


FAIRFAX COUNTY POLICE DEPARTMENT  GENERAL ORDER	SUBJECT: POLICE POLICIES RELATED TO FAIRFAX COUNTY PUBLIC SCHOOL FACILITIES		NUMBER: 606
	EFFECTIVE DATE: July 12, 2021	REVIEW: July 2024	
	TOPIC: PURPOSE AND POLICY		
RESPONSIBLE ENTITY: School Liaison Commander		<input checked="" type="checkbox"/> New Directive <input checked="" type="checkbox"/> Replaces: 601.5, 601.6, 530.3 <input type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA: 1.1.3, 1.2.5, 44.2.1, 44.2.2, 44.2.3, 44.2.4, 82.2.1, 82.2.2, 83.2.1 VLEPSC: ADM.02.02, ADM.02.03, ADM.16.01, ADM.25.07, OPR.04.02, OPR.04.03, OPR.04.04		

I. PURPOSE

The purpose of this General Order is to establish guidelines to be followed by Fairfax County Police Officers regarding the response to events or situations dealing with faculty, staff and students occurring at Fairfax County Public School (FCPS) facilities. These procedures are intended to provide for a coordinated effort in preventing, mitigating, and addressing school disruptions, and to promote an effective exchange of information and cooperation between these two agencies.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) to protect students, faculty, and property, and allow for the normal continuance of the educational process. The prevention of disruptions to the school environment is considered a priority in all police responses. To ensure consistency, the FCPD and the FCPS entered into a School and Law Enforcement Partnership (SLEP) through a [Memorandum of Understanding](#) (MOU). Departmental employees will strive to promote a safe learning environment as well as efficient public safety services to the FCPS community.

III. DEFINITIONS

- A. Controlled Substance: Any substance that is unlawful to possess due to a person's age, that is required to have a prescription for, or is prohibited by [FCPS School Regulations](#). Certain examples include alcohol, illegal drugs, controlled or scheduled narcotics, imitation controlled substances, tobacco, and fireworks.
- B. De-Escalation: The result of a combination of communication, tact, empathy, instinct, and sound officer safety tactics. The ultimate goal is to achieve a positive outcome by reducing the need for force (see also [General Order 540.2, Use of Force, De-Escalation](#)).
- C. FCPS Office of Safety and Security (OSS): Provides overall guidance, direction, and support to the Safety, Health, and Security programs. This includes federal (and Commonwealth of Virginia equivalent), Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA) programs. The OSS also provides 24-hour emergency communications, security patrols, response to calls for services, school inspections, and central monitoring for all FCPS facilities. The Director of the OSS coordinates directly with the School Liaison Commander.
- D. Grand Master Key (GMK): A specific key that will unlock every door in the FCPS school system. The Director of the FCPS OSS is responsible for maintaining a list of issued GMK's.
- E. Lockdown: The term used to describe enhanced security measures taken to protect against potentially violent intruders. All students and staff stay in place inside locked rooms/trailers, and no one enters or exits the school except for public safety personnel.
- F. Manual on Uniform Traffic Control Devices (MUTCD): A US Department of Transportation publication that sets minimum standards and provides guidance, ensures uniformity of traffic control devices across the nation. The use of uniform traffic control devices (messages, locations, sizes, shapes, and colors) helps reduce crashes and congestion, and improves the efficiency of the surface transportation system.
- G. National Highway Traffic Safety Administration (NHTSA): A US Department of Transportation entity whose mission is to save lives, prevent injuries, and reduce economic costs due to road traffic crashes, through education, research, safety standards, and enforcement.

