, propelling or causing to be propelled, any vehicle, to fail to stop not less than fifty (50) feet from the nearest side of a school pedestrian lane where any signal device, flagman, or other person is stationed, giving a warning that children are about to cross or are crossing the street; and it is further declared unlawful to proceed until such a signal has stopped, raised, or has been removed, or the flagman or person



stationed at such pedestrian lane has given a signal to go, or has left the locality.”

3-MINUTE PASSENGER LOADING ZONE

Section 86.0105 SDMC provides the means of enforcement for violations of the white 3-minute passenger loading zone. This section reads as follows:

“No person shall stop, stand or park any vehicle in any “Passenger Loading Zone” for a period of time longer than is necessary for the loading or unloading of passengers and baggage; provided that such loading or unloading shall not consume more than three (3) minutes, except in front of hotels where such loading or unloading shall not consume more than ten (10) minutes. Passenger Loading Zones shall be operative twenty-four (24) hours a day (Sundays and holidays included); provided, however, that the City Manager may determine and declare limited periods during which any “Passenger Loading Zone” shall be operative, and such limited operative period shall be effective when appropriate signs giving notice thereof are erected.

VEHICLES STOPPING TO UNLOAD PASSENGERS

Section 22500 CVC provides the means of enforcement for violations of stopping in the roadway to avoid traffic. This section reads as follows:

“A person shall not stop, park, or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device.”

NO U-TURN

Section 21461(a) CVC provides the means of enforcement for violations of signs. This section reads as follows:

“It is unlawful for a driver of a vehicle to fail to obey a sign or signal defined as regulatory in the federal Manual on Uniform Traffic Control Devices, or a Department of Transportation approved supplement to that manual of a regulatory nature erected or maintained to enhance traffic safety and operations or to indicate and carry out the provisions of this code or a local traffic ordinance or resolution adopted pursuant to a local traffic ordinance, or



to fail to obey a device erected or maintained by lawful authority of a public body or official.”

RIGHT OF WAY

Section 21950 (a) CVC provides the means of enforcement for violations of vehicles failing to yield the right of way to pedestrians in the crosswalk. This section reads as follows:

“The driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection.”

WARRANTS AND POLICIES

Warrants and Policies serve to take the establishment of School Safety Patrols out of the “Political Arena” and gives clear guidelines for determining which schools receive patrols.

For these Patrols to function effectively, a cooperative effort is required from SDPD, the School District, parents, and Traffic Engineering. When the City Council established the Warrants and Policies for School Patrols, they also specified the areas of responsibility for each of these groups.

SAFETY PATROL WILL BE IMPLEMENTED AT A SCHOOL WHEN:

- A. Vehicle traffic during school hours consistently reaches a volume which does not provide a gap of sufficient duration for children to cross the street safely.
- B. When there is not a traffic control that exists at any corner adjacent to the school. The corner must be less than 400 feet away from the nearest approved entrance to the school property.
- C. When the posted speed limit is not above 35 miles per hour. (However, Vehicle Code Section 22352 provides that the speed limit shall be 25 miles per hour when children are present).



- D. When there is an adequate chance to observe traffic approaching the crosswalk without obstruction.
- E. The width of the street must be less than two lanes of moving traffic in each direction.
- F. The crosswalk is within reasonable distance of the school according to the best judgment of the principal and SDPD.
- G. When the number of children crossing the street justifies Safety Patrol being on the corner for their required length of time of their duties. Patrol members should not be obliged to give up a large quantity of play time or class time for the benefit of too few other children.
- H. There is sufficient number of reliable 5th and 6th grade children to act as Safety Patrol members.

SAN DIEGO POLICE DEPARTMENT RESPONSIBILITIES

The SDPD Juvenile Services Team, Juvenile Administration Unit, and the City Traffic Engineering Department will work together when a request is made for a School Safety Patrol.

The SDPD Juvenile Services Team (JST) at each of the area commands is responsible for providing the supervision of the School Safety Patrol program.

The JST officer is responsible for:

1. The training and supervision of the School Safety Patrol members in the proper techniques of school pedestrian traffic operations.
2. Coordinating and addressing any safety concerns at the school.



3. San Diego Police Department will supply the basic uniform (jackets, hats, and rain gear) and all other stop signs, poles, staffs and whistles required in the operation of student School Safety Patrols.
4. Promoting extra-curricular School Safety Patrol events at the school.
5. Provide SDPD Juvenile Administration with the following:
 - a) An electronic copy of the most current SSP Roster.
 - b) An electronic copy of the **signed** Parental Consent Agreement and Release of Liability.
 - c) An electronic copy of the **signed** Authorization for Medical Treatment of a Minor.
 - d) An electronic copy of the **signed** Patrol Duties and Responsibilities Student Contract.

SCHOOL RESPONSIBILITIES

The school principal (in relationship to the School Safety Patrol program) is responsible for the following:

1. Cooperate with the Police Department in order to establish a "School Safety Patrol" where such activity is justified by the process described in this manual, and a valid need exists, and provide a member of the school staff to act as a safety coordinator.
2. Establish an appropriate space for storing Safety Patrol equipment and for conducting safety patrol meetings.
3. Ensures the JST officer has 30 minutes of time once a week for Safety Patrol meetings.



CITY TRAFFIC ENGINEERING RESPONSIBILITIES

San Diego's Traffic Engineering section consists of qualified traffic engineers and engineering aides.

Traffic Engineering will:

1. Determine general policies for the safe movement of both pedestrians and vehicles.
2. Develop suitable warrants for traffic controls in order to provide adequate protection for school children.
3. Investigate and make recommendations on all requests received from school authorities, parents, and police, and determine priorities for the application of traffic controls.
4. Order and implement the installation of traffic controls.
5. Determine the overall results of traffic controls by reviewing accident records, speed studies, etc.
6. Develop recommendations to the Mayor for additional policies or alterations of existing policies needed to increase public safety.

CROSSING LOCATIONS

All School Patrol crossing locations must be in conformance with the City of San Diego's Warrants and Policies.

California law does not prohibit the use of a School Patrol in conjunction with a signal light or stop sign, SDPD has traditionally resisted from using patrols at locations where there is an existing signal light present.

1. A signal light typically controls the intersection and prevents School Safety Patrol from operating properly as it causes confusion.
2. Motorists become confused and are not sure when to stop or proceed when there are "Two" types of controls at a single location.



There are several factors considered before selecting a crossing site; such as:

1. Traffic volume and speed.
2. Types of vehicles traveling through the crosswalk.
3. Other factors determined by Traffic Engineering.

TRAFFIC SIGNS

The signs and markings used at a School Patrol Crossing site will vary according to State and local regulations.

