

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 5.05
SCHOOL TRAFFIC SUPERVISORS		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 61.3.4		DATE OF ISSUE: 07/16/2023 EFFECTIVE DATE: 07/16/2023 REVISION DATE: 10/30/2025
ISSUING AUTHORITY: Michelle Guerette Chief of Police		

BACKGROUND:

For many years, Medfield Police Department has used part-time civilian employees to ensure the safe passage of schoolchildren to and from school. These employees, called traffic supervisors, are assigned to roadways based on criteria set by the Department, to assist children in crossing those roads just prior to the opening of school in the morning, and directly following dismissal.

POLICY:

It is the policy of the Medfield Police Department to employ traffic supervisors and to assign them traffic posts for the purpose of crossing school children walking to and from school. All traffic supervisors will be part time employees approved by the Town Administrator.

SELECTION CRITERIA:

The Chief of Police or his designee is responsible for the traffic supervisors hiring process in conjunction with the Department of Human Resources. The following selection criteria must be met in order to be considered for the position: [61.3.4(b)]

1. Must be at least 18 years of age.
2. Must possess a valid Driver's License.
3. Must be able to read and understand written instructions.
4. Must have the ability to clearly observe vehicle and pedestrian traffic at acceptable distances and to hear at an acceptable level.
5. Must possess the ability to work effectively with children.
6. Must be able to display good judgment and respond quickly to emergencies.
7. Must be able to maintain a neat and clean appearance while on duty and wear clothing appropriate for the weather conditions.
8. Must have the ability to work independently and with minimum supervision.
9. Must serve the community in an orderly, diligent, and effective manner.
10. Must not have any felony criminal convictions or misdemeanor convictions for violent or sex related crimes.

PROCEDURES:

Authority and Responsibilities of Traffic Supervisors

Traffic supervisors are responsible primarily for the safety of schoolchildren as they cross streets at traffic posts while walking to and from school. Traffic supervisors should also assist adults in the crossing the street if those adults need assistance during times when the traffic supervisor is on his or her post. Occasionally, traffic supervisors may need to assist vehicular traffic entering a roadway. Traffic supervisors have authority to control vehicular traffic in order to facilitate the safe crossing of a roadway by pedestrians and at no other time. That authority does not authorize enforcement and/or regulatory action. [61.3.4 (a)]

Traffic supervisors must arrive at their posts in sufficient time so that they are at the roadside when the post begins and shall not leave the roadside prior to the conclusion of the post.

When crossing school children, the traffic supervisor must first signal for vehicular traffic to stop. Usually, waiting for a gap in the traffic is the best time to do this. School children must not be directed into the roadway until traffic in both directions has come to a complete stop.

In all cases, traffic supervisors must direct traffic by making eye contact with motorists and by using full arm movements to ensure they are giving clear direction.

Essential Functions of Traffic Supervisors

1. Directs traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.
2. Ensures that children use the proper crossing locations and that no children are in the street while traffic is moving.
3. Stays alert for present and potential traffic hazards in the area surrounding the assigned crossings.
4. Submits to the School Resource Officer a written report of any such hazards with a recommendation for remedial action.
5. Reports directly to assigned crossing locations on time and remains there until the conclusion of the assignment.
6. Controls vehicular traffic to allow safe passage across streets.
7. Slows down fast-moving traffic passing schools and reports violations.
8. May offer incidental instruction to children in safety rules and precautions.
9. Must be available to attend regular training sessions as scheduled.
10. Performs similar or related work as required.

Assessment of Traffic Posts

The placement of traffic posts has been determined based upon common school walking routes and roadway traffic conditions. [61.3.4(d)]

Requests for new or modified locations should be put in writing to the School Resource Officer (SRO) who will then conduct and/or coordinate an observational survey of the location during key times. The request for a new traffic post will be approved or denied based on the evaluation of all available data and the availability of personnel. The SRO will confer with the Chief of Police prior to adding or modifying any traffic post locations.

Annually, the SRO shall reassess each traffic supervisor post and make recommendations to the Chief of Police based on his assessment. In assessing traffic posts, the SRO shall consider changes in the roadway, changes in lighting and signage, changes to the entrances and exits to schools, and the reconfiguration or movement of any crosswalks. The SRO should check with the principal of a school prior to recommending the changing of a post. [61.3.4(e)]

Uniforms Worn by Traffic Supervisors

Traffic supervisors must be properly attired in uniform at all times while on duty. The uniform shirt is "hi-viz" yellow.

The winter coat is hi-viz. As an alternative, a dark navy uniform jacket may be worn with a hi-viz traffic vest over it.

Training

Traffic supervisors shall undergo annual training directed by the SRO. During training, the SRO or an instructor acting on his behalf shall review appropriate procedures for directing the vehicular and pedestrian traffic. Traffic supervisors shall maintain proficiency and be trained in first aid and cardiopulmonary resuscitation.