

To: Somerville School Committee

From: Liz Doncaster, Director of Student Services

CC: Superintendent, Mary Skipper

Acting Superintendent, Jeff Curley

Interim chief of Staff and Strategy, Susana Hernandez Morgan

Date: 9/19/2022

RE: Crossing Guard Staffing and Location Information

1. Staffing Levels

Good evening. I am writing in regards to the current State of the crossing guard program within the City of Somerville. As of this time we are at critical staffing levels. We are currently working with a total of thirty-five (35) crossing guards, which is down considerably from our previous staffing level of 56 active crossing guards. Out of the thirty-five (35) currently active crossing guards, one (1) has recently undergone surgery and will be out for the next several weeks, thus bringing the program down to thirty-four (34) active crossing guards. Out of the thirty-four (34) Active crossing guards there are currently five (5) that need to work an adjusted schedule and only work one half of the day. The crossing guards that require an adjusted work schedule are usually doubled up in one location in order to cover both morning arrival, and afternoon dismissal. That is of course providing one crossing guard can only work mornings and the other crossing guard can only work the afternoon shift or vice versa. If the crossing guard in question can only work one shift and there is not another guard available to cover the other required shift that Crossing guard will be placed in a secondary location and will be utilized to cover a primary post if a full time crossing guard is out for any reason.

2. Post Assignment

The crossing guard posts are broken down into two (2) main categories. There are primary posts which are located directly adjacent to the school grounds and extends outwards away from the school to cover the areas that have enough foot traffic to be classified as a primary post. The other category is considered a secondary post. Secondary posts are used in areas that are on the outskirts of the primary posts and do not tend to have a heavy enough flow of foot traffic for it to be classified as a primary post. Also theses secondary posts provide a critical function aside from the benefits of having a grossing guard assigned to the location. These

secondary posts also provide us with a location, or “home base” for extra crossing guards in any particular area. This affords us the ability to utilize any one of the crossing guards staffing a secondary post in a given area to back fill a vacant, primary post if it goes unfilled.

When a crossing guard is pulled from their designated secondary post to cover a primary post the secondary post will go unfilled. The secondary post will remain until the crossing guard assigned to the vacant primary post returns. Once the primary post is no longer in need of coverage the covering crossing guard will then be redeployed back to their assigned secondary post once again. These secondary posts also become a critical and integral part of the crossing guard program, especially in the colder months when there tends to be more crossing guards calling out due to illness or any other matter that may arise preventing them from reporting for duty.

Lastly these secondary posts are utilized more frequently when the crossing guard program is operating at or above optimal staffing levels, and are not to be considered permanent. When staffing falls below acceptable levels the secondary posts will become unmanned and the crossing guards will be used to staff the primary posts.

3. Complaints

If any problems are observed at any of the crossing guard posts throughout the city I am able to be reached at the police department @ 617-625-1600 extension 7248. If I am not at my desk when the call comes in a voice mail message can be left. Once I return to the station I will return any calls that I have missed and address any concerns at that time. If there are any questions please feel free to reach out to me.

In closing I have attached a list that shows all of the crossing guard locations throughout the city. As I said previously right now the crossing guard program is at critical staffing levels. We have just enough active crossing guards to cover the bare minimum number of posts.

Officer Joseph S. Teves # 297
Public Safety Officer
Somerville Police Dept.
Desk # 617-625-1600 Ext, 7248
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