- H. Physical Restraint (as defined by FCPS): A personal restriction that immobilizes or reduces the ability of a student to move their torso, arms, legs, or head freely. This term does not include a physical escort. Physical escort means a temporary touching/holding which is to guide a person to another location.
- I. Pivot Maneuver: A limited form of traffic direction and control where the School Crossing Guard provides instruction to one lane/direction of traffic to relieve congestion.
- J. Principal: The instructional leader, manager, and administrator of a school, or their designee.
- K. School Crossing Guard (SCG): A civilian Department employee whose primary duty is to allow for the safe movement of persons to and from schools. The SCG accomplishes this by safely entering the roadway, stopping traffic in a prescribed manner, and allowing persons to cross the roadway at designated locations (i.e., crosswalks). After the persons have crossed the roadway, the SCG may utilize the Pivot Maneuver, or they shall exit the roadway and allow traffic to resume on its own.
- L. School Crossing Guard II (SCGII): Same as above and in rare circumstances with command approval, a SCG-II may also conduct Traffic Direction and Control techniques to alleviate traffic congestion at locations other than a school crosswalk.
- M. School Liaison Commander (SLC): A Command Staff Officer assigned to the school system who ensures the coordination of resources, responses, and effective information sharing/notification between the Director of the Office of Safety and Security (OSS), affected Station Commanders, SROs, and Patrol Bureau.
- N. School Administrator: The administrative staff of the FCPS to include members of the Fairfax County School Board, members of the Superintendent's Office, OSS staff, Principals, Sub-school Principals and Assistant Principals.
- O. School Official: The Principal, Sub-school Principals, School Administrators, Teachers, Substitute Teachers, Instructional Aides, Security Specialists, Bus Drivers, Coaches, SROs, and any other FCPS staff member.
- P. School Resource Officer (SRO): A police officer assigned to a school on a full or part-time basis, whose activities are governed by a Memorandum of Understanding between the Chief of Police and the Superintendent of Schools and Departmental policy.

- Q. Secure the Building: Outside activities are cancelled; all exterior doors are secured while staff and students are free to move about inside their building or trailer. A staff member is also posted at the main entrance to control visitor access and to direct persons to a reunification area if applicable.
- R. Shelter-In-Place: Procedures used to temporarily separate people from a hazardous outdoor atmosphere, such as in a hazmat incident. The building is secured (as described above) and measures are taken by school staff to shut down the intake of outside air (i.e., turn off HVAC/tape windows and doors). No one is allowed to enter the school until public safety officials give the “all clear.”
- S. Stay-Put, Stay-Tuned: Procedures implemented by FCPS at the request of public safety officials due to large scale events that require limitations on movement and transportation. Normal end of day release will not occur until authorized by public safety officials. Parents are allowed to check out their student from school.
- T. Traffic Direction and Control (TDC): The act of an authorized and trained employee who enters a roadway or intersection, and continuously manages pedestrian and/or vehicular traffic.
- U. Traumatic Incident: Any event which by its nature can have a significant psychological or emotional impact on the students, faculty, or community.
- V. Weapon: Any device capable of inflicting injury or as defined in [Va. Code Ann. § 18.2-308](#) or the [FCPS School Regulations](#).
- W. Virginia Department of Transportation (VDOT): The Virginia state agency whose mission is to plan, deliver, operate, and maintain a transportation system that is safe, enables easy movement of people and goods, enhances the economy, and improves the community’s quality of life.

IV. SCHOOL RESOURCE OFFICER PROGRAM GENERAL RESPONSIBILITIES

- A. The SRO shall remain at all times under the control, through the chain of command, of the Fairfax County Police Department.
- B. All SROs shall complete the mandatory SRO training provided by the Fairfax County Criminal Justice Academy (FCCJA). SROs must be either a Police Officer First Class (PII) or a Master Police Officer (PIII). SROs shall receive on-going training related to working with the diverse needs of students, school security, and disaster and emergency response.
- C. The primary role of SROs in schools is as a law enforcement officer assisting with matters related to safety, security, and the exchange of information while providing law enforcement services.
- D. SROs may assist with presentations for school personnel on law related topics and current school safety strategies. SROs are active members of their assigned school's community and should coordinate day to day activities with FCPS staff. SROs are not school administrators.
- E. SROs provide a visible deterrent to crime and shall be visible patrolling the interior and exterior of the school.
 - The SRO assumes primary responsibility in handling calls for service that occur during school hours at their assigned school.
 - The SRO shall wear the regulation uniform and operate a marked police vehicle while on duty unless otherwise authorized by the SRO's supervisor for a specific purpose.
 - There may be times when patrol officers are requested to assist with traffic related issues occurring at schools.
- F. SROs shall not become involved in administrative actions or actions not directly related to the safety of the students and staff.
- G. As a general practice, unless there is a clear and imminent threat to safety, requests from school staff for SRO or other law enforcement assistance are to be channeled through a school administrator.
- H. SROs are expected to be familiar with the FCPS code of student conduct and the [Student Rights and Responsibilities](#) and their application in day-to-day practice.

