


CITY OF ST. CLOUD POLICE DEPARTMENT

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	<h2 style="margin: 0;">School Resource Officer</h2>	
Rescinds: All Previous Versions		Policy and Procedure 143.0
Distribution: All Personnel		CFA Accreditation Standards:
Review Responsibility: Professional Standards Sergeant		

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Purpose – The purpose of this policy is to establish guidelines and procedures for School Resource personnel.

Policy – It shall be the policy of the City of St. Cloud Police Department to utilize a School Resource Officer (SRO) in city schools, so school-aged children have a safe and orderly educational environment.

1. Definitions

1.1 **School Resource Officer (SRO)** – A full-time certified law enforcement officer who is assigned to a school or a set of schools. The SRO performs three roles at school; law enforcement, law-related advisor, and law-related education teacher. The School Resource Officer (SRO) is considered a uniformed position working closely with the youth, families, School staff, and multiple partners. As such, the SRO is expected to serve as a positive role model and mentor, and carry himself/herself in a professional demeanor and with decorum at all times. The mission of this partnership is to foster positive youth development, promote mental health, support safe school and community environments, and limit youth involvement in the Juvenile Justice System through coordinated prevention, intervention, and diversion services for students and families.

2. Qualifications and Training

2.1 Qualifications

- A. SRO's will be of the rank of Police Officer with the necessary education, character, and demonstrated ability to work with young people. The requirements for becoming a SRO are:
 - 1. Be a certified Law Enforcement Officer.
 - 2. Passed a background check, drug screening, and psychological evaluation.
 - 3. Attended mental health Crisis Intervention Team (CIT) training.
 - 4. Willing to work flexible hours
 - 5. Have good oral and written communication skills and should be able to work with people of all ages and outside of the law enforcement community.
 - 6. Have a desire to work with children and be comfortable with and friendly toward them.
 - 7. Have a strong commitment to education and willingness to work in the school environment as a classroom instructor/facilitator, counselor, and law enforcement officer.
 - 8. Should have excellent judgment, common sense, and good organizational skills.
 - 9. The school administrator may be involved in the selection of a SRO appointment to their campus.

2.2 Training

- A. All SRO's shall meet the training requirements required by:
 - 1. Federal or state law,
 - 2. The Criminal Justice Standards and Training Commission, and
 - 3. The Commission for Florida Law Enforcement Accreditation
- B. All SRO's assigned to a school require 40 hours of SRO basic training, including material addressing active shooter, mental health, threat assessment, and FASRO.
- C. All SRO's shall attend SRO Block Training held during the summer vacation prior to the commencement of the school year, along with specialized training. This training will be held during Teacher Work Days, school holidays or summer break.

3. Duties and Responsibilities

3.1 Duties of SRO's as set forth in Section 1006.12, Florida Statutes are:

1. To provide for the safety of all students, staff and school property and emergency response and stabilization of critical school incidents.
2. To respond to active shooter and hostage situations.
3. Perform law enforcement functions within the school setting.
4. Provide traffic control during the arrival and departure of students when deemed necessary; and provide traffic control for special school events or functions such as athletic events, dances, meetings, etc.
5. Coordinate Emergency Medical Services, crowd and traffic control in the event of an emergency on campus.
6. Foster a better understanding of the law enforcement function.
7. Develop positive concepts of law enforcement.
8. Provide information about crime prevention.
9. Promote positive relations between students and law enforcement officers.
10. Enhance knowledge of the fundamental concepts and structure of law.
11. Adhere to Florida law and Department policy if conducting investigative interviews with students.
12. Provide assistance and support for crime victims identified within the school setting, including abused children.
13. Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.
14. Promptly notify the Principal or designee of a Marchman or Baker Act, prior to removing a student from campus. The SRO and the Principal will follow the district's procedure for parent notification.

15. Assist the Principal or his/her designee in developing plans and strategies to prevent and/or minimize dangerous situations, which may result from student arrest and emergency situations.
16. Perform duties outside the school as needed or as directed (i.e., court, training, depositions, vacation, etc.).
17. Abide by School Board policies and shall consult with and coordinate activities through the School Principal or his/her designee. The SRO shall be responsible to the St. Cloud Police Department in all matters relating to employment. Activities conducted by the SRO, which are part of the regular instructional program of the school, shall be under the direction of the Principal or his/her designee.
18. Conform to all School Board policies and procedures that do not conflict with applicable law and the established policies and procedures of the St. Cloud Police Department.
19. Not act as a disciplinarian. If the Principal or his/her designee believes an incident is a violation of the law, the Principal or designee may contact the SRO and the SRO shall determine whether law enforcement action is appropriate. SRO's should not be assigned lunchroom duties, security posts, hall monitors, truancy, or other monitoring duties.
20. At the Principal's or his/her designee's request, subject to the officer's professional judgment, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school or related school functions. As soon as practical, the SRO shall make the Principal or his/her designee aware of such action.
21. Attend school-related activities (i.e., faculty, parent meetings, special functions, etc.).
22. Make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems. When in a counseling capacity, the SRO will be subject to all confidentiality issues and confidentiality rules and ethics as accepted and defined in state laws and professional standards as related to law enforcement personnel.
23. Become familiar with community agencies, which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies, when necessary, acting as a resource person to the students, faculty, and staff of the school.

