



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: **6380**

PAGE: **1 OF 4**

CATEGORY: **Student, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **School Safety Patrols**

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). 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.
- (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.

(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.

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



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For the Superintendent of Public Education