- I. SROs shall not be involved with the enforcement of school rules or disciplinary infractions that are not violations of law.
- If an SRO witnesses or is made aware of a non-criminal violation of school rules (i.e., insubordination to a school official), the SRO shall notify a school administrator of the occurrence.
- J. SROs shall not intervene in school discipline matters unless specifically requested by a school administrator due to a safety concern that cannot be addressed by the school's safety and security staff.
- K. Student discipline shall at all times remain the responsibility of the school faculty and administrators.
- L. Criminal incidents occurring on school property and/or such incidents involving students traveling between school and home may result in both a Police Department criminal investigation and an FCPS administrative investigation.
- Except in cases of felonies, violent misdemeanors, or the imminent risk of harm, the FCPS administrative investigation should occur first.
 - If the SRO deems it necessary for the criminal investigation to occur first, the SRO must notify the responsible school administrator. The SLC should be considered as a resource to resolve any conflicts between the school official and the SRO.
 - When a school defers an administrative investigation to cooperate with a criminal investigation, the Department will assist, and the proper personnel will attend requisite school hearings to testify and/or present evidence as needed. Conflicts arising regarding what testimony and/or evidence from the criminal case is being requested by the school should be resolved between the SLC and FCPS counsel.
- M. SROs shall adhere to [General Order 605](#), in making the decision to handle a juvenile either informally or formally, considering the seriousness of the offense, the juvenile's prior record, the juvenile's age, the cooperation and attitude of all parties, the likelihood of the offense being repeated, the degree of wrongful intent, violence, premeditation, and knowledge of violation, and the likelihood that the juvenile or parent can be successfully referred to a social service agency. If applicable, SROs should attempt to divert students away from the formal criminal justice system by applying alternative methods such as Warnings, Oral Counselings, Diversions and Restorative Justice programs.

- N. Any compelled statement made during an administrative investigation that is witnessed by an officer may not be admissible in a criminal investigation. A supervisor should be notified to assign another officer to complete the investigation. Public safety information related to an imminent threat of violence or danger to a person or persons shall be exempt from this provision and immediate action should be taken to include reporting the information to the SLC.
- O. If an SRO, SRO supervisor, district station commander, or school principal feels that special police enforcement measures are needed at an FCPS facility, such as undercover drug or alcohol enforcement, the Chief of Police shall first approve such measures. The SLC shall be notified in order to communicate these actions to the FCPS Director of OSS.
- P. An SRO who collects any evidence to be used in a criminal prosecution may initially store the evidence in the locked storage compartment provided by the school. The SRO shall not store the evidence at the school beyond the end of the day it was collected. Evidence shall be packaged and stored according to the current [Property and Evidence Packaging Manual](#).
- Q. Any officer responding to an FCPS facility on a complaint involving a controlled substance or a weapon shall first determine if the case can result in criminal prosecution. If no prosecution will occur, the item will be collected for destruction and disposed of according to General Orders and Standard Operating Procedures. If prosecution will occur, the officer will determine that probable cause exists, determine the evidentiary chain of custody, and process the item accordingly. The investigating officer will be responsible for seeking petitions or warrants, filing lab sheets with the appropriate court, requesting subpoenas, and notifying the school officials of the laboratory results.
- Officers shall not test controlled substances at the request of FCPS, in order to solely support an FCPS administrative investigation.
- R. SROs shall notify the principal and an SRO supervisor, or in their absence an on-duty supervisor, of any traumatic or critical event involving FCPS students, staff or property, or any event of such a nature or scale that may result in media or community inquiries as soon as practical. Examples may include the death of a student, an event requiring a significant police response, school bus crash with serious injuries, or any event that would affect the safety and welfare of a school.