24. Submit reports and statistical data, as necessary and upon reasonable request from School District.

4. Procedures

4.1 Work Schedule

- A. During the school year SRO's will typically work an 8 hour daily schedule for five days per week, Monday through Friday, to staff schools during hours of operations. This schedule may be modified to accommodate the SRO attending a special event, function, training or meeting outside of school hours or working an event on the weekend. All schedule modifications shall be requested and approved by the SRO supervisor prior to being adjusted.
- B. During extended school breaks, such as Spring Break (1 Week), Thanksgiving (1 Week), and Christmas Break (2 Weeks), SRO's may be reassigned to the Department.
- C. On all recognized city holidays (Per the collective bargaining agreement) the SRO's will observe the holiday, unless their assigned school is scheduled to be open.
- D. Sworn personnel who have volunteered to work SRO assignments through Detail Kommander at Charter schools will work an 8-hour shift on the assigned school campus. These SRO details will be available for officers to work daily, five days per week, Monday through Friday.

4.2 Leave

- A. SRO's will avoid taking vacation while school is in session unless prior approval is granted from the SRO supervisor. The principal or designee shall be notified of any foreseen absence or approved leave.
- B. SRO's needing to utilize sick leave (See 6.10 *SICK LEAVE USE* in the [City of St. Cloud Personnel Rules and Regulations](#)) will notify the SRO supervisor prior to the scheduled reporting time.
- C. When an SRO utilizes vacation or sick time while school is in session, the SRO supervisor will be responsible for obtaining coverage of the school.

4.3 Reporting for Duty

- A. When reporting to a school for the first time, the SRO will contact the principal and will familiarize themselves with the layout of the campus. The SRO will solicit the following information from the Principal, or designee:
 - 1. Important issues/goals/tasks that the Principal want the SRO to assist with accomplishing
 - 2. Administrative policies and concerns
 - 3. Introduction to staff and faculty

- B. The SRO should request information about the following procedures:
 - 1. Bus procedures (loading/unloading, etc.)
 - 2. Car arrival/dismissals procedure (loading/unloading, etc.)
 - 3. Lunch procedures
 - 4. Crisis Management/ emergency evacuation plans
 - 5. Extracurricular Activities

- C. SRO's should request the following items and material and become familiar with it:
 - 1. Osceola County School District Emergency Action Guide handbook
 - 2. District school year calendar
 - 3. School calendar of events
 - 4. School yearbook (for student identification)
 - 5. Code of Student Conduct
 - 6. School Zone map with designated bus stops
 - 7. District Threat Assessment Form
 - 8. School Master Key(s) and School Radio

4.4 Uniforms & Weapons

- A. The SRO is a law enforcement officer working in a school environment. The standard Department Class B uniform is the appropriate attire on campus. SRO's who are certified bicycle patrol officers may wear the Department issued polo shirt with trousers or shorts. Uniformed SRO's shall wear their duty belt and body armor at all times while on campus. The Chief or designee must approve any deviations from the policy.

B. Patrol Rifles and Shield

1. Patrol Rifles shall be stored and secured in the department issued gun safe located in the SRO's assigned office. The code to the safe shall be confidential and shared only with authorized law enforcement personnel.
2. SRO's will be assigned a second patrol rifle to be stored and secured in their assigned unit.
3. SRO's assigned to one school will be assigned a Flexible Ballistic Shield.

4.5 Department Vehicles

- A. SRO's assigned marked vehicles shall be parked during school hours in a highly visible location on campus.