San Diego has three different signs or legends:

- A. "SCHOOL CROSSWALK WARNING" sign with Diagonal Arrow– These signs are not necessarily posted adjacent to school grounds but are placed on routes predominantly used by school children. They should be posted at the crosswalk but may be posted up to 50 feet in advance.
- B. "SLOW SCHOOL XING" legend – Painted in advance of all school crosswalks, except in advance of a stop sign, yield sign, or traffic signal. The legend shall be in the righthand lane, or lanes and the "XING" must be a minimum of 100 feet from the crosswalk.
- C. Crosswalks and School Patrol Limit Lines – The School Patrol crosswalk is painted yellow and has special limit lines, which distinguishes it from other school crosswalks. The limit line on the near-side approach to the crosswalks extends from the right-hand side to the centerline of the roadway and is established 50 feet from the crosswalk. The limit line shall be the same color as the crosswalk and shall be 12 inches wide.



SCHOOL SAFETY PATROL PROGRAM OVERVIEW

SELECTION OF SAFETY PATROL MEMBERS

The selection of new Safety Patrol members starts in spring semester of 4th grade. The SSP Coordinator and School Principal will select the best 4th grade students to participate in the program. This initial selection process takes place in January through March.

Selection of new Safety Patrol members should be based on scholastic effort, leadership ability, and maturity. While a Safety Patrol member does not need to be an “A” student, he or she must be working up to potential and achieving satisfactory grades.

CHILDREN WITH DISCIPLINE PROBLEMS OR WHO HAVE DEMONSTRATED POOR JUDGEMENT SHALL NOT BE RECOMMENDED FOR THE SCHOOL SAFETY PATROL.

Educators and Administrators must remember that we are talking about life and death situations; only the best students available should be considered.

Following the new Safety Patrol member’s selection to Safety Patrol, the SSP Coordinator or School Principal will send the required Authorization Forms (*The Parent Consent*, *The Patrol Duties and Requirements*, and *The Authorization for Medical Treatment*) home to be signed by each prospective member’s parents. The required documents are typically sent out April 1st and must be returned to the JST officer no later than April 30th.

The SSP Coordinator will provide the JST officer with the **original signed forms**, so the prospective Safety Patrol members may officially begin their training.



TRAINING THE PATROL

Before a new Safety Patrol can be implemented, or a new member can assume their patrol duties, an extensive training program must be undertaken. Under the supervision of the JST officer, the new members are first trained in a controlled environment such as the playground or auditorium.

Each Safety Patrol member is instructed on the proper handling of the sign and staff positions, the whistle and hand signals, and care is taken to ensure that each member is fully aware of the great responsibility that is placed on them. In addition to their practical training, every Safety Patrol member must watch the official Safety Patrol training video. The JST officer will provide the school with the Safety Patrol training video.

Upon completion of the above training, 4th grade students will shadow the 5th grade Safety Patrol members during their patrol duties. This shadowing period will be completed in the first two weeks of May. During this period, 4th grade students will be in an observatory role and will **NOT** perform any Safety Patrol duties.

The following two weeks, (Weeks three and four of May), 4th and 5th grade Safety Patrol students will rotate their shadowing position. The 4th grade students will handle the patrol duties with 5th grade members now shadowing them. This training allows 5th grade students to mentor the future patrol. This shadow style training helps build the confidence of the new Safety Patrol members and enables them to better adjust to their new responsibility.

OPERATION OF THE PATROL

Each crossing location is manned by a minimum of three Safety Patrol members. Two Safety Patrol members man the sign positions on each side of the crosswalk. A more experienced member of the Patrol is assigned the staff duty and is the person who controls the operation of the crossing.



***Attempting to man a crossing location without the proper amount (3) of Safety Patrol members is DANGEROUS. If there is not the proper amount of Safety Patrol members for the patrol, it is better not to have the Patrol at all.**

STAFF POSITION

The members operating the signs are under the supervision and control of the staff person. The staff person is responsible for keeping the children from entering the street until the appropriate time. He or she will be stationed at the entrance to the crosswalk on the side from which the children are approaching. The staff pole is held waist high and parallel to the ground. The staff person faces the crosswalk with his back to the children.

The students have been previously instructed not to walk past the staff until the proper signal is given. The staff person watches traffic and waits for a build-up of sufficient students to warrant the stopping of traffic, then blows one long blast on his/her whistle to signal the sign holders to put out the signs to stop traffic. If any cars are approaching, the staff member should wait until at least one car has stopped on each side of the intersection. **These stopped vehicles will then serve as a barricade to protect the students as they cross.** An inattentive motorist would strike the rear of the stopped car rather than proceeding into the intersection. This is the basis of our safety record.

After the staff person has determined that cars in both directions are stopped, or that no vehicle traffic is approaching, he/she then holds the staff in front of him in an upright position, perpendicular to the ground; he/she then blows two whistle blasts. This serves as the signal for the students to cross.

When the students have crossed the intersection and are safely on the opposite sidewalk, the staff person; 1) returns the staff pole to a position parallel to the ground to prevent newly arriving students from entering the street, and 2) blows three long whistle blasts, which is a signal for the sign operators to bring the signs back in to allow traffic to proceed.



SIGN POSITION

The signs are attached to a ten-foot pole. When the signal is given to put out the signs, the member keeps one end of the pole to the ground and extends the sign out over the street at a 45-degree angle. In this manner, the motorists are alerted to stop, and all of the Patrol members are still on the sidewalk and safely out of the flow of traffic. The students with the signs are never in the street.

The signs are held facing oncoming traffic. The sign is mounted at the 8-foot mark and with a bright orange flagging material on the end of the pole to provide greater visibility to the motorists. The sign operators hold the sign with their right hand and hold the left hand in front of them to signal motorists to stop.

The signs are held over the street until the staff person blows the whistle three times. The sign operators then pull the signs back and hold the sign poles perpendicular to the ground. The signs are held in such a position that the "stop" side of the signs are facing the sidewalk. In this manner, motorists cannot see the sign and become confused.

CHECKER POSTION

A minimum of three students are needed to operate a patrol. As a matter of course, SDPD has assigned a fourth Safety Patrol member to ensure the staff and signs positions are manned should one member not report for duty. The addition is called the checker position.

The checker position's duty is to ensure that a full squad goes on duty and is in their required uniform. If a Safety Patrol member is absent, the checker is responsible for either taking the duty or getting another person to fill the position. This ensures that the proper number of students is always present. While out on patrol, the checker position is responsible for documenting traffic violations (EG. Red Zone, 3-Minute Loading, etc.). The violations are recorded on the SSP Traffic Violation Form and given to the JST officer at SSP meetings. The JST officer will address all traffic violations.



SAFETY PATROL MEMBERS UNDER NO CIRCUMSTANCES SHOULD TRY TO “ENFORCE” TRAFFIC VIOLATIONS. SAFETY PATROL MEMBER ARE TO OBSERVE AND REPORT THE VIOLATION TO THE JST OFFICER.

EMERGENCY PROCEDURES

In an event where a vehicle fails to stop for the Safety Patrol signs, Safety Patrol members will repetitively shout the word, “Car!” This in turn will alert fellow members and pedestrian traffic in the crosswalk of the impending emergency.

