

# Osceola County Sheriff's Office

## Post Order

**Number:** 16.0

**Subject:** School Safety Division Sworn Members

**Effective Date:** 01/24/20

**P.R.C. Review:** 10/24/06

**Rescinds:** 07/29/19

**Amends:**

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

### 1. Purpose

The purpose of this post order is to establish guidelines and procedures for all Sworn School Safety Division personnel.

### 2. Policy

It is the policy of the Osceola County Sheriff's Office to ensure that school aged children attending Osceola County Public Schools have a safe and orderly educational environment. To meet this objective, the Sheriff's Office utilizes Full-time sworn School Resource Officers and Part-time sworn School Safety Officers. These sworn members shall not act as disciplinarians but may become involved in criminal investigations and prevention activities. This Post Order shall apply to both School Resource Officers and School Safety Officers.

### 3. Definitions

A. School Resource Officer (SRO) – a Full-time certified law enforcement officer who is permanently assigned to provide coverage to a school or a set of schools. The SRO performs three roles at school; law enforcement officer, law-related advisor, and law-related education teacher.

B. School Safety Officer (SSO) – A compensated Part-time Law Enforcement Officer who is assigned to the School Safety Division and works a limited schedule based on the required training and coverage of their assigned school. This member has successfully completed the Sheriff's Office Patrol Field Training Program, but has received specific training related to his/her assignment as a SSO. This member exclusively performs the same three roles at his/her school as an SRO during the scheduled school year. SSO's law enforcement focus is his/her assigned school, however he/she shall comply with Policy 380.0, Agency Vehicles, and take necessary enforcement action on their way to or from their assigned duties. Unless exigent circumstances arise while away from his/her assigned school, or otherwise directed by the Sheriff or his designee, the SSO's law enforcement authority is limited to his/her assigned school. In such cases, appropriate enforcement related action shall be taken to handle the emergency until relieved by a supervisor, or a member of the Patrol Division arrives.

### 4. Procedures

A. Position Requirements and Restrictions

1. SRO and SSO requirements are established in Policy 271.0, Juvenile Operations.

2. SRO's and SSO's shall be issued an agency vehicle consistent with Policy 380.0, Agency Vehicles. SSO's shall return their agency vehicle to Fleet Maintenance upon the conclusion of the school year.
3. SSO's shall not be permitted to participate in the following:
  - a. Sheriff's Office Computer Loan Program.
  - b. Educational Assistance Program.
  - c. Promotions as outlined in Policy 377.0, Promotions.
4. SSO's are exempt from the Internal Applicant Procedures and Transfer Process portions of Policy 326.0, Position Vacancies and Application Procedures. SSO's shall apply for any other positions within the Sheriff's Office as an External Applicant as outlined in Policy 326.0, Position Vacancies and Application Procedures.

#### B. Training

1. All SRO's and SSO's shall meet the same training requirements as required of:
  - a. Other sworn members.
  - b. Federal or state law.
  - c. The Criminal Justice Standards and Training Commission.
  - d. The Commission for Florida Law Enforcement Accreditation.
2. All new SRO's and SSO's shall complete the following mandatory training as soon as possible from the date of transfer to the School Safety Division:
  - a. SRO/SSO Field Training Program.
  - b. 40 hour SRO Basic.
  - c. Crisis Intervention Training.
  - d. CPTED (Crime Prevention Through Environmental Design) Basic or School or other advanced school safety related training courses.
3. All SRO's and SSO's shall attend the SRO/SSO Block Training held during the summer vacation prior to the commencement of the school year, along with specialized training no less than four times per year. This training will be held during Teacher Work Days, school holidays or summer break. Topics for the training will include, but are not limited to:
  - a. Response to an Active Shooter.
  - b. Bullying.
  - c. School Threat Assessment.
  - d. Crucial Conversations/Verbal Judo.
  - e. Incident Command.
  - f. Advanced Firearms.
  - g. Legal Update.
  - h. Student Mentoring.
  - i. CRASE Train the Trainer.
  - j. Drug Recognition.
  - k. Civil Citation.
  - l. Teen Court.
  - m. Sexting.
  - n. Child Abuse Recognition.

- o. Cyber Stalking.
- p. Mental Health training; that may include:
  - (1). Youth Mental Health First Aid.
  - (2). Crisis Intervention Team (CIT) training.
  - (3). Autism Awareness Training.