4.6 Arrests

- A. To reduce the likelihood of arresting children, SRO's will exercise restraint and compassion when dealing with a young person who has committed a crime, especially a misdemeanor. The officer will let the school handle the issue administratively (i.e. referral, suspension, etc.) via the established Code of Student Conduct guide, whenever possible. Such infractions include, but are not limited to, fights that do not involve weapons and result in only minor injuries, trespassing, disrupting a school function, affray, or any crime defined in F.S.S. 1006.13.(4)(c). When any physical arrest is made, a supervisor shall be consulted prior to transporting the juvenile to JDC. If an arrest situation can be handled via non-criminal sanctions, (juvenile civil citation, etc), that will take precedence over a physical arrest or sworn complaint, whenever possible, considering the totality of the circumstances, including the best interest of the juvenile.
- B. Only in rare circumstances should an arrest be considered for a child 12 years old or younger (threat to school safety, safety of staff members, students, officers, felonies). SRO's shall consult the SRO supervisor for direction in such cases. Prior to making an arrest of a child 12 years or younger, written authorization must be given by the Deputy Chief or designee (Refer to the *Arrest- Juveniles* Policy 426.0).
- C. Alternatives to arrest may be utilized. These include the following:

1. Baker Act
2. Marchman Act
3. Juvenile Civil Citation
4. Affidavit of Prosecution Summary
5. Warning

4.7 Baker Acts

- A. The SRO must be thoroughly familiar with the Baker Act procedures outlined in Florida Statute Chapter 394 containing elements for protective custody. The elements apply to juveniles as well as adults (Refer to the [Mental Health and Substance Abuse](#) Policy 122.0)
 - B. If a juvenile is taken into protective custody under the Baker Act, a parent or guardian shall be notified as soon as possible.
 - C. A juvenile who appears to be mentally competent but refuses medical attention in a non-life threatening situation shall not be taken into protective custody under the Baker Act.
 - D. The Baker Act should not be utilized for juveniles who are merely exhibiting poor behavior in a school setting.
 - E. A juvenile who is under evaluation for involuntary examination under F.S.S 394.463 may be turned over to their parents or guardian if, after thorough explanation and disclosure of the purpose of the examination, the parent or guardian:
 - 1. Does not want the St. Cloud Police Department to take the juvenile to a mental health receiving facility; and
 - 2. Agrees to immediately take the juvenile to a health treatment center for a voluntary examination; and
 - 3. Signs the [Juvenile Baker Act Waiver Form](#) agreeing to accept full responsibility for the juvenile.
 - a. Officers completing a Juvenile Baker Act Waiver Form should include detailed comments in CAD that led to the utilization of the form. The completed form shall include the report number and stored by the Records Unit.
- NOTE:** Officers should consider the individual circumstances of each situation when deciding whether to turn the juvenile over to their parent or guardian versus taking the juvenile for an involuntary examination.
- F. The Juvenile Baker Act Waiver Form should not be utilized on juveniles who have made attempts to inflict physical harm upon themselves.
 - G. Officers shall transport to the nearest receiving facility when taking a juvenile under a Baker Act or Marchman Act.
 - H. Transportation of a juvenile for voluntary admission to a treatment facility should be accomplished by family members in a private vehicle, if possible.
 - I. When taking a juvenile into protective custody under a Baker Act or Marchman Act, Officers are reminded to use the minimum amount of force necessary.

4.8 Student Discipline

- A. The SRO will not take an active role in the student discipline for violations of school policy. It is the responsibility of school officials to discipline students. If the SRO is called to assist a school official who is disciplining a student, the SRO will not participate other than to ensure that no violations of criminal law take place. For example:

1. If the SRO is called to a classroom to assist a teacher with a disruptive student, the SRO will observe as the teacher manages the situation. If the situation escalates to a point where the student's disruptive behavior becomes criminal (assault on a school board employee, disorderly conduct, criminal mischief, etc.) or there is a concern for the safety of the students or staff, the SRO will intervene and take appropriate action to resolve the situation. The SRO's primary role is to keep the students and teachers safe and utilize measured restraint when taking action. Tasers and handcuffs will be used only when absolutely necessary.

4.9 Searches of Students

- A. There may be occasions when a school official requests the SRO to search or witness the search of students for contraband. As described in F.S.S. 901.151 (Florida's stop and frisk law), the SRO may conduct a pat down of the student's outer clothing if the complaint involves the use of a weapon.
- B. The SRO will not generally conduct a search of a student unless that student is under arrest. All pat-downs and searches initiated by the SRO will be conducted by an officer of the same gender as the student, unless exigent circumstances dictate the need to perform the pat-down or search immediately.
- C. Searches initiated by a school official will be conducted without the assistance of the SRO. Court decisions such as New Jersey v. T.L.O. (1985) have held that school officials may conduct searches based on reasonable suspicion, because school officials are responsible for maintaining discipline and providing a safe educational environment. If any contraband is recovered, the SRO will take custody of the contraband (to be placed into evidence) and initiate a criminal investigation. The SRO may conduct a dangerous weapons search at the request of a school official, as the search could result in injury to the school official or others and the school official has reason to believe the search is necessary.