If pedestrian traffic is in the crosswalk, and there is an impending emergency, the staff position will encourage the pedestrians to retreat to the nearest sidewalk. **UNDER NO CIRCUMSTANCE WILL A SAFETY PATROL MEMBER ATTEMPT TO RESCUE A PEDESTRIAN IN THE ROADWAY.**

HOURS OF OPERATION

School Safety Patrol must be in operation for a minimum of fifteen (15) minutes before and after school. A patrol shall not be expected to work more than thirty (30) minutes.

The squad should meet at the patrol room, gather their equipment and go out to their assignment in formation. Generally, Safety Patrol members meet approximately 20 minutes before school starts. After school, the squad should leave class about five (5) minutes early to ensure they get their equipment and get set up on the road, before school is excused for the day.

The police officer working with the School Patrol program will not always be available to handle situations that require an immediate decision. Patrol members need a readily accessible person they can turn to for assistance and guidance whether through proximity to the school or office, by use of 2-way radio, or by the physical presence of adult supervision. Volunteers can be used to observe the patrol, but not to instruct them on the operation of the patrol.



ROLE AND LIMITATIONS

The only area School Safety Patrol is allowed to control movement of vehicles and pedestrians is the crosswalk; specifically, in between the limit lines where sign positions are set up. The SSP members cannot be used to monitor parking lots, drop off zones on school property or areas outside of the crosswalk.

Although student “sidewalk, bike rack, ambassadors and playground monitors” may be beneficial to the operation of the school, these are not functions of the School Safety Patrol. Other students should be recruited for those activities.

To deal with the problem of unreasonable demands for School Safety Patrols, the City Council established a set of Warrants and Policies to be used as guidelines for determining which schools qualify to receive School Safety Patrols. The National Safety Council and the Ninth District P.T.A endorsed these Warrants and Policies.

EQUIPMENT AND UNIFORMS

The initial cost outlays for properly equipping a School Safety Patrol are nominal. The Patrol members are required to furnish their own white pants, shorts or skort. The schools will purchase red t-shirts or sweatshirts with the School Safety Patrol emblem on the left breast to be worn at all times while on duty.

On duty members of the School Safety Patrol are **required by Federal Law 5 CCR 571** to wear the official uniform. The uniform consists of the red baseball cap, red jacket, shirt or sweatshirt with the SSP logo on the outermost garment, reflective safety lanyard and whistle, white pants, shorts or skort.

FAILURE TO CONFORM TO THE UNIFORM STANDARDS MAY RESULT IN TERMINATION FROM THE SCHOOL SAFETY PATROL PROGRAM.



UNIFORM BREAKDOWN



RED BASEBALL CAP WITH RANK

RED SHIRT WITH SSP LOGO

REFLECTIVE LANYARD AND WHISTLE

WHITE PANTS, SHORTS OR SKORTS

RED BASEBALL CAP

All Safety Patrol members must wear the red cap with the SSP logo while on duty. The caps are individually issued by the SDPD Juvenile Administration Unit once the SSP school roster has been completed. The hat should have the child’s name and school written on the inside for identification. It is the student’s responsibility for the security and cleanliness of the hat. Replacement cost for a hat is \$5.00 dollars.



RANK INSIGNIA

Military collar rank insignias are provided by SDPD for each rank within Safety Patrol. The collar emblem is to be worn on the front left side of the hat. The left side of the rank insignia will be parallel with the word “Patrol” and the top portion of the rank insignia will be the same height as the line below the word “San Diego”.



RANK INSIGNIA POSITION



WHITE PANTS, SHORTS OR SKORTS

This is a **required purchase** by the School Safety Patrol member. The garment must be white as that improves visibility to motorists. Pants can be of any material and should be a solid white without any type of distracting print.

RED T-SHIRT WITH SCHOOL SAFETY PATROL LOGO

All Safety Patrol members are required to wear the red jacket or approved t-shirt or sweatshirt with the SSP logo while performing their duties. The jackets will be provided to the school by the SDPD Juvenile Administration Unit and replaced when necessary.

T-shirts and/or sweatshirts can be supplied by the school, PTA, or individually purchased by students. They must be red in color and have the white SSP logo on the left breast.



REFLECTIVE SAFETY LANYARD AND WHISTLE

SDPD Juvenile Administration will supply each Safety Patrol member with a reflective safety lanyard and whistle.

RED NYLON JACKET WITH SCHOOL SAFETY PATROL LOGO

SDPD furnishes a bright red nylon jacket with a School Patrol emblem on the left breast. The jackets are to remain at the school.

RAIN GEAR WITH SCHOOL SAFETY PATROL LOGO

San Diego Police Department provides red poncho style rain jackets for Safety Patrol. The ponchos have a large white printed Safety Patrol insignia on the middle of the chest.

INCLEMENT WEATHER

While on duty, the students should wear enough clothing to adequately protect them from the cold or windy weather.

Students can wear their own jacket or sweatshirt but should wear the red SSP jacket as the outermost garment.

Due to the expense involved, only enough jackets and raincoat equipment is provided to equip one Squad at each school instead of a set for each Patrol member.

During rainy weather the SSP members have rain gear available to them for their use. It is the SSP members' decision to wear the rain gear.

It is the SSP members' responsibility to dry and hang up the rain gear after wearing it. This will prevent mildew and extend the life of the garment. The officer assigned to the school should routinely inspect the equipment.

STOP SIGNS

Most of our sign poles are made from hardwood, but recently we have implemented plastic PVC poles. The dimensions are 1 $\frac{1}{4}$ " x 8' or 1 $\frac{1}{4}$ " x 10'. The



stop signs are either aluminum disks, 18' in diameter or plastic octagon shape, approximately 18" in diameter. Orange flagging material is also provided for the end of the 10' poles, as additional visibility aids at difficult crossing.

SDPD will provide each school with two (2) ten-foot (10') poles with the stop sign and orange flag attached to it, 5 red jackets and 5 rain jackets with hoods.

STAFF POLE

The staff poles are 1 $\frac{1}{4}$ "x6'. The poles and staffs are painted bright red.

SAFETY PATROL COORDINATORS

SDPD encourages School Administrators to assign one member of their school staff to coordinate the activities of the School Patrol.

Under section 49301 of the Education Code:

"A school safety patrol established in any school as herein provided shall be composed of pupils attending in such school. The members of the patrol shall be under the supervision and control of a qualified employee of the district designated by the board."

The SSP Coordinator is an adult, usually a school administrator, member of the school staff, or PTA/parent volunteer that is approved by the school principal. The SSP coordinator is the only adult (other than the principal and the School Safety Patrol officer) who can assist with the supervision of the patrol.

