




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Number 2-19		Effective Date February 28, 2018	Review Date February 28, 2018	Reviewing Division Administration
Subject SCHOOL RESOURCE OFFICERS		<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Amends <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised: February 25, 2011 III. A. 1. c. February 28, 2018 III.A1.b.B.2.-4.,6-8.10.D.E.1.3.F.5.6.H.1-3.I.		This directive shall apply to personnel assigned to the following divisions: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Personnel
References VLEPSC: OPR.04.04 CALEA				
 <hr/> Chief of Police or Designee		<hr/> March 23, 2023 Date		

I. PURPOSE

The purpose of this directive is to define the role and responsibilities of the school resource officer.

II. POLICY

As an outgrowth of the department's mission priorities, which include crime prevention and juvenile intervention, this order establishes the School Resource Officer (SRO) Program. The SRO represents a law enforcement presence in the public school community. The primary purpose of the SRO is to reduce and prevent crime by and against students, committed primarily in or in connection with the assigned school. The SRO performs other roles in addition to enforcement. The SRO conducts crime prevention programs, functions as an additional educational resource, acts as a referral agent to help students obtain community resources not otherwise available, and guides students in solving problems.

III. PROCEDURES

A. Selection and Training Criteria

1. Candidates for SRO assignment shall demonstrate the following characteristics:
 - a. Have an interest in working with youth;

- b. Must have at least two (2) years of law enforcement experience;
 - c. Must be a department member in good standing with no grievable disciplinary action within the previous year. Nongrievable disciplinary action within the previous year will be considered during the selection process, but will not eliminate officers from applying for this position;
 - d. When necessary, undergo a screening by both department and school officials as to suitability and temperament for the assignment;
 - e. Demonstrate an ability to work with diverse groups;
 - f. Demonstrate conflict resolution skills;
 - g. Demonstrate knowledge of juvenile law, procedures, and appropriate community resources;
 - h. Must be recommended for the position by his or her immediate supervisor(s); and
 - i. Must agree to serve in the capacity of SRO for a minimum of two (2) years or as the Chief of Police deems necessary.
2. When a SRO position is available, the Chief of Police or his/her designee will post a notice for applicants.
 3. All selected SRO's must successfully complete the basic SRO training school provided by the Commonwealth of Virginia, as soon as possible after selection to the position.

B. Administrative Requirements

1. For administrative and operational purposes, the SRO reports to the first shift Lieutenant or designee.
2. The SRO will work with school administration and department supervisors on a variety of assignments to ensure the success of school functions and activities. The SRO shall communicate with school officials and coordinate overtime for all extra-curricular activities.
3. Both school and department officials shall be kept current on SRO activities. Any school assignment that conflicts with the SRO's primary law enforcement duties shall be referred to the on-duty patrol supervisor, when and if the SRO and the school principal cannot resolve the matter. The SRO's primary role and obligation is as a law enforcement officer.
4. The SRO shall report to the school at the beginning of their shift. The shift will be determined by the SRO supervisor prior to the start of each school

year. The SRO may adjust his or her schedule, as necessary, to appear for weeknight or weekend school activities with the approval of the SRO supervisor.

5. The work priorities of the SRO are minimally determined by the school and department officials. The school and department officials may set long term goals and provide a mission statement which guides the SRO program.
6. The SRO shall not become involved in administering school discipline. Further, SRO's should not perform security tasks, such as hall and lunch monitoring, normally performed by staff or faculty. However, the SRO should be present in the halls in between classes and in the lunchroom during lunches when available.
7. The SRO may take annual leave to correspond with school vacations. When the school is not in session, the SRO may be assigned to other duties at the discretion of the SRO supervisor, based on the needs of the department. The SRO should make every effort to be at the school during normal school hours, however, special circumstances may dictate otherwise as directed by the SRO supervisor
8. SRO's shall not be permitted to accumulate overtime, unless pre-approved. SRO's shall be permitted, however, to provide extra security work to be compensated through school funds when available.
9. SRO's shall make themselves available for conferences with students, parents, and faculty members.
 - a. The SRO shall familiarize themselves with community service agencies which offer assistance to young people and their families.
 - b. SRO's may attend parent/teacher meetings and other relevant activities where their presence benefits the school and the community.
10. When a new SRO is selected and when possible, the previous SRO will provide a two week training and orientation to help the new SRO transition.