Particular care should be given to protecting the identity of victims in certain circumstances. Notifications to FCPS for events that may fall under [Va. Code Ann §19.2-11.2. Crime victim's right to nondisclosure of certain information](#), may only include the school of the concerned juvenile. Seeking written

consent for the release of identifying information may be coordinated with the Victim Services Division.

Except with the written consent of the victim of any crime involving any sexual assault, sexual abuse, or family abuse, or the victim's next of kin if the victim is a minor and the victim's death results from any crime, a law-enforcement agency may not disclose to the public information that directly or indirectly identifies the victim of such crime except to the extent that disclosure is:

- of the site of the crime,
 - required by law,
 - necessary for law-enforcement purposes, or
 - permitted by the court for good cause.
- All officers shall immediately notify an on-duty supervisor of any of the above mentioned critical and traumatic types of events to ensure proper FCPS notification.

V. SRO SUPERVISORS

- A. The School Liaison Commander (SLC) is responsible for the overall command of the SRO Program.
- The SLC is the direct point of contact between the Department and the FCPS.
 - For day-to-day operations, the SLC works in conjunction with the Director of the OSS.
 - The SLC, or their designee, will ensure proper notifications are made to district station commanders, Patrol Bureau, and the Public Affairs Bureau regarding FCPS matters.
- B. The SLC shall ensure that a documented annual audit of the Grand Master Keys is conducted. (section X)
- C. First line supervisors are assigned to the SRO program and report directly to the SLC. SRO supervisors provide first line leadership and are tasked with specific duties, which include, but are not limited to:
- Assist SROs with any unusual or complex investigations.
 - Providing timely notifications to the SLC and their district station commanders.

- Meet with SROs at their assigned schools to observe performance and ensure SROs attend any relevant and required training.
- At the request of a school principal, SRO supervisors should attend Parent Teacher Association and other community meetings as necessary.

VI. DETENTIONS AND ARRESTS OF FCPS STUDENTS

- A. All arrests and detentions occurring at FCPS facilities by officers shall comply with General Order 601, Arrest Procedures, General Order 601.1, Misdemeanor Arrests/Summons Release, and [General Order 605, Juvenile Procedures](#).
- B. Any officer enforcing violations of law involving a FCPS student at an FCPS facility will first attempt to apply alternative methods such as Warnings, Oral Counselings, Diversions and Restorative Justice programs as described in [General Order 605, Juvenile Procedures](#) in lieu of criminal prosecution.
- C. Service of court orders (i.e., shelter care orders, detention orders, warrants, etc.) should be avoided on FCPS premises unless otherwise dictated by public safety or investigative needs. If the need dictates the service of court orders occur on school property, efforts should be made to do so after school hours. A school administrator shall be notified as soon as practical of any arrest effected during school hours, on school grounds, or during a school event.
 - Officers who are not assigned as an SRO and believe a warrant or any legal process or procedure needs to occur at an FCPS facility shall consult with the SRO supervisor prior to any such service. School administrators shall be notified prior to the service to ensure minimum disruption of the school environment.
- D. In the event that FCPS staff determine a *physical restraint* (per FCPS definition) of a student is necessary, officers should not become involved unless there is imminent danger of serious physical harm to the involved parties. These actions shall be documented in the Records Management System.
 - SROs may intervene to de-escalate situations to prevent an act of violence.

VII. SEARCHES AT FCPS FACILITIES

School property is unique in that it is governmentally owned and operated, it is public property with controlled public access, and it is also a secure and stable learning environment that all parties have an interest in maintaining. This unique

environment brings distinct rules regarding searches of property that is either inside or upon school grounds. All searches shall be conducted in accordance with the United States Constitution, Virginia State law and current legal precedent (i.e., U.S. Supreme Court and U.S. 4th Circuit Court rulings).

