

Palencia Elementary Safety Leader



2012-2013

Patrol Schedules

POSTING OF DUTY SCHEDULES

A duty schedule is posted inside the patrol office for the next rotating schedule. A patrol duty is usually for 9 weeks. Sometimes a schedule may be for a slightly longer period of time due to special circumstances.

You will report to your new post on Monday mornings.

Patrols are responsible for obtaining a copy of the duty schedule from the Squad Captain.

TRADING POSTS

Trading posts is not encouraged and such trades will be given only for exceptional reasons.

REPORTING TIMES

Car Patrols

- Report to the front office at 7:55 am and leave your classroom at 2:45.

Bus Patrols

- Report to your bus stop 5-10 minutes early. Once you arrive at school be sure to check in with your Captain or Lieutenant from your squad. For afternoon duty, leave when announcements have commenced.

** If you are assigned a kindergarten class in the afternoon you will leave BEFORE announcements begin.

WHEN YOU ARE ON DUTY - YOU ARE ON BUSINESS

Once you leave your classroom or arrive at school for patrol duty, **you are on patrol and the business of your duty comes first!** This means you cease your social activities such as chatting with friends or any other activities that may distract you from your patrol responsibilities. If a friend stops you while you are on duty, ask them to wait until you are off duty. Remember you are representing Palencia so be positive and polite, always setting a good example for others.

ABSENCE FROM DUTY

- Illness: Whenever you know you will be absent from duty, please let the patrol Captain know so that he can find a replacement for you,
- Emergencies: If you become ill at school or if for some other valid reason you are unable to perform your duty, notify Mrs. Baker.

Guidelines

EXPECTATIONS OF PATROL MEMBERS

As role models for behavior, conduct, sportsmanship, and school leaders, **higher standards are expected of school patrols**. If these expectations are higher than you wish to follow, then you should decline patrol membership. The day you decide that the responsibilities and standards exceed your ability OR desire then you should remove yourself from patrol. **Remember, being a patrol is voluntary and a privilege**. If you resign or are released of your patrol duties before the end of the year, then you will not be attending the annual patrol event.

IF YOU DON'T FOLLOW THE RULES

Infraction of school patrol rules usually will result in one of the following actions:

1. **Probation: a loss of badge while on duty. (See below.)**
2. **Suspension: Removal from duty for two weeks.**
3. **Dismissal**

PROBATIONAL STATUS

All patrols serve on duty as long as their performance and general conduct reflect the high standards expected of a patrol. If performance or conduct during the school day or during patrol duty fall below acceptable standards, the patrol will be warned and placed on probation. During the probationary period, students will continue with their duties, but will not wear their badge. Any further misbehavior during the probationary period will result in dismissal from patrols.

SUSPENSION

For more serious misbehaviors, students may be suspended from patrols temporarily or dismissed. In the case of a suspension, the student will forfeit their badge and belt and will not have patrol responsibilities for a period of time (normally two weeks.) Any further inappropriate behavior will result in dismissal from patrols.

Equipment

Belt: To be worn on duty at all times. This provides a measure of safety being highly visible. It may be worn over a jacket or without a jacket. Your belt should be tight around your waist and not falling off your shoulder. Your belt is YOUR responsibility! When you are not wearing your belt it is expected that you fold your belt properly and store in a safe place. Your school desk is NOT a safe place to store your belt.

Forgetting your belt is NOT an excuse for not having it. If you forget your belt your will need to notify your Squad Captain and help find a substitute for your post. You will be given a warning and follow the "three strikes, you're out" rule.

If you lose your belt a replacement cost of \$5.00 will be due. "Three strikes, you're out" will be followed however, two strikes will be given for this infraction. A substitute will also need to be arranged if you are unable to purchase one before you are expected to be on duty.

Officer Duties

PATROL OFFICERS ARE IN THE CHAIN OF COMMAND

The captains and lieutenants are the commanders of patrol. They will issue directions, conduct inspections, keep records, and manage patrol. Patrols will carry out the directions of their officers. If a patrol feels a direction is unjust or disagrees with an officer, the patrol should carry out the direction if it does not cause jeopardy or safety to a student. Afterward, please bring your concern to Mrs. Baker.

CAPTAINS

There is a captain in charge of each squad. The captain has overall responsibility for a squad and its members.

Duties include:

- Check attendance roster daily to ensure that every post is covered
- Obtain necessary substitutes or delegate this to a lieutenant
- Inspect squad's equipment ensuring they are in good condition and are clean and neat
- Report to Mrs. Baker on the status and efficiency of the squad as well as carry out special projects or duties
- Keep records of squad absences and late members
- Be responsible for the training of new patrol members
- Keep inventory and care of equipment

SERGEANTS

- Responsible for a duty area.
- Assists captain in maintaining operations of the squad.
- Models proper procedures and trains new patrol members.

Reporting Procedures

PATROL VIOLATION REPORT

- Fill out the form and give it to your Squad Captain.
- Give facts, not opinions. Report what you see and hear, not what someone tells you they saw or heard. You may include as a part of your report, what witnesses said and saw, **if you** saw and heard the same things.
- Check the areas on the report that describes the problem.

WHEN AND HOW TO REPORT SOMEONE

- Your primary objective is to help students to be safe. It is not to accumulate a record of "reporting people". If possible, warn the person that what they are doing is unsafe and in violation of school rules. Never physically touch anyone. Then, if they continue, you are obligated to report them.
- Use good judgment, common sense, and courtesy. If in doubt, please go ahead and complete a report. Mrs. Baker will decide if further action needs to take place.
- Do not allow good friends or bitter relationships affect who or what you report. Treat everyone with the same fairness without your personal feelings entering your judgment.
- In all cases, report immediately anyone who verbally or physically abuses you while you are on patrol duty. Never allow anyone to intimidate or threaten you because you carried out your duties as a patrol. Report such incidents immediately to Mrs. Baker or a teacher.