C. Evaluation Criteria

Although the standard City of Winchester Employee Performance Evaluation Form shall be used for SRO evaluation, the evaluating supervisor shall address the following topics as job specific responsibilities:

1. Skill in using both school and outside resources in solving crime related problems. Does the SRO provide effective community referrals? Does the SRO exhibit problem solving skills?

2. Attendance at school functions to become better acquainted with students, parents, and faculty in a social setting;
3. Skill and effectiveness in giving classroom lectures or sessions on criminal justice topics;
4. Skill and effectiveness in communicating with students, faculty, and staff including skills as a classroom presenter; and
5. Degree to which the SRO has applied crime prevention and law enforcement strategies to improve the quality of school life and the safety of those present in the school.

D. Patrol Responsibilities

1. SRO's shall patrol their assigned school's adjacent properties regularly. SRO's shall investigate suspicious persons and activities and respond to those incidents following patrol operating practices but also notifying school officials.
2. For patrol purposes, the SRO should be properly equipped with a department marked police vehicle, police radio, pager and/or cellular phone, and appropriate report forms. SRO's shall perform duties either in uniform or other approved manner of dress specified by the Chief of Police or his/her designee.
3. SRO's shall transport juveniles according to the requirements of GO 2-11, Prisoner Transportation. . If a student is disorderly and the school request the SRO transport a student home with parent/legal guardian permission the SRO shall, when possible, notify the on duty supervisor of the transport. SRO shall not transport sick or injured students unless it is for a law enforcement purpose. All other transports are at the discretion of the SRO.
4. SRO's shall assist other law enforcement officers as necessary in any matters pertaining to the school, its students and their parents, or school faculty.

E. Investigative Responsibilities

1. Injuries to students or faculty on school property shall be investigated by school personnel unless the injury appears to be a criminal act. The SRO should respond to reports of accidents or injuries, but the SRO's responsibilities at such incidents should be defined in consultation with school administrators.
2. Offenses shall be investigated according to department rules and regulations, general orders, and directives.

3. As soon as practicable, the SRO shall notify the school principal or his/her designee of any law enforcement actions taken.
4. The SRO shall conduct investigative interviews as necessary.
5. The SRO, in conjunction with school officials, shall take appropriate law enforcement action against intruders, trespassers, or other unwanted persons who appear on school property.
6. The SRO, when present, is the primary reporting officer for all crimes that occur in any school owned building or property, any vehicle designated by the school for transportation of the student to and from school or any school related activity, or any school sponsored activity.

F. Searches and Seizures

1. Administrative searches are conducted by school officials and solely under school direction upon reasonable suspicion that the student has violated school standards of conduct or the law. SRO's shall not participate in administrative searches except in the following instances:
 - a. To handle and process any contraband;
 - b. To provide security; and
 - c. To protect students and school staff.
2. SRO's may conduct appropriate searches and pat-downs or frisks for weapons based on probable cause or reasonable suspicion according to the provisions of GO 2-1, Limits of Authority, GO 2-6, Field Interviews - Stop and Frisk, GO 2-8, Search Incident to Arrest, or GO 2-36, Search Warrants.
3. SRO's shall not request school officials to conduct administrative searches for any law enforcement reason or have a school official act as an agent of the department.

G. Interviewing Students

1. Should it become necessary for police to question a student in school or on grounds, the officer shall first notify a school official. Permission from the parent or legal guardian will be obtained prior to questioning, unless exempted pursuant to Code of Virginia 63.2-1518.
2. Code of Virginia 63.2-1518 provides that a police officer may talk with any child suspected of being abused or neglected or to any of their siblings without the consent of and outside the presence of the parent, legal guardian, or school personnel.
3. This section does not pertain to the SRO, as they are granted special dual status as a police officer and as an extension of the school staff. This special

status permits a greater direct access to students by the SRO by virtue of their position. The SRO shall continue to notify a parent or person or legal guardian in situations requiring physical custody arrest as outlined in GO 2-9: Juvenile Procedures. School officials may be present during an interview unless a case involves reported child abuse, neglect or would otherwise interfere with the investigation in any way.

H. Crime solvers

1. The SRO is expected to be active in the local Crime Solvers Committee. When possible, the SRO should attend Crime Solvers meetings and assist with any Crime Solvers club within their assigned school.