*****ONLY SCHOOL SAFETY PATROL MEMBERS ARE ALLOWED TO STOP VEHICLES AND DIRECT PEDESTRIANS TO CROSS THE STREET.**

The role of the SSP Coordinator should include, but is not limited to:

1. Keeping an up to date roster of all SSP members. The roster should include the members full name, grade, age, room number and home phone number. The coordinator will provide the **original** signed student/parent agreement form and the release of liability form to the SDPD SSP officer. The SSP Coordinator will



keep a copy of the agreement form for themselves at the school and will provide a copy to the principal.

2. The SSP Coordinator should monitor the patrol members while on duty whenever possible. Although this is not required, it helps build confidence and teamwork between the members.
3. The SSP Coordinator should attend the weekly patrol meetings (whenever possible) and provide input to the assigned officer on any issue(s) that were brought to their attention.
4. The SSP Coordinator should work with teachers to recruit new SSP members and ensure that the children selected do not have any issues with discipline or school work.
5. SSP Coordinators are **NOT** allowed to direct traffic or dictate to the squads when to blow the whistle or put the signs out. The role of coordinator is to work with the officer assigned to the school and act as a point of contact for the members of the patrol. The City of San Diego, the San Diego Police Department, and the officers who are assigned are responsible for the training and monitoring of the School Safety Patrol.
6. SSP Coordinators will complete a JST Officer and SSP Program Evaluation survey provided by Juvenile Administration. Information received from the survey will be used to improve and enhance the program.

EXEMPTION

SSP COORDINATORS CAN INTERVENE WITH SAFETY PATROL ANYTIME THERE IS A SAFETY ISSUE.

School Safety Patrol Coordinators list of duties and responsibilities is not meant to be all inclusive but should be used as a guideline to assist you while working with SSP members. The San Diego Police Department Juvenile Administration Unit wishes to thank you for your dedication and help in making our school crossings a safe place for everyone.



ADULT VOLUNTEERS

Adult volunteers other than the SSP coordinator are not allowed to direct traffic or tell the Safety Patrol members what to do during their shift.

Adult volunteers, often parents of SSP members, can be out with the patrol only as an observer. They should not get involved with the function of the patrol or the interaction with pedestrians or vehicles. SSP members should notify the SSP coordinator, principal and officer of any adult volunteer violations.

EXEMPTION

SSP VOLUNTEERS CAN INTERVENE WITH SAFETY PATROL ANYTIME THERE IS A SAFETY ISSUE.

SAFETY PATROL MEETINGS

Safety Patrol members are required to dedicate a minimum of 15 minutes for the weekly Patrol meeting. As a general rule most Safety Patrol Meetings are held during recess time.

Safety Patrol meetings are in place to address training, traffic violations during the week, extra-curricular SSP events and team member rank promotions. Every member of the Safety Patrol Team is required to attend and participate in the meeting. **All team members must wear their SSP baseball hat to the weekly meeting.**

The success or failure of an individual School Patrol program will depend entirely on the discipline and dedication of the Safety Patrol members themselves. The weekly Safety Patrol meetings give the officers much more insight into the makeup of the Safety Patrol than he can get by observing them on their duty assignments.

The top-ranking Safety Patrol member conducts the Safety Patrol meeting while the officer merely monitors the proceedings. The members are required to wear full uniform at least once a month, which allows for inspection of the uniforms.



A typical Safety Patrol meeting can be conducted in the following manner:

1. Safety Patrol members will be divided into squads, grouped by the day of their patrol duties. Each squad will fall in line, with the highest-ranking Safety Patrol member of the squad in the front.
2. Once in formation, the highest-ranking Safety Patrol member, will call for the squads to come to "Attention".
3. Immediately following the attention command, the Safety Patrol member will lead the team to "Present Arms" as each squad simultaneously salutes the American Flag. In some cases, the highest-ranking Safety Patrol member will lead the entire Safety Patrol team in the Pledge of Allegiance.
4. All traffic violations will be given to the JST officer. The officer will take the license number of any motorists who run the signs and attempt to contact the driver at a later date. Depending on the support received by the school administrators, students who were observed violating safety rules should be contacted in order to educate and correct any unsafe habits the student has displayed.
5. During the meetings, JST officers will promote the monthly Safety Patrol extra-curricular activity.

ADDRESSING IMPROPER CONDUCT

Reports of improper conduct of Patrol members should be handled as soon as possible with firm decisions made cooperatively between the JST officer, the school principal and the Safety Patrol Coordinator to maintain the integrity of the School Patrol.

These reports better enable the officer to make promotions or demotions, based on individual performance. Members of Safety Patrol are advised that violations should be reported to the Safety Patrol coordinator, principal or their teacher as soon as possible.



ELEMENTS OF SUSPENSION

1. Any non-criminal conduct that is unbecoming of a Safety Patrol member.
2. The incident will be reviewed by the JST officer, school principal and Safety Patrol Coordinator to be unbecoming of Safety Patrol member. However, the JST officer will have the final decision regarding suspension.

SUSPENSION PROCEDURES

1. The school principal, and the Safety Patrol Coordinator will assist the JST officer in their investigation.
2. The school principal, Safety Patrol Coordinator or the JST officer will fill out the incident suspension form. (See forms section)
3. Suspension punishments listed below:
 - a. 1ST OFFENSE – 1 WEEK SUSPENSION
 - b. 2ND OFFENSE- 2 WEEK SUSPENSION
 - c. 3RD OFFENSE-1 MONTH SUSPENSION
 - d. 4TH OFFENSE- IMMEDIATE DISMISSAL

IMMEDIATE DISMISSAL

A Safety Patrol member who is involved in any criminal conduct, will be immediately dismissed from the program.

PROMOTIONAL RANK STRUCTURE

The rank structure for the School Safety Patrol follows the military (Army) chain of command with the following ranks: private, corporal, sergeant, staff sergeant, sergeant first class, master sergeant, second lieutenant, first lieutenant, captain, major, lieutenant colonel, and colonel.

A child can earn a promotion by earning merits (see attachment on Rank



Structure). The different ranks and the numbers in each will be dependent upon the size of your Patrol. JST officers (With input from the Safety Patrol coordinator, school teachers and administrators) promote the members based on their merits, dedication to duty, punctuality, appearance, and tenure.

Ultimately the SDPD JST officer has full discretion over promotions

Generally, each school will have one student who is the highest- ranking member at that patrol, usually a lieutenant or captain.

In November, the highest-ranking Safety Patrol member from each school is promoted to the rank of captain. The captains are then interviewed and ranked by an oral board of local dignitaries (civic leaders, businessmen, politicians, etc.).

In San Diego, we then promote the top 14-15 captains to the rank of major at our annual School Safety Patrol Holiday Party in December. From that group, the two top children selected by the board become the colonel and lieutenant colonel respectively. The colonel then becomes the highest-ranking member of the School Safety Patrol.

Many civic organizations may choose to recognize the colonel, lieutenant colonel and majors for their achievements. When business and civic leaders become involved, this promotes the entire concept of School Safety Patrol throughout the community.

