

SAFETY PATROL DUTIES & RESPONSIBILITIES

Being a member of the Safety Patrol is an especially important job. I ask that you take it seriously. There are rules and guidelines for you to follow to be successful at your job. These are necessary to prevent any accidents or incidents from occurring during your duties. Your behavior is particularly important. **You are role models for all the students.** Not only will you be reporting on students, cars, and others, but other people will also be observing and reporting on you.

****This is only a small list of your responsibilities. This as well as other duties will be discussed more in-depth during our training and meeting sessions.***

CHAIN OF COMMAND

You are expected to always use your chain of command

Any questions or concerns you may have should always be directed to your squad leader/s first.

All patrol leaders will be addressed by title and first name. Ex. "Captain _____, I have a question."

DEALING WITH FRIENDS AND/OR OTHER STUDENTS

You are NOT to have friends standing with you or visiting your assigned post when you are on duty.

Do not visit with each other when standing post.

DO NOT at any time touch, grab, push or in any way restrain another student (If there is a problem that arises of any kind with a student's behavior, the patroller is to get help from a teacher or the office).

All issues you may have while on post is to be reported to your squad leader. If your squad leader is not available, then report to the next available patrol leader.

Any issues with an adult should be reported to the Patrol Supervisor or a teacher at once.

Inappropriate behavior could lead to your suspension or dismissal from the patrol team.

BE ON TIME – NEVER TARDY

Being on time is important for the whole team. If you are not there doing your job, somebody else will have to do your job **and** their own. Do not let the team down. Be there to do your job.

Tardiness can lead to your suspension from safety patrol. Excessive tardiness can lead to removal.

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IF YOU ARE ABSENT

If you know in advance you will be absent it should be reported to your Captain or Lieutenant Commander as soon as possible.

If you cannot come to school due to illness, call your Captain or send a message to the Patrol Supervisor through Class Dojo.

Do not ask or have other students or patrollers cover your post, your Squad Leader will figure out if your spot should be filled or not.

If you must miss a patrol meeting or training that is held after school, your parent/guardian must contact the patrol supervisor or send in a note saying you are allowed to leave.

An absence from a meeting/training without a note or contact will be considered and unexcused absence.

EQUIPMENT

Patrollers will have all assigned equipment at duty times and will always wear it visibly while on duty. If you do not have your assigned equipment, you will be sent back to class by the captain.

Patrol Belt – Each patroller will wear a neon yellow safety patrol belt. It is important that you wear your belt, so you are easy to identify. It shows authority, visibility, and safety.

The belt should be worn over top of your clothing including coats/jackets.

Badge – Each belt will have a badge to show you are a member of the school safety patrol.

Patrol Leadership will wear badges that show their leadership rank and title.

Stop sign (if issued) – Your sign is not a toy. It is a tool to control traffic to help you. When you are not using the sign, please hold it down to your side. Do not wave the sign around in the air. When you are ready to allow students across the road the sign needs to be held up high and out in front of you. **EVERYONE IN THE PATROL NEEDS TO HOLD THE SIGN IN THE SAME MANNER.** Hold with your right hand, above head height, arm extended.

Note paper and pen – Be sure you are prepared to go on duty. You will need to be able to print the names of people to be reported or car license plate numbers.

It is your responsibility to take care of your equipment. Report damages or lost items to your Lieutenant as soon as possible.

The safety patrol follows an award/demerit system to ensure students support the standards of the program. If you receive several demerits – for being late, not having equipment, classroom discipline, failing schoolwork, etc. – you may be suspended or removed from the patrol.