- A. School administrators may conduct searches of any student property (including vehicles), and persons under their jurisdiction when reasonable suspicion exists that the search will reveal that the student has violated or is violating either the law or the rules of the school.
- B. Officers **shall not** become involved in administrative searches unless specifically requested by FCPS administrators to provide security, protection, or for the handling of contraband.
- C. **At no time shall** any officer request that an administrative search be conducted for law enforcement purposes or have an FCPS administrator act as an agent of the Police Department.
- D. All searches conducted by an officer shall be based upon probable cause and when required, a search warrant will be obtained.
- E. All searches shall be reasonable in scope. Searches should occur outside the presence of uninvolved students and school staff, with the exception of school administrators, unless there is a clear and immediate threat to physical safety.
- F. If FCPS bus/building video is required by an officer, the officer should coordinate with the SLC as search warrants may be required.

VIII. REQUIRED NOTIFICATIONS TO SRO SUPERVISORS

- A. All Departmental employees shall coordinate with their chain of command to ensure the SLC is notified of the following events:
 - 1. Any traumatic incident as defined in this General Order.
 - 2. Reports of threats involving FCPS facilities, students, or personnel per SOP 18-058.
 - 3. Any Use of Force (as defined in General Order 540) by any officer on any FCPS student or staff during school hours or at school events (i.e., football games).
 - 4. Death, serious or life-threatening injury of any known or believed FCPS student(s) regardless of circumstances, time, or place.

5. The investigation of a death or serious injury under suspicious circumstances in which the victim is believed to be an FCPS employee.
6. Per [Va. Code Ann. § 19.2-83.1](#), the felony arrest of any adult student of a Virginia public school, regardless of the jurisdiction the student attends.
7. Per [Va. Code Ann. § 19.2-83.1](#) the arrest of any public-school employee, from any jurisdiction within the Commonwealth, for a felony or Class 1 misdemeanor.
8. Fires or other structural damage to FCPS buildings and facilities (i.e., storm damage, vehicle into building, something that could keep the building from being used or limit its use).
9. Traffic crashes involving FCPS buses or other vehicles with serious injuries.
10. Any allegation of felonious or sexual assault occurring at FCPS facilities.
11. Reported abductions (or attempted), from an FCPS facility, event or bus stop regardless of time or day.
12. Reported disturbances and/or significant road closures at or near an FCPS facility from 0500 to 1700 Monday through Friday (PLC responsibility).
13. Any police or fire event that requires a FCPS facility to enter either a “lock down” or “secure the building” condition when schools are open.
14. Any newsworthy event that may have a media inquiry/interest regarding FCPS for any reason (i.e., unique case, personnel, students).

IX. CONSIDERATIONS FOR CRITICAL INCIDENTS

The Department recognizes that emergency situations can be very dynamic and that it is critical to share information in a timely manner with the appropriate FCPS personnel in order to have a positive outcome.

FCPS may activate any of the below procedures in an effort to protect students and staff from threats or violence. This is done solely at the FCPS direction. School officials will advise the Department of Public Safety and Communications Center and public safety workers on-scene if lockdowns or shelter-in-place procedures are enacted. Officers are to coordinate with school administrators to determine when it is safe to resume normal procedures. Below is a list of procedures and definitions used by FCPS to respond to a variety of critical incidents.

- A. Lockdown: Enhanced security measures taken to protect against potentially violent intruders to include:
- All students staying in place with a teacher/staff member.
 - Students and teachers remain in locked classrooms, unobservable from outside (lights-off, window blinds closed, door windows obscured with paper) and outside potential lines of fire.
 - Students and staff members disregard fire alarms.
 - No one enters or exits the school, except public safety personnel.
 - Persons in trailers remain in locked trailers.
- B. Secure the Building: to be used if the danger is outside the building (example, a robbery near the school). Outside activities are cancelled; all exterior doors are secured and locked while staff and students are free to move about inside their building.
- No students allowed outside of buildings and trailers (no P.E., recess, etc.).
 - School officials and students are free to move about inside buildings/trailers.
 - School official posted at building main entrance to control visitor access, issue passes, direct to reunification area, if applicable.
 - Persons in trailers remain in locked trailers.
- C. Shelter-in-Place: used to temporarily separate people from a hazardous outdoor atmosphere, such as in a hazmat incident.
- The building is secured (as described above) and measures are taken to shut down the intake of outside air.
 - No one is allowed to enter the school until public safety officials give the “all clear”.
 - Exposed or contaminated people will be kept separate from rest of school population and directed to wash with soap & water.
- D. Stay Put, Stay Tuned: is implemented at the request of public safety officials to limit the impact on the transportation infrastructure. This response may be appropriate during large-scale events that require limitations on movement and transportation.
- Normal end-of-day release will not occur until authorized by public safety officials.
 - Parents are allowed to “check out” their student from school.
 - Keep in Touch message shall be initiated by FCPS.