SAN DIEGO POLICE DEPARTMENT SCHOOL SAFETY PATROL RANK CHART



1. COLONEL



2. LT. COLONEL



3. MAJOR



4. CAPTAIN



5. 1ST LIEUTENANT



6. 2ND LIEUTENANT



7. MASTER
SERGEANT



8. SERGEANT
1ST CLASS



9. STAFF
SERGEANT



10. SERGEANT



11. CORPORAL



12. PRIVATE





RANK STRUCTURE & PROMOTION WITHIN THE SCHOOL SAFETY PATROL

The Safety Patrol Promotional Rank tier follows the U.S Army Rank structure. The following rank structure is hereby authorized within the School Safety Patrol.

PROMOTIONS ARE UP TO THE DISCRETION OF EACH SDPD SSP OFFICER. MERITS CAN BE AWARDED TO THE STUDENTS FOR THEIR BEHAVIOR AND PARTICIPATION AT SCHOOL, EXTRA EFFORT ON PATROL AND ATTENDING SSP EVENTS. OBTAINING A SET NUMBER OF MERITS DOES NOT ALWAYS GUARANTEE A PROMOTION.

IN ORDER TO BE PROMOTED, ALL OF THE REQUIREMENTS LISTED BELOW MUST BE MET:

REQUIREMENT (S)

A. PRIVATE



1. A private must be at least ten years old and be in the fifth grade (4th graders may be trained in April).
2. A Private must display the desire to perform satisfactorily in school.
3. A Private must have the Parental Consent Form completed and have personally signed the SSP contract.
4. A Private must watch the SSP training video and have completed training with the San Diego Police Department's SSP Officer.



B. CORPORAL



1. A Corporal must demonstrate a fundamental working knowledge of the signs, checker and the staff position.
2. A Corporal will perform satisfactorily in school and will have satisfactory citizenship marks.
3. A Corporal must have successfully completed a SSP Uniform inspection.

C. SERGEANT



1. A Sergeant will demonstrate a good knowledge of both signs, checker and the staff position.
2. A Sergeant must be performing satisfactorily in school.
3. A Sergeant will display the beginning traits of a leader.

D. STAFF SERGEANT



1. A Staff Sergeant will demonstrate an excellent knowledge of both signs, checker and the staff position.
2. A Staff Sergeant must be performing above average in school.
3. A Staff Sergeant will show signs of leadership and will be involved in SSP extra-curricular activities.



**E. SERGEANT
FIRST CLASS**



1. A Sergeant First Class will demonstrate an outstanding knowledge of both signs, checker and the staff position.
2. A Sergeant First Class must perform in the top half (50%) of their class academically.
3. A Sergeant First Class will show signs of leadership and will be involved in SSP extra-curricular activities.
4. A Sergeant First Class must demonstrate good leadership and judgment qualities.

**F. MASTER
SERGEANT**



1. A Master Sergeant will demonstrate a superior knowledge of both signs, checker and the staff position.
2. A Master Sergeant must perform in the top third (33%) of their class academically.
3. A Master Sergeant will show signs of leadership and will be involved in SSP extra-curricular activities.
4. A Master Sergeant must demonstrate good leadership and will display signs of leading their SSP team.



G. SECOND LIEUTENANT



1. A Second Lieutenant will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. A Second Lieutenant will be performing in the top third (33%) of their class academically.
3. A Second Lieutenant will show signs of leadership and will be involved in SSP extra-curricular activities.
4. A Second Lieutenant will possess outstanding leadership, and display signs of leading their SSP team through making good decisions.
5. A Second Lieutenant will run the SSP meeting (When required) while the JST officer monitors the proceeding.
6. A Second Lieutenant must be nominated by the SSP Police officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.

H. FIRST LIEUTENANT



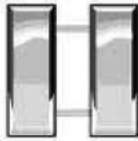
1. A First Lieutenant will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. A First Lieutenant will be performing in the top third (33%) of their class academically.
3. A First Lieutenant will show signs of leadership and will be involved in SSP extra-curricular activities.
4. A First Lieutenant will possess



outstanding leadership, and display signs of leading their SSP team through making good decisions.

5. The First Lieutenant will run the SSP meeting (When required) while the JST officer monitors the proceeding.
6. The First Lieutenant must be nominated by the JST Police officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.

I. CAPTAIN



1. The Captain will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. The Captain will be performing in the top third (33%) of their class academically.
3. A Captain will show the highest level of leadership in their school. Additionally, the Captain will attend the majority of SSP extra-curricular activities.
4. The Captain will run the SSP meeting (When required) while the JST officer monitors the proceeding.
5. The Captain must be nominated by the SSP Police officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.
6. The Captain will have the desire to perform in the Colonel Candidate process.
7. The Captain will serve as the liaison with the JST officer.
8. The Captain will ensure their Safety Patrol team follows SSP procedures and adheres to the guidelines.
9. There will only be one Captain per school.



OFFICERS MAY NOT PROMOTE STUDENTS TO THE RANK OF MAJOR, LT. COLONEL OR COLONEL.

I. MAJOR

The Major Rank is promoted by the Colonel Selection Panel.

The Major Rank is the third highest ranking officer in all of Safety Patrol (No more than 13 - citywide).



1. The Major will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. The Major will be performing in the top third (33%) of their class academically.
3. A Major will show the highest level of leadership in their school. Additionally, the Major will attend the majority of SSP extra-curricular activities.
4. The Major will run the SSP meeting (When required) while the JST officer monitors the proceeding.
5. The Major must be nominated by the JST officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.
6. The Major will serve as the liaison with the JST officer.
7. The Major will ensure their Safety Patrol team follows SSP procedures and adheres to the guidelines.
8. If promoted, there will only be one Major Rank per school.



J. LT. COLONEL

The Lt. Colonel Rank is promoted by the Colonel Selection Panel.

The Lt. Colonel is the second highest ranking officer in Safety Patrol.



1. The Lt. Colonel will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. The Lt. Colonel will be performing in the top third (33%) of their class academically.
3. A Lt. Colonel will show the highest level of leadership in their school. Additionally, the Lt. Colonel will attend the majority of SSP extra-curricular activities.
4. The Lt. Colonel will be expected to know and recite The Pledge of Allegiance in public.
5. The Lt. Colonel will run the SSP meeting (When required) while the JST officer monitors the proceeding.
6. The Lt. Colonel must be nominated by the SSP Police officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.
7. The Lt. Colonel will serve as the liaison with the JST officer.
8. The Lt. Colonel will ensure their Safety Patrol team follows SSP procedures and adheres to the guidelines.
9. There will only be one Lt. Colonel in the entire city.



K. COLONEL

The Colonel Rank is promoted by the Colonel Selection Panel.

The Colonel is the highest-ranking officer in Safety Patrol.



