# SAMPLE POLICE DEPARTMENT

**School Resource Officer**

NOTE: The following guidelines address both safety and policy and are for internal use only. This document does not nor is intended to enlarge an employee’s civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of these guidelines if proven, can only form the basis of a complaint by this department and then only in a non-judicial administrative setting.

###### PURPOSE

To establish guidelines for the establishment of a School Resource Officer (SRO) Program within the SAMPLE Police Department in partnership with the SAMPLE City School System.

###### POLICY

1. The SAMPLE Police Department and the SAMPLE City School System recognize the benefits of a School Resource Officer Program to the students and staff of the public-school system of the City of SAMPLE.
2. The SAMPLE Police Department and the SAMPLE City School System believe it is in the best interests of the citizens, students, and the City of SAMPLE to establish this program and to provide law enforcement and related services within the school system.
3. Prior to the implementation a Memorandum of Understanding (MOU) will be signed between the SAMPLE Police Department and the SAMPLE City School System.

###### PROCEDURE

1. Responsibilities of the School Resource Officer (SRO)
2. Instructional
3. The very foundation of the SRO program is instructing students, which builds rapport and credibility with the students and is necessary for a successful program.
4. The SRO may act as an instructor for specialized, short-term programs, when invited to do so by the principal or member of the facility.
5. Prior to instructing any classes the course outline must be approved by the Chief of Police or their designee.
6. The SRO shall not be asked to teach on a full-time basis nor asked to act as a substitute teacher.
7. The instruction may include, but is not limited to:
8. Police and their role in society.
9. Laws.
10. Juvenile and adult criminal justice systems.
11. Career opportunities in law enforcement.
12. Drug education.
13. Any other law-related class that may be needed.
14. Additional Requirements:
15. The SRO shall coordinate all activities with the principal and staff members concerned and will seek permission, advice, and guidance prior to enacting any program within the school.
    1. In addition, all new programs must be approved by the Chief of Police or their designee.
16. The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the CODE of Alabama, the role of police, and community policing.
17. The SRO shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with the students.
18. When requested and with department approval, the SRO shall attend parent/faculty meetings to solicit support and understanding of the program, as well as to assist parents and faculty members in law-enforcement related problems involving students.
19. During normal work hours, the SRO shall be available for conferences with students, parents, and faculty/staff members to assist them with problems of law enforcement or crime related nature.
20. The SRO shall be familiar with community service agencies which aid children, youth, and their families such as mental health clinics, drug treatment centers, etc. The SRO shall assist school staff with referrals to such agencies, when necessary, thereby acting as a resource person to the students, faculty, and staff of the school. The SRO shall notify the principal of the referrals as soon as practicable.
21. The SRO shall assist the principal in developing emergency plans and strategies to prevent and/or minimize dangerous situations such as hostage situations, armed person(s) on campus, student disturbances, and natural/man-made disasters.
22. Should it become necessary to conduct formal interrogations with the students, the SRO shall adhere to the SAMPLE Police Department written directives and legal requirements about such interrogations.
23. The SRO shall take law enforcement action as required. As soon as practical, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent the SRO may do so under the authority of the law.
24. The SRO shall give assistance to other law enforcement officers in matters regarding the SRO’s school assignment.
25. The SRO shall, whenever possible, participate in/or attend school functions, and coordinate additional security when required.
26. The SRO may assist with investigations relating to runaways, thefts, child abuse or neglect or any crime. The SRO may also be tasked with conducting investigations at other schools or assisting other SROs police officers in law enforcement activities at different schools or other locations when directed to do so by the Chief of Police.
27. The SRO shall maintain detailed and accurate records of the operation of the School Resource Officer Program and shall submit other reports of an instructional nature as required by the department.
28. The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, if the principal believes that an incident is a violation of the law, the principal may contact the SRO to determine whether law enforcement action is appropriate.
29. The SRO should not be used for regularly assigned lunchroom duties, bus duty, hall monitor or other monitoring duties. The SRO should also not be used as crossing guards or for continuing vehicle traffic control. However, if there is a temporary problem, the SRO may assist the school until the problem is solved.
30. Selection of School Resource Officer
31. The Chief of Police or his designee shall identify officers who are qualified and have expressed a desire to be a SRO.
32. SRO applicants must be an APOSTC Certified Law Enforcement Officer, meet all police department requirements for commissioned and certified officers, and volunteer for the assignment of School Resource Officer.
33. A SRO Interview Board, as selected by the Chief of Police and the School System Superintendent, will conduct interviews of all applicants.
34. Among other criteria for consideration by the SRO interview board are job knowledge, experience, training, education, appearance, attitude, communication skills, and bearing.
35. The names of any applicants receiving a favorable recommendation from the SRO interview board, shall be forwarded to the Chief of Police, who shall appoint the SRO from the list of those recommended.
36. All officers selected for SRO positions shall successfully complete initial and ongoing certification and training specific to their assignment, and meet all requirements as outlined in the CODE of Alabama §16-1-44.1, along with any additional requirements established by the State Department of Education or the local school district.
37. SROs will be members of The Alabama Association of School Resource Officers (TAASRO) and attend annual conferences/training to remain current on SRO issues. SROs shall attend other training as deemed necessary by the Chief of Police.

APPROVED: CHIEF OF POLICE DATE

I HAVE READ AND UNDERSTAND THIS ORDER

SIGNATURE OF OFFICER DATE

***DISCLAIMER***

***NOTE****: These documents are being provided to you from the AMIC/MWCF Loss Control Division and are not intended to be legal advice. They do not identify all the issues surrounding a particular topic. Laws and “Best Practices” change and policies must be continually reviewed and updated as needed. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.*