If an officer learns of the implementation of any of the above-mentioned procedures (or of any partial or total evacuation of an FCPS facility) that officer shall provide whatever assistance is required. Notification shall be made to the district station commander and an SRO Supervisor as soon as practical.

- a. Officers shall also refer to [SOP 13-047](#), Police Response to Bomb Threats and Bomb Incidents if necessary.
- b. Officers shall also refer to [SOP 16-055](#), Police Response to Active Threats if necessary.
- c. Officers shall also refer to [SOP 18-058](#), Potential Active Violence Incidents Notification Procedures and Investigative Considerations if necessary.

X. GRAND MASTER KEY PROGRAM GENERAL PROCEDURES

To best meet operational response and training needs, FCPS issues Grand Master Keys (GMK's) to the Department for official use. Keys are issued to specialty units (SWAT, OCN, EOD) as well as district stations for use by patrol officers. The GMK's open every door, interior and exterior, in the FCPS system. GMK's will assist the Department's response to incidents at FCPS facilities and allow access for official training activities. For security purposes, GMK's shall not be labeled as FCPS keys in any manner.

- A. The Director of the FCPS OSS will coordinate with the SLC to determine the operational needs of the Department and issue GMK's accordingly. The SLC will then distribute the GMK's to the necessary commanders.
 - GMK's issued to district stations shall be maintained by squad supervisors and issued to officers for use during their shift.
 - GMK's issued to specialty divisions and units shall be issued by first line supervisors to individual officers based on operational needs.
 - A documented audit regarding who is in possession of GMK's shall be provided by supervisors and commanders when requested and the SLC will report this data back to the FCPS OSS annually.
- B. Outside of official operational response activities, GMK's shall not be used to enter FCPS facilities after hours without coordination with the SLC or the FCPS OSS.
- C. Officers who are issued a GMK and leave their assignment that necessitated the issuance of a GMK shall turn in the GMK to the issuing supervisor, division, or station. Officers shall also immediately report any GMK that is missing to their supervisor as soon as practical.

XI. SCHOOL CROSSING GUARD PROGRAM

The safety of school aged children walking to and from school is of the utmost importance to the community and to the Fairfax County Police Department. School Crossing Guards (SCGs) play an integral role in ensuring these children are protected while crossing busy roadways and that they arrive to school safely. In collaboration with FCPS, the Department will provide SCGs to promote the safe and efficient delivery of children to and from public schools.

XII. AUTHORITY

A. The Code of Virginia establishes the lawful authority for uniformed SCGs to direct and control traffic at designated school crossings, per:

- [Va. Code Ann. § 46.2-834](#), Signals by Law Enforcement Officers and School Crossing Guards
- [Va. Code Ann. § 46.2-1309](#), Officers may Direct Traffic; Signals

Such law enforcement officers and uniformed SCGs may also use supplemental traffic direction devices, including but not limited to hand-held stop or go signs, in directing traffic as provided in this section. Adult crossing guards should use a STOP paddle. The STOP paddle should be the primary hand-signaling device.

B. The [MUTCD](#) defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public travel.

XIII. PROCEDURES

A. General Responsibilities

The primary responsibility of the SCG is the safe passage of children at designated school crossings. The duties may also include:

1. Control traffic at crossings to allow children to cross the roadway safely.
2. Direct and control traffic as needed at crossings to aid vehicular congestion, to include kiss-and-ride:
 - a. Pivot Maneuver (PM) (See section B below)
 - b. Traffic Direction and Control (TDC) (See section C below)
3. Deploys school sentinel signs (where required) in the roadway at designated points near crossings and removes them before departing.

