



GUILFORD COUNTY SCHOOLS
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STANDARD OPERATIONING PROCEDURES FOR GUILFORD COUNTY SCHOOL RESOURCE OFFICERS

I. THE SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program started in Guilford County in 1994 in an effort to provide a safe atmosphere conducive for learning in schools. The program also focuses on safety for students, staff, and visitors at our various campuses. This program is a cooperative effort among the Guilford County Sheriff's Department, High Point Police Department, Greensboro Police Department, and Guilford County Schools.

II. PURPOSE OF THE PROGRAM

The School Resource Officer must work with the respective administrations, faculties, staffs, students, and parents to:

1. Establish a liaison with school personnel with a goal to prevent juveniles from becoming delinquents;
2. Help to maintain a safe and secure environment on campus that will be conducive to learning and help prevent criminal activities and disturbances; and

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3. Promote positive attitudes regarding the role of law enforcement in society and to inform students of their rights and responsibilities as citizens in a lawful society.

III. OBJECTIVES OF THE PROGRAM

1. To decrease criminal offenses committed against persons and property in the schools and enhance overall safety;
2. To help students learn more about law and the Criminal Justice System;
3. To familiarize students with law enforcement personnel and their functions;
4. To promote a close working relationship among law enforcement, students, and faculty; and
5. To improve communication and promote mutual respect for all parties involved in the school setting.

IV. DUTIES OF THE SCHOOL RESOURCE OFFICER

1. To prevent juvenile delinquencies through close contact with students and school personnel;
2. To establish a liaison with school principals, faculty, and students;
3. To establish and maintain good rapport with personnel from the School Safety Office and fellow School Resource Officers;
4. To inform students of their rights and responsibilities as lawful citizens;
5. To provide liaison between students and social agencies which provide needed services;
6. To investigate criminal activity occurring on the school campus and/or on school property;
7. To counsel students in special situations as needed or requested by school officials or parents;
8. To assist the administration and faculty in formulating Criminal Justice Programs;
9. To formulate educational crime prevention programs designed to reduce the opportunity for crimes to occur;
10. To participate in parent, teacher, and student meetings;

11. To participate in campus activities, student organizations, and athletic events when feasible;
12. To be aware at all times of the responsibilities to improve the image of uniformed law enforcement officers in the eyes of the students and the community;
13. To assist law enforcement officers from other divisions and agencies with their investigations concerning students attending the school where the School Resource Officer is assigned;
14. To assist the principal in preparing the DPI report and other related reports as needed; (SEE ATTACHED) and
15. Shall abide by all school board policies, consult with and coordinate activities through the school principal.

V. RESPONSIBILITIES

1. The SRO must notify his/her immediate supervisor and the School Safety Office of any event that could be newsworthy and cause media representatives to inquire about what took place;
2. SROs will maintain communications with supervisors, school administration, and school safety personnel through assigned radios, pagers, voice mail, and cellular phones. Voice mail should be checked each working day for any broadcast messages;
3. SROs must notify his/her supervisor, school principal, and the School Safety Office when absent from work or when some good cause will keep them from being off campus for an extended period of time;
4. SROs will submit monthly activity reports, including vehicle mileage to the School Safety Office by the fifth day of each month. SROs will submit each incident report within three working days of the date the incident occurred;
5. All incident and arrest reports will be submitted to each individual law enforcement agency per their departmental policy; and

6. The SRO shall not enforce school regulations. Infractions of school rules should be handled at the school level. SROs should be available for advice, assistance, and consultation. School administrators should handle issues that are the exclusive concern of school officials and do not constitute a violation of the law.

VI. BASIC QUALIFICATIONS OF SCHOOL RESOURCE OFFICERS

To be a School Resource Officer, the candidate should be an officer who deals well with youth and is able to establish trusting relationships with students, parents, school administrators, and faculties. The officer should meet all the following qualifications:

1. Two years of law enforcement experience and possess sufficient knowledge of patrol techniques along with a good understanding of North Carolina General Statutes and local ordinances;
2. Must successfully complete an oral interview conducted by a panel consisting of a law enforcement supervisor, school administrator, School Safety Office representative, and an experienced SRO. Final selection of officers for assignment to the SRO program shall be the responsibility of the agency head in cooperation with the school safety coordinator;
3. Must successfully complete the School Resource Officer training course offered by the North Carolina Justice Academy or an equivalent course of instruction authorized by the department;
4. Must be proficient in conducting criminal investigations on any reported crime that occurs on campus; and
5. Must set a good example for students, possess even temperament, and possess good oral and written communication skills.

VII. CHAIN OF COMMAND

School Resource Officers are employees of their respective agencies and will follow the chain of command as set forth in the department rules and regulation manual.

VIII. TRAINING/BRIEFING

All SROs shall be required to attend monthly meetings with their supervisors or the Office of School Safety. Staff meetings will be conducted to provide exchange of information between the department and the SROs and will usually be held after school hours.

All officers will be required to attend in service training according to their department policy.

SROs may attend training offered by the Guilford County Schools and shall be encouraged to participate in appropriate staff development training provided by the school system.

IX. DRESS REQUIREMENT

Dress for the SRO will be the uniform of the day. Civilian clothes may be worn when a specific need is identified and approved by a supervisor.

X. VEHICLE MAINTENANCE

The SRO shall keep his/her vehicle clean and properly maintained according to department standards. The SRO is responsible for properly maintaining all other assigned equipment.

XI. TRANSPORTATION OF STUDENTS

SROs shall not transport students in their vehicles except when the students are the victim of a crime, under arrest, or otherwise approved by a supervisor.

XII. INTERVIEW AND ARREST PROCEDURES

All arrests shall be made in accordance with each agency's general orders, federal, state, and local statutes or ordinances.

All school interviews that are conducted on school property with students who are suspects, witnesses, or victims of criminal or delinquent acts that occur on or off school property should always be conducted with the knowledge of the school principal or his/her designated representative. SROs concerned with obtaining admissions or confessions by student suspects must operate within the guidelines set forth by the Guilford County Schools and their own department policy pertaining to juvenile rights waiver.

XII. SUPERVISION

A first line supervisor from each of the respective law enforcement agencies will provide supervision of their SROs. Primary accountability will be to the SROs agency chain of command and the School Safety Coordinator. Secondary accountability is to the principal of the school(s) to which the SRO is assigned.

Operational and program activities will be directed and coordinated by the school safety coordinator and the Guilford County Schools. The school safety coordinator shall establish and maintain liaison with SRO supervisors from the participating law enforcement agencies.

The SROs first line supervisor will evaluate his/her work performance with input from the principals and the school safety coordinator.