C. Leave Time

1. Leave requests shall be made consistent with Policy 300.0, Leave. The principal or designee shall be notified of any foreseen absence or approved leave.
2. Any leave, regardless of length, taken by a SSO is unpaid.
  - a. SSO's shall not earn Paid Time Off (PTO) as outlined in Policy 300.0, Leave.
  - b. SSO's ability to earn Compensatory Time is outlined in Policy 302.0, Timecards and Overtime Compensation.
3. Annual Leave  
S.R.O. deputies are strongly encouraged to schedule time off during school holidays or summer breaks. Any requests outside these parameters are subject to supervisory discretion based on unit staffing needs.

D. Assignments

1. Tour of Duty
  - a. The duty day for SRO's and SSO's shall be eight (8) hours. Duty hours shall correspond to the school day in assigned schools and shall be adjusted as needed to accommodate after school activities and to comply with Florida State Statute.
  - b. SRO's and SSO's shall minimize time off campus.
    - (1). SRO's and SSO's shall not leave the school grounds without the permission of his/her supervisor.
    - (2). In all cases, the principal or designee shall be notified when an SRO or SSO is leaving the school grounds.
2. School Breaks
  - a. During the summer break, SRO's shall participate in the Sheriff's Adventure Camp. When school is not in session, SRO's shall participate in patrol or other duties assigned by his/her supervisor.
  - b. Other than required training and court related appearances, SSO's shall not work in any Sheriff's Office Section during the scheduled holidays and scheduled summer break of their assigned school.
3. School Assignment  
All SRO's and SSO's shall be assigned to the county's public and charter schools, consistent with Florida State Statute.

E. SRO's and SSO's Shall Fulfill the Following Responsibilities

1. Address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school.
2. Develop or expand crime prevention efforts for students.

3. Educate likely school-age victims in crime prevention and safety.
  4. Develop or expand community justice initiatives for students.
  5. Mentor students in conflict resolution, restorative justice, and crime awareness.
  6. Assist in the identification of physical changes in the environment that may reduce crime in or around the school.
  7. Assist in developing school policy that addresses crime and recommend procedural changes.
  8. Attend and document their involvement in their school's monthly Threat Assessment meeting as required by Florida State Statute 1006.07(7)(a).
  9. Partake in the Safety Planning Assessment to be completed as required by Florida State Statute 1006.07(8). This does not preclude the SRO/SSO from making safety recommendations throughout the school year.
  10. At the start of each school year, the SRO/SSO shall review and update the Osceola County Sheriff's Office Target Assessment Worksheet (SO-07-199) for their assigned school. This form shall be forwarded to their supervisor once completed.
  11. Notify Communications and Patrol supervision when performing lockdown and fire drills.
  12. Perform other duties as required.
- F. Active Shooter or Armed Subject Response Plan
1. If there appears to be a life threatening incident at the school such as an active shooter or armed subject, the SRO/SSO shall immediately notify our Communications Center and school staff of the incident, at which point the school will be placed on lockdown. The SRO/SSO shall immediately move to contact the threat using the force necessary to save lives (i.e. move to contact an active shooter or armed subject).
  2. The SRO/SSO shall provide updated information concerning the suspect's location, description, direction of travel and any other pertinent information to responding units.
  3. Once the threat has been contained, the SRO/SSO shall immediately render first aid to any individuals, if necessary.
- G. Supervisor's Responsibilities
1. School Safety Division supervisors shall direct his/her sworn members, and help personnel develop a positive relationship with the students, faculty and administration within the Osceola County Public School System.

2. Sergeants assigned to the School Resource Officer Program (S.R.O.) will be responsible for monitoring and acknowledging tips received via FortifyFL for their assigned public and charter schools Monday through Friday between the hours of 0600 and 1800. If they are unable to acknowledge the FortifyFL tips for their assigned school, the S.R.O. Lieutenant or School Safety Division Captain will be responsible for ensuring the tip is acknowledged and addressed. See Policy 224.0, FortifyFL School Safety Tip System.
3. School Safety Division supervisors shall:
  - a. Maintain a liaison with the principals and administrators at each school where personnel are assigned.
  - b. Monitors SRO and SSO activities on a daily basis including statistics, payroll, reports, and other documents.
  - c. Resolve problems with parents, school administrators, students, and citizens.
  - d. Performs other administrative duties (e.g., evaluations).
  - e. Performs other job duties as required.

H. Attire

SRO's and SSO's shall wear uniforms daily unless otherwise directed by his/her Division Captain or designee. Uniformed SRO's and SSO's shall wear his/her issued duty belt at all times while on campus.