4. Maintains discipline of children to ensure conformance with traffic and crossing regulations.
5. Reports children who fail to follow instructions and/or are not cooperative.
6. Instructs children in the safe and correct way to cross streets, and in ways to identify a potential traffic hazard.
7. Reports accidents, traffic violations, and hazardous conditions to a first line supervisor.

B. Pivot Maneuver

The Pivot Maneuver (PM) is a limited form of traffic direction and control. When a SCG stops traffic to allow children to cross the roadway, a large queue of traffic may result. As such, the PM was designed to allow the SCG to relieve the worst backup without engaging in constant traffic direction and control.

1. The PM is accomplished as the SCG prepares to exit the roadway after crossing a group of children.
2. The SCG provides instruction to one lane/direction of traffic in order to provide relief in terms of congestion.
3. The PM does not involve continuous TDC by the SCG. The pivot is designed to provide limited traffic control, while not diverting the attention of the SCG from their primary responsibility – the walking children.
4. At the conclusion of the PM, the SCG exits the roadway and remains at the curb or edge of the street to gather and control the next group of walking students.
5. The application of the PM is in accordance with the authority granted under the Code of Virginia.

C. Traffic Direction and Control

For some crossing locations, traffic conditions dictate that a School Crossing Guard must be able to completely direct and control traffic to ensure the safe crossing of school aged children. These locations will be evaluated by the Traffic Safety Section to determine the necessity to upgrade them to an SCG-II position. Once determined that a location requires this level of crossing guard, the SCG will be trained in Traffic Direction and Control (TDC).

1. TDC is used in any situation in which traffic conditions require traffic management by any SCG or police officer beyond crossing children or utilizing the PM.
2. In this case, SCGs-II and officers may stay in the roadway or intersection and continuously manage vehicular traffic as part of crossing duties.
3. The use of TDC is authorized by any police officer or SCG-II.

XIV. TRAINING

SCGs and SCGs-II will be trained at the time of hire based on respective job descriptions and DCJS mandates.

- A. The FCCJA will train SCGs in the School Crossing Guard Program and the associated PM.
- B. The FCCJA will train SCGs-II in the School Crossing Guard Program and the associated PM and TDC.
- C. Traffic Division personnel will provide an annual refresher seminar for SCGs and SCGs-II specific to duties and responsibilities, to include PM and TDC.
- D. The Patrol Bureau, or applicable station command, will be responsible for administrating a two-day site orientation for newly hired SCGs once they have been trained by the FCCJA.

XV. SUPERVISION

SCGs are assigned to district stations based on the location of designated school crossings. As such, SCGs are under the purview of their respective station commanders and report to first line (day work) supervisors for matters related to routine operations.

SCGs shall coordinate leave requests with respective station commanders, through first line supervisors, to ensure proper coverage of crossing assignments in a timely manner. For unexpected circumstances that require leave, the SCG shall notify the on-duty day work supervisor without delay to ensure coverage of assignments.

In accordance with [General Order 320.1, Inspections](#), the Traffic Division, through station first line supervisors, shall coordinate an inspection (twice annually) of SCGs to ensure compliance with this policy. The inspection of SCGs shall confirm the utilization of issued equipment in the proper application of the PM and TDC during school crossings.

XVI. UNIFORM AND EQUIPMENT

The required basic uniform for a SCG is outlined in Department [SOP 04-002](#), Police Uniforms, Personal Equipment and Civilian Clothing.

XVII. USE OF PERSONAL VEHICLE

All SCGs shall utilize personally owned vehicles as transportation to and from crossing locations. SCGs shall receive mileage reimbursements in accordance with County payroll policy.