1. The Colonel will continue to demonstrate a superior working knowledge of both signs, checker and the staff position.
2. The Colonel will be performing in the top third (33%) of their class academically.
3. A Colonel will show the highest level of leadership in their school. Additionally, the Colonel will attend the majority of SSP extra-curricular activities.
4. The Colonel will be expected to know and recite The Pledge of Allegiance in public.
5. The Colonel must be nominated by the SSP Police officer, in addition to a teacher, principal or SSP coordinator and have the respect of the student body.
6. The Colonel will run the SSP meeting (When required) while the JST officer monitors the proceeding.
7. The Colonel will serve as the liaison with the JST officer.
8. The Colonel will ensure their Safety Patrol team follows SSP procedures and adheres to the guidelines.
9. There will only be one Colonel in the entire city.



COLONEL CANDIDATE



DESCRIPTION

The Colonel Rank is the highest rank in School Safety Patrol. To achieve the Colonel Rank, Safety Patrol members must participate in a rigorous testing process.

Once completed, one member in the entire Safety Patrol Program citywide is selected as the Colonel. The Colonel rank is promoted at the Holiday Party by the San Diego Police Chief.

COLONEL CANDIDATE TESTING PROCESS

All Safety Patrol members who want to achieve the rank of Colonel must complete the following:

1. The Safety Patrol member will complete the Colonel Candidate Application.
2. The Safety Patrol member will have achieved the rank of Captain prior to the Holiday Party.
3. The Safety Patrol member will have been nominated by their SSP Officer.
4. The Safety Patrol member will participate in mock interviews with their JST officer.
5. The Safety Patrol member will participate in the panel interview process.



COLONEL CANDIDATE INTERVIEW DAY

Once a Safety Patrol Captain has completed the Colonel Candidate application and has been nominated by the JST Officer, the Safety Patrol member will participate in the Colonel Selection Panel Interview.

The Colonel Candidate interview typically takes place a week before the Holiday Party in December. Prior to the interview day, the JST Officer will have completed the appropriate parental release from the school to take the Safety Patrol member on a field trip.

The JST officer will transport the Safety Patrol member to the interview location in their Police Patrol vehicle. Knowing the interview can be strenuous, JST officers take the Colonel Candidate on a fun trip throughout the city.

Generally, JST Officers will take their Colonel Candidate to visit SDPD's Helicopter (ABLE), the Canine facility, San Diego Police Headquarters, and their area station command. A meal for the student will be provided by the JST Officer.

COLONEL CANDIDATE PANEL INTERVIEW

The Colonel Selection Panel responsible for interviewing Colonel Candidates, consists of three to five members. The panel consists of but not limited to the following:

- Representative (s) from the Police Department.
- Representative (s) from the School District.
- Representative from the San Diego Police Officer's Association
- Representative from City Council.
- Representative from City Employees.
- Representative from Auto Club or supportive community group..3
- Representative from the San Diego Police Foundation

The Colonel Panel will ask the Safety Patrol member questions directed towards their Colonel Application, Safety Patrol duties and leadership.



Once the interview is completed, the JST Officer will transport the Safety Patrol member back to their school. This is an all-day event, because of the fun activities planned for the candidate following the interview.

The results of the interviews will be revealed at the Holiday Party.

HONORABLE DISCHARGE

All Safety Patrol members who successfully complete the School Safety Patrol Program, will be awarded with an Honorable Discharge Certificate. The Certificate will be provided by the JST Officer assigned to their school.

In addition to the Certificate, every Safety Patrol Member will be permitted to keep their highest rank insignia.



SCHOOL SAFETY PATROL EXTRA-CURRICULAR ACTIVITIES

Monthly events are coordinated for the members of the School Safety Patrol and their families. The purpose of these events are to increase excitement and participation of the SSP members, keep the members motivated throughout the year, and to build a strong “team” throughout the city. Monthly events include but are not limited to:

- 🏠 San Diego Padres
- 🏠 Boomers Family Fun Center/Fun-4-All (mini-golf, arcade, etc.)
- 🏠 San Diego Gulls
- 🏠 December Holiday Party and Awards Ceremony
- 🏠 AMC VIP Safety Patrol Movie Screenings
- 🏠 Jump-Zone Trampoline Party

Each of the events are selected, organized, and managed by the Juvenile Administration Unit with assistance coming from the JST officers from the area commands. Some events are free to the children and some act as fundraisers for equipment and future events.

Transportation to the events is not provided by SDPD. In previous years, parents have carpooled Safety Patrol members to and from the events. Parents can contact their child’s school to see if the PTA, SSP coordinator, or School Administration has other transportation options.





SAN DIEGO POLICE DEPARTMENT SCHOOL SAFETY PATROL PARENT CONGRATULATIONS AND INFORMATION LETTER

Dear Parents:

Congratulations! Your child has been selected to become a member of the San Diego Police Department's School Safety Patrol.

History

The School Safety Patrol (SSP) was founded in 1935 by the San Diego Police Department in response to the high number of accidents involving children traveling to and from school. This nationally acclaimed program introduced the concept of using student crossing guards and has made San Diego the safest city in the nation for a child to attend school.

Selection Process and Eligibility Requirements

Your child was selected on the basis of academic performance, citizenship, and maturity. Only those children who have demonstrated these traits are asked to join. In addition to those traits parents and the child need to agree that they are willing to accept this responsibility and are able to perform all tasks independently without close adult supervision.

Safety Patrol members must be able to carry and control a 10-foot stop sign, hear and respond to whistle commands from a distance of 50 feet, and be able to identify and act immediately to signs of danger. If you and your child are willing to participate, and able to meet these requirements, both must sign and return the attached form as soon as possible to begin his/her training.

Responsibilities

In order to remain a member in good standing, your child must agree to the list of responsibilities accompanying this letter. They must also show an honest effort in school and be a positive role model for other children.



Uniform Requirements

The Safety Patrol uniform consists of the following:

1. Red SSP Baseball cap (Supplied by SDPD)
2. Red SSP T-shirt (Supplied by the school)
3. Reflective safety lanyard containing a whistle (Supplied by SDPD)
4. ****White pants, shorts or skort**

*****It is the responsibility of the SAFETY PATROL STUDENTS/PARENTS to obtain the WHITE SHORTS/PANTS/SKORTS for their child to be in the Safety Patrol program*****

Uniform shorts or pants can be purchased through the SSP Officer assigned to your school. This option was designed to be a convenience for PARENTS.

If an SSP student prefers to purchase the shorts/pants elsewhere, that is perfectly fine. **HOWEVER: AN SSP STUDENT CANNOT DO SAFETY PATROL WITHOUT THE WHITE SHORTS/PANTS.**

Rewards

The San Diego Police Department provides incentives for all School Patrol members by scheduling monthly outings, which are either provided at no cost or greatly reduced prices. These outings include trips to the San Diego Padres, San Diego Gulls, AMC Movie Theaters, Boomers, Jump Zones and other sporting events.

In December, the children are treated to a Holiday Party, which features games, prizes, and many other surprises.

Again, welcome to the School Safety Patrol family. If you have any questions, please call the Juvenile Services Officer assigned to your school.

SCHOOL SAFETY PATROL UNIFORM PURCHASE FORM

*****CASH ONLY*****

YOUTH WHITE SHORTS, SKORTS AND PANTS

SIZES S-L ADULT SIZES: S-XL

WHITE MESH
SHORTS



\$6.00

WHITE
SKORTS



\$8.00

WHITE
SWEAT PANTS



\$10.00

SELECTION: _____ **QUANTITY:** _____ **SIZE NEEDED:** _____

SWEATER YOUTH SIZES: S-XL ADULT SIZES: S-XL

BASEBALL CAP
(Replacement)



\$5.00

CREWNECK



\$13.00

PULLOVER
HOODIE



\$17.00

ZIPPER
HOODIE



\$20.00

SELECTION: _____ **QUANTITY:** _____ **SIZE NEEDED:** _____

ADULT SIZES CAN BE PURCHASED AT SAME PRICE

STUDENT'S NAME: _____

SCHOOL: _____

PARENT PHONE # SSP _____

CASH PAID: _____

OFFICER'S NAME: _____

****SIZES CANNOT BE EXCHANGED**

It is the responsibility of the SSP STUDENTS/PARENTS to obtain the WHITE SHORTS/PANTS for their child to be in the Safety Patrol program.

This form is available as a convenience FOR PARENTS. If an SSP student prefers to purchase the shorts/pants elsewhere, that is perfectly fine.



SCHOOL SAFETY PATROL SIZING CHART



Youth Core Fleece Full-Zip Hooded Sweatshirt.

PRODUCT MEASUREMENTS

	XS	S	M	L	XL
Chest	14	16	17	18	20
Sleeve Length	21 5/8	24 5/8	27 5/8	30 1/8	32 5/8
Body Length at Back	17	18 1/2	22	24	25 1/2

CHEST

Measured across the chest one inch below armhole when laid flat.

SLEEVE LENGTH

Start at center of neck and measure down shoulder, down sleeve to hem.

BODY LENGTH AT BACK

Measured from high point shoulder to finished hem at back.



Youth Core Fleece Pullover Hooded Sweatshirt.

PRODUCT MEASUREMENTS

	XS	S	M	L	XL
Chest	14	16	17	18	20
Sleeve Length	21 5/8	24 5/8	27 5/8	30 1/4	30 5/8
Body Length at Back	18	20 1/2	23	25	26 1/2

CHEST

Measured across the chest one inch below armhole when laid flat.

SLEEVE LENGTH

Start at center of neck and measure down shoulder, down sleeve to hem.

BODY LENGTH AT BACK

Measured from high point shoulder to finished hem at back.

SCHOOL SAFETY PATROL SIZING CHART



Youth Core Fleece Crewneck Sweatshirt.

PRODUCT MEASUREMENTS

	XS	S	M	L	XL
Chest	14	16	17	18	20
Sleeve Length	20 5/8	23 5/8	26 5/8	29 1/8	31 5/8
Body Length at Back	17	19 1/2	22	24	25 1/2

CHEST

Measured across the chest one inch below armhole when laid flat.

SLEEVE LENGTH

Start at center of neck and measure down shoulder, down sleeve to hem.

BODY LENGTH AT BACK

Measured from high point shoulder to finished hem at back.



**San Diego Police Department
School Safety Patrol
Phone (619) 531-2788
Patrol Duties and Responsibilities**

As a member of the School Safety Patrol, I certify that I meet all of the eligibility requirements and promise to perform the following duties and responsibilities to the best of my ability:

1. To assist other children in crossing streets safely.
2. I will encourage children to obey the rules.
3. To always be courteous and never lose my temper or become bossy.
4. To behave responsibly so that I will be regarded as a credit to my family, my school and the San Diego Police Department.
5. To obey all school rules and set a good example for other students.
6. To be on time when I have duty.
7. To wear my full uniform while I am on duty and for all inspections.
8. To treat the school, the patrol room and police equipment with care.
9. To learn and be able to perform all safety patrol positions without supervision.
10. To get a substitute if I am going to be absent on the day I have duty, and to notify my squad members before the change if possible.
11. To do my best in school and keep my grades and citizenship up to the standards expected of me.

If I must leave the team before the end of the school year, I will resign only **AFTER** I have told my coordinator and/or Officer and a replacement has been trained.

By signing below, you agree to follow the duties and responsibilities listed above and understand that failure to follow **ALL** of the duties and responsibilities can result in your removal from School Safety Patrol.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____
(Indicates approval of student's participation)

Principal's Signature _____ Date _____
(Indicates approval of student's participation)



**San Diego Police Department
School Safety Patrol
Phone (619) 531-2788**

**PARENT CONSENT
Agreement and Release of Liability**

For and in lawful consideration of the participation of, _____
(Child's name) whose date of birth is _____, in the San Diego Police Department's School Safety Patrol, in the capacity of a school crossing guard, and to participate in all activities, including off-campus events, sponsored by the School Safety Patrol, I, the undersigned parent or guardian agree that:

1. My child's participation in the School Safety Patrol and all activities sponsored by the School Safety Patrol (collectively, School Safety Patrol) is voluntary and I freely choose to have my child participate;
2. I acknowledge that participating in the School Safety Patrol involves risks, including inherently dangerous activities. On behalf of myself and my minor child, I assume and accept all risks associated with my child's participation in the School Safety Patrol, including bodily injury or death, or other loss, including damage to property;
3. Understanding that participation in the School Safety Patrol could involve potential risks of harm to my child, not limited to those specified above, **I DO RELEASE, HOLD HARMLESS AND PROMISE NOT TO SUE THE CITY OF SAN DIEGO AND THE SAN DIEGO POLICE DEPARTMENT, ITS OFFICERS, EMPLOYEES, AGENTS, AND VOLUNTEERS, WITH RESPECT TO ANY AND ALL SUCH INJURY OR LOSS**, whether or not such injury or loss was caused by alleged negligence, except that injury or loss which results from the sole gross negligence or willful or wanton misconduct of one of those individuals shall not be included within this release;
4. **I FURTHER AGREE TO INDEMNIFY AND DEFEND THE CITY OF SAN DIEGO AND THE SAN DIEGO POLICE DEPARTMENT, ITS OFFICERS, EMPLOYEES, AGENTS, AND VOLUNTEERS, FROM AND AGAINST ANY**



AND ALL LIABILITY INCURRED as a result of or in any manner related to my child’s participation in the School Safety Patrol;

- 5. In further consideration of participation in the School Safety Patrol, I hereby give permission for my child to be photographed, videotaped or recorded, and for his or her appearance and likeness to be used for publicity purposes, and I waive all claims of compensation.

I, THE UNDERSIGNED PARENT OR GUARDIAN, AM AWARE THAT THIS CONTRACT IS LEGALLY BINDING ON ME AND MY CHILD AND THAT I AM RELEASING LEGAL RIGHTS BY SIGNING IT. THIS AGREEMENT IS INTENDED TO BE BINDING ON MY HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE AND ASSIGNS.

By my signature, I acknowledge that I have carefully read this agreement and fully understand its contents. I have entered into this agreement freely and without duress.

Parent or Guardian **(Print Name)**

Parent or Guardian Signature **Date**

Parent or Guardian Address:

Street Address City State Zip Code

Parent or Guardian Contact Information:

Cell Phone Email



SAN DIEGO POLICE DEPARTMENT
SCHOOL SAFETY PATROL SUSPENSION FORM

Dear parent or guardian,

This letter is to advise that your son/daughter,

_____ **(Child's Name)**

has been suspended from School Safety Patrol for the following incident:

_____ **(Reason for suspension)**

The suspension is in effect from _____ to _____.
 Further incidents may lead to your child's dismissal from the School Safety Patrol program. During the suspension period, your child may not participate in any School Safety Patrol activities.

Officer name (Print Name)

Principal (Print Name)

Officer's Signature

Principal Signature

(Date)

(Date)



SAN DIEGO POLICE DEPARTMENT
SCHOOL SAFETY PATROL DISMISSAL FORM

Dear parent or guardian,

This letter is to advise that your son/daughter, _____

 (Child's Name)

has been dismissed from School Safety Patrol for the following reasons:

4th SUSPENSION OFFENSE CRIMINAL CONDUCT

CHECK APPROPRIATE BOX(S)

REMARKS: _____

The dismissal is effective _____.

(Date)

Your child may no longer participate in any School Safety Patrol activities.

Officer name (Print Name)

Principal (Print Name)

Officer's Signature

Principal Signature

 (Date)

 (Date)



SAN DIEGO POLICE DEPARTMENT

SCHOOL SAFETY PATROL

COLONEL CANDIDATE Personal History

Name: _____
First
MI
Last

Age: _____ Birthdate: _____

Address: _____
Number
Street
Apt #

_____ City/Zip E-Mail Address

Home Phone: _____ Cell phone of Parent _____

Father: _____ Mother: _____
Name
Name

School: _____ School Phone: _____

Grade: _____ **SSP Officer:** _____ Teacher: _____

Principal: _____ Coordinator: _____

Patrol Experience:

Hobbies/Interests:



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

CATEGORY: **Student, Welfare**

SUBJECT: **School Safety Patrols**

NO: **6380**

PAGE: **1 OF 5**

EFFECTIVE: **1-29-62**

REVISED: **8-23-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for establishment and operation of elementary school safety patrols.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-7920; Educational Code Sections 49407, 49300-49307; California Code of Regulations, Title 5, Sections 570-576.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to School Police Services.
2. **Definition.** The School Safety Patrol (SSP) is comprised of a group of selected students functioning under the supervision of the San Diego Police Department. They provide a safe crossing location by regulating the flow of traffic at streets adjacent to designated elementary schools. The need for a safety patrol is based upon the criteria established in the policies and warrants adopted by the City Council (Resolution R-251799) as determined by the San Diego Police Department and the Board of Education.
3. **Eligibility Criteria**
 - a. **Age/grade requirement.** To serve as a regular patrol member, a student must be a minimum of ten (10) years old and generally be in either the fifth or sixth grade.
 - b. **Regular patrol members.** Selection should be based on maturity, leadership, responsibility and scholastic considerations; those selected must be willing to serve at least one full year. Students should not be appointed to the patrol if they are deficient in these qualities.
 - c. **Recruitment/training.** Students in the fourth grade may be accepted for training after April 1st (provided they have reached their 10th birthday).



SUBJECT: **School Safety Patrols**

NO: 6380

PAGE: 2 of 5

EFFECTIVE: **1-29-62**

REVISED: **8-23-99**

- d. After these students complete their training, they may serve as relief or as regular patrol members.

D. IMPLEMENTATION

1. Principal or Designee

a. Selection of students for SSP

- (1) Selects students based on eligibility requirements.
- (2) Assists in obtaining written consent of parent or guardian before permitting child to serve on patrol duty or before releasing student information (see Procedure 6525).

b. Organization

- (1) Cooperates with San Diego Police Department in organization and supervision of patrol.
- (2) Keeps assigned police officer informed of schedule changes which would interfere with operation of school patrol.
- (3) Assigns one staff member to be safety patrol coordinator. Safety patrol coordinator works with children and assigned police officer to promote safe and efficient operation of school safety patrol program.

c. Operation

- (1) Works with officer in obtaining release of students from class to meet patrol duties and meeting schedules.
- (2) Ensures 30 minutes of classroom time once a week for patrol meetings.
- (3) Provides adequate indoor facilities for patrol meetings.



SUBJECT: **School Safety Patrols**

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- (4) Provides adequate, secure storage area for patrol equipment.
- (5) Notifies assigned police officer if a patrol student experiences any of the following problems:
 - (a) Poor or declining academic performance;
 - (b) Withdrawal of consent by parents;
 - (c) Poor or declining citizenship; or
 - (d) Other valid cause for removal from patrol.
- (6) When a teacher or administrator removes a student from patrol, a substitute must be appointed and school coordinator and/or assigned police officer must be notified immediately.

2. **San Diego Police Department**

a. **Organization**

- (1) Assigns police officer to coordinate patrol in cooperation with principal and/or safety patrol coordinator.
- (2) Organizes and supervises patrol.
- (3) Provides technical supervision and training to ensure that:
 - (a) Patrol is properly uniformed;
 - (b) Patrol is properly trained; (c) Patrol is promptly on station; and
 - (d) Patrol operates efficiently and safely.
- (4) Arranges for payment of expenses related to operation of patrol.



SUBJECT: **School Safety Patrols**

NO: 6380

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- (5) Furnishes:
 - (a) Uniforms
 - 1) Individual: red baseball cap with logo, rank insignia.
 - 2) Duty: red jackets and raincoats.
 - (b) Equipment: stop signs with poles, cones (4 maximum, if needed), staffs, and whistles.
- (6) Establishes patrol work and meeting schedules with patrol coordinator and principal.

b. **Operation**

- (1) Works with safety patrol coordinator to implement a safe and efficient school safety patrol program.
- (2) Holds weekly patrol meetings.
- (3) Provides training.
- (4) Provides incentives/rewards for participants.
- (5) Provides necessary forms for operation of patrol, including:
 - (a) Membership application;
 - (b) Duties; and
 - (c) Oath of office.



SUBJECT: **School Safety Patrols**

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EFFECTIVE: **1-29-62**

REVISED: **8-23-99**

E. FORMS AND AUXILIARY REFERENCES

1. School Safety Patrol Membership Application, San Diego Police Department form (available in school office).
2. Duties of School Safety Patrol Officers and Oath of Office (furnished by San Diego Police Department).

F. REPORTS AND RECORDS

G. APPROVED BY

A handwritten signature in black ink that reads "Terrance L. Smith".

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education