4.10 Runaways from School Campus

- A. If a student leaves campus during school hours, school officials are responsible for notifying the student's parent or legal guardian. The following guidelines will be used when determining how to handle an incident of this type:
 1. If a student is age 16 or older, or the student's I.E.P. (individual educational plan) indicates that he/she is allowed to sign out and leave at will, no action from the SRO is necessary unless there is an obvious danger to the student or others.
 2. If a student is age 13-15 (middle-school age), the SRO will check with school officials to be sure that the student does not have a physical or mental disability (or other medical condition) which could pose a danger to the student or others. If such a disability or other threat exists, the SRO will handle the incident as set forth in paragraph 3. In the absence of a disability or other threat, the SRO will issue a BOLO to alert Patrol officers to the incident.

3. If a student who is under 13 years of age, or who has a physical, mental, or other condition which poses a danger to the student or others leaves campus, the SRO will immediately take the following steps:
 - a. Issue a BOLO containing descriptive information about the student.
 - b. Notify the SRO supervisor and Patrol Division supervisor.
 - c. Request back-up units and coordinate a search of the area.
 - d. Contact the student's parents or legal guardian to notify them of the incident and obtain any additional useful information.
 - e. Identify any information regarding prior runaway incidents involving the student, including known associates, the location of the student's recovery, etc.
 - f. If the student is not located, the SRO will complete an incident report, a FCIC/NCIC entry report and attach a photograph of the student (if available) to the report. The SRO will advise the parents or legal guardian of the student to also report the incident to the Missing Child Information Center as soon as possible (1-800-342-0821).
 - g. If the student is located and does not meet any of the conditions listed, the SRO may transport and return the student to the school.

4.11 Threats of Violence in the School Environment

- A. In the event that any threat of violence is received, the following framework should be applied to ensure effective, efficient resolution of the incident and the proper delivery of police services to prevent violence on school property:
 1. Threats of violence include, but are not limited to:
 - a. Any threat, actual or implied, of shooting, stabbing or seriously injuring a student, teacher or staff member.
 - b. Any threat, actual or implied, of bringing a gun, knife, explosive or other weapon on school property.
 - c. Any threat actual or implied, of bringing or discharging an explosive device on school property.
 - d. Any threat, actual or implied, of causing mass casualties on school property.
- B. The primary goal in these types of incidents is to prevent violence from occurring. Steps to achieve the goal include, but are not limited to: identification and isolation from the school of the student(s) or individual who made the threat, identification of the witness(es) to the threat and interview of the witness(es) for investigative purposes and follow-up.
- C. If a threat is received during regular school hours and the school is occupied, the primary responding officer should contact the SRO, school security specialist or school employee who will notify the appropriate school officials of the threat. Contact and removal of the threat maker from class shall be accomplished. A criminal investigation will be initiated if appropriate. The first

responding officer/SRO will also contact the SRO and Patrol Supervisor to respond in the event that the threat is credible and there is the possibility of a school lock-down. The responding officer will then follow the guidelines set forth in the Departments framework for violence/lock- down incidents in public schools by working in partnership with the school administration and staff, if one were to respond.

4.12 Completion of Reports

- A. SRO's will complete an incident report for all incidents occurring on campus involving criminal activity, significant incidents, DCF investigations, uses of force, missing children, or anything deemed necessary by the SRO supervisor or designee. Incident reports will be completed in a timely manner. All reports involving the filing of criminal charges will be completed and submitted to a supervisor before the end of the SRO's shift, unless approved by a supervisor.

4.13 Supervisor Notifications and Responsibilities

A. Supervisor Notifications

1. The SRO will contact the SRO supervisor or designee under the following conditions:
 - a. Any time an arrest is made on school campus, or any time an arrest is made off campus as the result of an incident that occurred on campus.
 - b. Any time a student is taken into protective custody for medical reasons (Baker Act).
 - c. Any time a student runs away from campus.
 - d. Any time the SRO investigates an incident of significant importance (sexual battery, arson, bomb, threats, etc.)
 - e. Other situations that could be a potential threat to the safety of the school, students, or staff (lockdowns, etc.)

B. Supervisor's Responsibilities

1. SRO supervisors shall direct his/her sworn members, and help personnel develop a positive relationship with students, faculty and administration within the Osceola County Public School System.
2. SRO supervisors shall:
 - a. Maintain liaison with the principals and administrators at each school where personnel are assigned.

- b. Monitors SRO activities on a daily basis including statistics, payroll, reports, and other documents.
- c. Resolve problems with parents, school administrators, students, and citizens.
- d. Perform other administrative duties (e.g. evaluations).
- e. Perform other job duties as required or directed.

5. SRO Details

- 5.1 Sworn Personnel who have signed up for SRO assignments through Detail Kommander should familiarize themselves with and adhere to the protocols in this policy as well as the [Arrest-Juvenile](#) policy 426.0.



Pete Gauntlett
Chief of Police