XVIII. SCHOOL CROSSING LOCATIONS

Requests for a location analysis come from multiple sources, such as:

- FCPS Office of School Transportation
- Community members
- Police Department Employees

All requests for school crossing guards shall be forwarded to the Traffic Safety Section Supervisor in the [Traffic Division](#). The Traffic Safety Section will be responsible for conducting an evaluation of the location using the following criteria:

- A. A minimum of 13 or more students, either elementary or middle school age, cross the roadway at the location during any one-hour period, and vehicular traffic on the roadway has a rate of flow of 25 vehicles per five-minute period (300 per hour) for elementary age students and 30 vehicles per five-minute period (360 per hour) for middle and high school age students. For the purposes of evaluation, only students and vehicles that are in potential conflict with each other will be counted. If a potential crossing location has a mixture of elementary, middle, and high school aged students present, the vehicular criteria for the lowest age range of students present will be used to determine the necessity for a crossing guard.
- B. Where no alternate route or method of transportation is available.
- C. Where there is no controlled intersection within 500 feet of the location where the SCG assignment is desired. A controlled intersection shall mean an intersection controlled by any of the following:
 1. Traffic signals,
 2. Stop sign(s) protecting crosswalks,
 3. Crossing already established with a guard/officer present.
- D. The time it takes children to cross the roadway and sight distances for both

drivers and crossing children shall be considered. This is especially true for crossings at uncontrolled intersections or mid-block. For locations where sight distance is a concern, [Va. Code Ann. § 46.2-880](#), should be consulted to determine the appropriate stopping distances and times for the roadway in question. If it is determined that a location is too dangerous for a School Crossing Guard to be assigned due to limited sight lines, the Virginia Department of Transportation (VDOT) should be contacted to evaluate for roadway improvements.

- E. Where safe gaps between vehicles are less than four gaps of 30 seconds duration or three gaps of 40 seconds duration within a five-minute period for elementary students. Gaps for middle and high school age students may be somewhat reduced.
- F. Occasionally, FCPS OSS personnel may change the walking boundaries of a school, adding bus service to a neighborhood that was previously within the original walking boundary. In cases such as these, SCG assignments may be changed or eliminated.
- G. All crossings involving high school age students will continue to be evaluated upon request. However, the maturity level of those students will play a role in the determination of any such approval.
- H. Other criteria not specifically mentioned above may also be considered during an evaluation. Projected traffic increases at a particular location, removal of school bus service from a neighborhood, and other safety concerns will be considered on a case-by-case basis.

Once evaluated, the Traffic Safety Section will issue a recommendation whether the location qualifies for a School Crossing Guard to their Commander. The Traffic Division Commander will disseminate these findings to the location's district station command for action.

XIX. AUDIT AND REVIEW

The Traffic Safety Section will periodically review all school crossing sites to ensure adherence to this policy. If necessary, the Traffic Safety Section may collaborate with FCPS OSS to conduct this review.

XX. AUTHORITY TO WORK OVERTIME

Non-sworn employees are authorized to fill vacant school crossing overtime assignments. In order to be eligible to fill a school crossing overtime assignment, non-sworn employees must meet the following criteria:

- Employees must be over the age of 18.

- While engaged in traffic control, employees shall utilize the appropriate safety equipment as issued by the Quartermaster Section (reflective vest, whistle, handheld stop sign, etc.).
- Employees shall complete and pass training in traffic control at the Fairfax County Criminal Justice Academy (CJA).

Once the above criteria have been met, non-sworn employees may sign up for overtime assignments at the district station, following the procedures set forth in General Order 340, Non-Regular Employment.

XXI. LEGAL REFERENCE

- A. [Va. Code Ann. § 18.2-308](#), Carrying concealed weapons; exceptions; penalty
- B. [Va. Code Ann. § 19.2-11.2](#), Crime victim's right to nondisclosure of certain information; exceptions; testimonial privilege
- C. [Va. Code Ann. § 19.2-83.1](#), Report of arrest of school employees and adult students for certain offenses
- D. [Va. Code Ann. § 22.1-279.3:1](#), Reports of certain acts to school authorities
- E. [Va. Code Ann. § 46.2-834](#), Signals by law enforcement officers, crossing guards, and flaggers
- F. [Va. Code Ann. § 46.2-880](#), Tables of speed and stopping distances
- G. [Va. Code Ann. § 46.2-1309](#), Officers may direct traffic, signals
- H. [Va. Code Ann. § 63.2-1518](#), Authority to talk to child or sibling
- I. US Department of Transportation, Federal Highway Administration (FHWA) [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)

This General Order becomes effective July 12, 2021 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive