

GENERAL ORDER 41.4.11

School Resource Officer

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Defines the duties and responsibilities of the Springfield Police Department's School Resource Officers (SRO's).

DISCUSSION

The purpose of the School Resource Officer program is to provide supplemental law enforcement services of the City of Springfield Police Department to Springfield High School and Thurston High School. In addition, SRO's will be available to respond to other schools within the City of Springfield's boundaries as needed and available.

POLICY

I

EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICERS ("SRO")

- 1) Prior to the start of the new school year, an identified representative from the City and District will develop a prioritization of the District's schools for SRO assignment.
- 2) In the event the SRO is absent from work, the SRO or SRO's supervisor will notify the principal or designee of his/her primary school to which he/she is assigned. The City will identify an alternate contact when an SRO is not available.
- 3) In the event of any SRO extended absence, the District and City may collaboratively determine if the temporary placement of another SRO to a school is warranted.
- 4) In the event an SRO is physically absent from his/her school duties for thirty or more days, the City agrees to work with the District to, as soon as practical, provide a replacement officer to fill the role of the absent SRO until such time the SRO returns to his/her assignment or is replaced by another SRO.

- 5) SRO's will remain employees of the City and will not be employees of the District. However, for purposes of information sharing, the SRO will be considered part of the school administration team. SRO's remain responsive to the command of the City.

II

HOURS AND SPECIAL EVENTS

SRO's shall be assigned to one or more schools as needed. A mutually agreed upon Operation Plan outlining SRO assignments will be established between the City and the District. The SROs shall report in to their assigned school principal or designee. During regular school hours, SROs may be off campus performing such tasks as may be required by their assignment (e.g., court, truancy, arrest, traffic enforcement, etc.), however their primary responsibility is to the School District.

An Event is described as a School related activity (i.e. sporting events, graduation) where the School District is asking for the presence officers.

All SROs shall wear their duty uniform and carry their duty weapon while working at their school(s) pursuant to this Agreement, unless the District and the SRO's supervisor agree upon another uniform.

III

DUTIES OF THE SRO ARE AS FOLLOWS

1. Assist the school principal or the principal's designee as well as the District Risk Manager in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus.
2. The duties of the SRO shall follow the details outlined in the job description of a law enforcement officer as provided by the City.
3. Interact with students on an individual basis and in small groups.
4. Make himself/herself available for conferences involving teachers, parents, and faculty.
5. Become familiar with agencies and resources that offer assistance to youth and their families and make referrals as necessary.
6. Contact the school principal or principal's designee about the SRO's actions to make them aware when a student is taken into custody, arrested or detained.
7. Notify the school principal or principal's designee before removing a student from school or as soon as practical thereafter.

8. Take law enforcement action against intruders and trespassers who appear on school property as needed.
9. Conduct investigations of crimes that occur at his/her assigned school and using other resources if needed for follow up investigations.
10. May be present at the request of the school principal, the principal's designee or District Administration when a school principal, the principal's designee or District Administrator conducts a search.
11. May report any violation of school rules or policies to school administration, but the SRO shall not be the responsible for disciplinary consequences of school rules and policies.
12. May make home visits to investigate students with truancy problems or to check the welfare of a student and his/her family.
13. May present programs on various topics to students. Subject may include, but are not limited to, a basic understanding of law, the role of law enforcement in the school or community, drug awareness, and other law enforcement topics.
14. May attend certain school meeting, such as Individualized Education Plan (IEP) meetings, or expulsions, for security purposes only, if requested by the District.
15. Shall communicate and consult the District's Risk Manager on issues related to school safety and issues pertinent to the school or school district operation.

IV

SEARCH, ARREST AND INVESTIGATION PROCEDURES

Search Procedure:

1. When conducting searches on school property, all SRO's shall follow procedures in accordance with the United States Constitution, the Oregon Constitution, statues of the State of Oregon and the City of Springfield Police Departmental Directives.

Arrest Procedures For Crimes Committed Off Campus In Transit To And From School:

1. School officials generally have the legal authority or jurisdiction to discipline student for criminal misconduct or juvenile offenses that occur at school bus stops, on school buses, or on public streets as students commute to and from school.
2. Law enforcement officials are responsible for enforcing the laws on public streets, including at school bus stops. Therefore, the SRO shall assist school and/or school district officials and coordinate with the appropriate local law enforcement agency the investigations of crimes that occur at bus stops, on schools buses, and while student are transporting to and from school.

Investigations Procedures:

1. SROs and other law enforcement officials may interview students at school during school hours for cause.
2. The SRO or investigating officer should contact the school principal or principal's designee to inform him/her of the reason(s) to conduct an investigation within the school, *unless* such information would jeopardize the investigation.
3. The SRO or investigating officer may, at his/her discretion, attempt to notify the student's parent or guardians regarding the on-going investigation.
4. Parental consent is not required for the SRO or investigating officer to interview a student regarding a criminal matter.
5. With the consent of the SRO or investigating officer, a school official may be present during the questioning of a student.
6. When a school staff or faculty member is a suspect in an investigation, the SRO may call in a SRO from another school or an outside investigator from the local law enforcement agency to conduct the investigation. The SRO should inform the District's Human Resources Director to the reason(s) for the investigation, *unless* such information would jeopardize the investigation.

VI

COMMUNICATION

Any District staff or personnel, who become aware of any criminal incident involving students, shall be responsible for sharing that information with their school's SRO and any appropriate law enforcement agency having jurisdiction in accordance with District policies and state law.

The City shall develop its own interdepartmental procedures on how its other law enforcement officers will communicate any criminal event to the SROs and to the District that could have impact on the schools.

Both agencies recognize the importance of open communication lines and commits to fulfilling this obligation.

The District is to communicate with all SROs and the City when there is a school lock down or critical incident occurring.

The SROs and the City is to communicate with the District's Risk Manager when there is an incident that could impact any District property or have the potential to create an unsafe environment for students, staff or patrons of the District.

VIII

SRO PERFORMANCE

In the event the District determines that a particular SRO is not effectively performing his or her duties and responsibilities and/or has conducted himself/herself in a manner that is inconsistent with continued work in the school environment, the District, through its Risk Manager, reserves the right to request that the City remove that particular SRO from all school assignments. Any subsequent discipline, if applicable, shall be at the City's discretion.

IX

EVALUATION

It is mutually agreed that the Springfield School District shall evaluate the SRO program annually using a process agreed upon in writing by both the District and the City.

Richard L. Lewis
Chief of Police