

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 15.01

Effective: 04/26/2017

Number of Pages: 1

CROSSING GUARD SECTION: GENERAL GUIDELINES

- A. Except for the supervisors, members of the Crossing Guard Section are part-time members and for the purpose of this Department will be considered and referred to as members.
- B. The Crossing Guard Section and the Parking Enforcement Unit shall be governed by those regulations set forth in the [Crossing Guard Section SOP](#) and the [Parking Enforcement Unit SOP](#) respectively as approved by the Chief of Police. Any revisions shall be forwarded through the chain of command and require the approval of the Chief of Police.
- C. Section Organization.
1. The Crossing Guard Section is comprised of the Crossing Guard Unit and Parking Enforcement Unit.
 2. The Crossing Guard Section is supervised by a Crossing Guard Section Supervisor (Lieutenant), who in turn has four Crossing Guard Section Coordinators (Sergeants) under his or her direct supervision.
 3. Each Sergeant has direct supervision over the Crossing Guards assigned to their Crossing Area. One Sergeant will additionally supervise the Parking Enforcement Unit.
 4. The Lieutenant's direct supervisor is the Special Operations Bureau Deputy Commander of the Police Department, who in turn is responsible to the Special Operations Bureau Commander. Members desiring special consideration, change of status, change of area, etc., will communicate their requests in writing to the Crossing Guard Section Supervisor, via their immediate supervisor. These requests will be either acted on by the Section Supervisor or forwarded up the chain of command until a decision is reached.