JOB DESCRIPTION, RESPONSIBILITIES AND DUTIES

SELECTION OF SCHOOL RESOURCE OFFICER (SRO):

The [City] Police Department is responsible for the selection of SROs. The positions are voluntary and subject to the Department’s transfer and job assignment policies. Traits to be considered in that selection include the candidate’s willingness and ability to work with youth, the candidate’s level of maturity, patience, industry, courtesy, tact, flexibility, approachability, and the candidate’s verbal and written communication skills. A successful SRO must be a good role model for the youth of our community.

UNIFORM:

The SRO will wear the regular police patrol uniform and drive a fully equipped patrol vehicle. More casual attire may be worn, with permission from the SRO’s supervisor, when the SRO is participating in school activities and school athletics that make wearing a uniform impractical.

JOB ACCOUNTABILITY:

The SRO will be primarily accountable to the Department and report directly to a dayshift patrol sergeant. He/she is expected to maintain an accurate accounting of cases worked, training received, number and type of presentations made and to whom, overtime worked, specials details, and all other information worthy of reporting. This reported information will be due on a quarterly basis and is to be forwarded to the Field Operations Deputy Chief via the SRO’s chain of command.

ON-DUTY STATUS:

The SRO will normally work 7:30 AM to 3:30 PM, Monday through Friday, with Saturday and Sunday off. He/she may adjust the work schedule, with the approval of their immediate supervisor, in order to accommodate school activities and requests. The supervisor may approve overtime in advance when schedule adjustments are not practical.

The SRO shall report to his/her supervisor or on-duty watch commander, between 7:30 AM and 8:30 AM, unless other arrangements are made in advance with the supervisor. The SRO is expected to leave information for school officials and his/her supervisor regarding his/her whereabouts when off campus.

When school is not in session (i.e. holidays, summer vacation, midyear breaks, etc.), the SRO will report to his/her supervisor for further assignment.

The SRO shall remain an employee of the City, and shall not be considered an employee of the District. The District and the City acknowledge that the SRO shall remain responsive to the chain of command of the Department.
SRO DUTIES AND RESPONSIBILITIES — GENERAL:

*Districts should reflect on their unique situation to determine which of the following objectives best meet their needs. Some or all may apply.

The SRO will:

- Foster educational programs/activities to increase each student’s knowledge of and respect for the law and the function of law enforcement;

- Attend extracurricular activities held at the District’s schools within the City, when feasible, and promote a positive relationship between students and law enforcement officials;

- Understand school policies regarding how to distinguish disciplinary infractions to be handled by school officials versus criminal activity that warrants SRO involvement;

- Review enforcement and investigative techniques at local schools and work with District personnel to provide in-service training to staff with regard to crisis management and school security;

- Work with the District’s personnel to advise concerning vehicular and traffic safety on and around the school campuses;

- Act swiftly and cooperatively when responding to disruptions and criminal offenses at school or on school grounds, such as: disorderly conduct by trespassers; the possession and/or use of weapons on campus; the possession, sale, distribution or use of alcohol or controlled substances; rioting or dangerous demonstrations; serious acts of vandalism; etc.;

- Make reports of criminal offenses as per Department regulations as warranted, and investigate such acts that may occur at schools;

- Provide assistance to other officers of the Department or other law enforcement agencies in their investigations of criminal offenses which are alleged to occur off campus, but may be related to school activities;

- Familiarize themselves with the many issues confronting students, e.g., alcohol and drug use, gang involvement, weapons, bullying, and teenage suicide;

- Work collaboratively with the District, SROs from other jurisdictions within the County, and the County Probation and Health Departments to create safe and drug free schools and promote healthy youth development;

- Provide direct intervention to children who are victims, witnesses, or perpetrators of violent crime;
- Participate in SRO Program evaluation by providing data and assisting with analysis and recommendations through partnership meetings;

- Provide assistance in the development of a Safe School Plan and crisis preparedness guidelines for schools;

- Define safety and security measures, as needed, within the schools and assist with implementation. The services performed by the SRO are not intended to supplant those provided by existing District security personnel;

- Handle the primary responsibility of responding to calls for service and investigating crimes at all ABCDE campuses within the City;

- Conduct follow-up on reports taken by patrol officers when appropriate;

- Establish genuine rapport between students, faculty and parents while being available to students, parents and faculty before, during and after school;

- Provide a safe, healthy and secure environment on campus and in the immediate proximity of the campus;

- Provide routine marked police car patrol and foot patrol during the most critical times to discourage unlawful and antisocial behavior;

- Provide intelligence to law enforcement and school officials relative to gang or drug activities and enforcement;

- Give educational presentations to student body, faculty, administration, PTSA and other school-based groups relative to laws, the role of law enforcement and other applicable subjects;

- Serve as a resource for ABCDE and the Department by providing safety programs, special drug education classes and juvenile gang awareness and prevention programs in the schools and assisting staff with presentations and instruction in developing age-appropriate curriculum;

- Train school administrators and faculty on gangs, youth subcultures and substance abuse;

- Encourage input from the school and community to inform ongoing policies that promote a safe and inclusive school environment;

- Train Department personnel on the role of the SRO and on school issues important for officers to know;

- Be a liaison for the school, police and probation, and the community to keep all informed of activities of others who may be at risk or inclined to cause problems
or commit crimes;

- Assist police investigators with information that will help solve cases;
- Help school staff in lessening campus tension and provide assistance to campus supervisors as needed;
- Consider diversion opportunities for youth, rather than arrest, when appropriate;
- Communicate and coordinate with the patrol and investigations units as well as with the Probation Department;
- Use discretion in handling confidential material and information;
- Use the resources provided for the prevention, observation, intervention, investigation, and reporting of unlawful acts;
- As needed, attend District activities outside of the regular duty hours. Department shall use its best efforts to have the requested services provided by the SRO outside of the SRO’s regular duty hours in a manner which will not incur overtime for the SRO. District shall pay all costs that City incurs in providing services the SRO’s services on an overtime basis as requested by the District, with the understanding that Department is generally required to pay officers at least one and one-half (1 ½ ) times their regular rate of pay for overtime; The City will provide an invoice to the District for SRO overtime and payment will be due to the City within thirty days;
- Coordinate all activities with the principals and staff members concerned and seek permission, advice and guidance prior to enacting any program within the school. The SRO will submit a monthly activity report to the Support Services Sergeant. The Support Services Commander will submit an activity report to the Police Chief at the end of each school year;
- Grow professionally through study and participation in professional activities, including recommended SRO trainings, including the California POST required/recommended SRO training/certification.

**DUTIES OF THE DISTRICT:**

- To develop procedures to handle campus safety issues;
- To establish and follow written procedures for referring police involvement;
- To train District staff in accordance with the procedures outlined herein as well as existing district policies involving student health and safety; and
To cooperate with and support the SRO and the City Police Department in a proactive manner to ensure that the SRO program meets the expectations of the District, City Police, students, parents and community.

**RELATIONSHIPS:**

It is most important that the SRO become acquainted with school officials and understand school priorities and procedures, as well as state and local laws relevant to school safety and order. The SRO should also attend faculty meetings, assemblies and classrooms as often as possible and work in cooperation with school officials in building positive relationships. The SRO shall conduct himself/herself in a manner that will reflect favorably on the Department. Conduct above reproach is mandatory. He/she is a positive role model, serving as a good example of the professional law enforcement officer. The SRO should show respect for students and parents and display fairness and consistency in handling issues that occur.

**PREVENTATIVE STRATEGIES:**

SROs provide classes on drug use, underage drinking, drinking and driving, peer pressure, bullying, cyber bullying, gang awareness, sexual assault awareness, and student privacy, search and seizure and other laws that apply to students, careers in law enforcement, and various other safety issues.

**GEOGRAPHY:**

The SRO should become thoroughly familiar with the campuses being served and learn of any troublesome locations on and off campus. Complete knowledge of campuses helps develop preventative tactics and techniques that promote a safe school environment.

**POLICE REPORTS:**

Staff members and site administrators shall only request police assistance when (1) necessary to protect the physical safety of students and staff; (2) required by law; or (3) appropriate to address criminal behavior of persons other than students. Police involvement should not be requested in a situation that can be safely and appropriately handled by the District’s internal disciplinary procedures. In the event that staff and or SROs are unclear, the principal or Assistant Superintendent should be contacted immediately to make a determination. Calls for service at schools requiring or resulting in written crime reports will normally be the responsibility of the SRO, if the reported incident is directly school-related and the SRO is readily available. When the SRO is not available, the Patrol Division may handle the call for service. Crime reports needing additional follow up may be assigned to the Investigations division if the SRO is unable to complete it.

**PROCEDURES FOR SCHOOL STAFF TO REQUEST POLICE ASSISTANCE WHEN REQUIREMENTS ARE MET:**
• Call 911, SRO or any police officer in an emergency or crisis situation, and notify the site administrator as soon as possible;
• If there is no immediate danger to students or others, a staff member should always contact a site administrator to make the decision about whether to request police assistance for an incident involving potentially criminal behavior by a student;
• Site administrator shall notify the Assistant Superintendent and enter a written Incident Report the same day to detail police response to an incident involving a student and as required by District policy. Such reports should meet the disaggregated data requirements and, at the same time, protect the identity of students and refrain from revealing individualized information to the general public or relevant school community.

STUDENT DISCIPLINE:

ABCDE administrators have primary responsibility to ensure consistent enforcement of school rules and policies. If the administrator believes an incident is in violation of the law, he/she may contact the SRO to determine whether law enforcement action is appropriate.

Pursuant to XYZ policy, ABCDE administrators shall prioritize alternatives to school removals and police involvement, such as the use of Restorative Practices.

Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses, including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest).

OFFICER ENTRY ON SCHOOL CAMPUSES:

Absent exigent circumstances, City police officers should notify school officials (e.g., the school administrator) of their presence and/or purpose on ABCDE property. A list of school contacts will be provided at the start of each school year.

ARRESTS ON SCHOOL CAMPUSES:

To minimize disruption to the learning environment, City police officers should consider the reasonableness of making an arrest on campus or summoning a student from a classroom. When considering whether it is reasonable to arrest or summon a student on campus, the officer shall consider the following:
• Whether the arrest or summoning is in response to the commission of a school-related offense;
• The seriousness of the offense;
• Whether there is an imminent threat to public safety;
• Federal, state and local requirements;
• Whether the officer is able to accomplish the arrest by other means.

If the arrest is not reasonable given the considerations listed above, the arrest or summons of the student should be made at another time/place.

**TRAINING ON AND DISTRIBUTION OF MOU:**

The ABCDE Superintendent shall ensure that this MOU is distributed to all of its school sites and that appropriate training regarding the provisions of this MOU and staff responsibilities under the MOU is provided.

SROs will be required to participate in at least one training per year provided by ABCDE to include:

• school-related law enforcement best practices
• youth development and choices
• applicable privacy and confidentiality laws for children 18 years and under
• cultural competency in cross-cultural engagement between police officers and youth
• special education laws
• strategies for working and communicating effectively with students in the Special Education program
• ongoing community intervention best practices and referral organizations

**SCHOOL SAFETY OVERVIEW:**

• Accountability Reports Summary
• SRO Training Completion
• SRO Complaints overview and corrective actions