



Sheridan Police Department
Policies and Procedures
22.3 Replaces 201.2
Chapter 22 – Special Events & Programs
Section 3 – School Resource Officer Program

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Signature:

The Sheridan Police Department works in partnership with Sheridan County School District 2 through the school resource officer (SRO) program to create an effective and positive police presence in Sheridan schools.

22.3.1 Program Purpose

- A. School resource officers will serve as a Sheridan Police Department liaison to Sheridan County School District 2 community. School resource officers will work closely with school and district administrators to enforce criminal laws and related district policies. Presence in the schools means officers can provide immediate intervention, mitigation and assistance with problem resolution.
- B. School resource officers may assist the school faculty in counseling students, locating referral agencies, maintaining order, and teaching in appropriate areas where law enforcement education or personal experiences as a police officer can provide meaningful insight to the school community. Fulfillment of any teaching request will depend on the appropriateness of the request and the school resource officer's competency and availability, and shall be approved in advance by the SRO program supervisor. School resource officers will further assist in other areas as requested and competent including, but not limited to, police activities on campus and consultation in police related matters within the school community.
- C. School resource officers shall strive to identify and address the problems of youth at risk or in conflict with the law. School resource officers will present themselves as positive role models so as to be a positive influence on student's behavior and to create a positive image of police in the student's minds. School resource officers accomplish this by demonstrating the following traits:
 - 1. An interest in working with youth;
 - 2. Excellent communication skills;
 - 3. A high degree of conflict-resolution skills;
 - 4. A working knowledge of juvenile law, procedures, and community resources; and
 - 5. The ability to work with diverse groups.
- D. The school resource officer program's primary goal is keeping schools safe. Ancillary to this is developing relationships with youth and faculty.
- E. The school resource officer program will focus its activity in the four major areas described in the following, in descending order of priority. Every effort will be made to accommodate a reasonable request for service in these areas:
 - 1. Law enforcement service to the school community;

2. Maintaining an integral role in the emergency preparedness of the school community and the Sheridan Police Department;
3. Individual and group counseling related to law enforcement; and
4. Providing law related education to the school community.

22.3.2 Administration and Organization

- A. Police officers assigned as school resource officers are employees of the Sheridan Police Department and shall be answerable to the Sheridan Police Department chain of command. The school resource officer program is under the command of the Special Operations Bureau Lieutenant.
- B. Changes in the administration of the school resource officer program or personnel involved will be discussed with appropriate members of Sheridan County School District 2.
- C. The Sheridan Police Department chain of command shall confer regularly with school administrators in reference to the performance of the school resource officers.
- D. School resource officers will be assigned responsibility for specific schools within the school district to improve service. School resource officers shall meet regularly with school administrators from each assigned school.
- E. School resource officers shall notify the appropriate school administrators of any enforcement undertaken upon school district property as soon as practicable.
- F. School resource officers shall attempt to notify the SRO program supervisor and school administrators at their assigned schools, in advance, of any scheduled absences. In the case of an emergency or other circumstance prohibiting advanced notification, school resource officers shall make reasonable efforts to notify school administrators as soon as possible.
- G. School resource officers will not become a disciplinarian for violations of school policy. If a school resource officer witnesses a violation, the school resource officer may notify the student(s) they are in violation of school policy. If the student(s) continues to violate school policy, the school resource officer should notify a school administrator. Any discipline dispensed in response to a violation of school policy must come from a school faculty member. In incidents involving a violation of school policy, which also constitutes a violation of criminal law, school resource officers are limited to enforcing only the violation of law. School resource officers shall exercise common sense when determining the appropriateness of their involvement in an investigation involving a violation of school policy. Differences between what a school administrator and a school resource officer deem to be an appropriate instance for police involvement may be brought to the attention of the SRO program supervisor for mediation between the school administrator and the school resource officer. In the instance such mediation fails to resolve the issue, the chain of command for both organizations shall be utilized.
- H. Any crime reported to a school resource officer shall be investigated and documented unless otherwise approved by the SRO program supervisor.
- I. Training for school resource officers will be provided by the Sheridan Police Department.

22.3.3 In School Interviewing / Interrogation

- A. Interviews and information gathering conducted by school resource officers, or other officers of the Sheridan Police Department, upon school district property will be conducted in accordance with Sheridan County School District 2 regulations and policies. Any questions

pertaining to school district regulations and policies should be directed to a school resource officer.

- B. School resource officers should avoid meeting with students alone by making arrangements for parents or school faculty members to be present during the meeting.
- C. A student's rights to privacy shall be respected. Every effort will be made to prevent public humiliation from law enforcement contact with students and faculty upon school district property unless exigent circumstances exist which threaten public safety or the destruction of evidence.

22.3.4 Duty Hours

- A. School resource officers' duty hours must be flexible to meet the needs of the school community. School resource officers should only take annual leave to correspond with school vacations, unless exigent circumstances exist. The SRO program supervisor shall approve annual leave at his or her discretion. During school vacations and holidays, school resource officers may be assigned patrol, investigative, or administrative functions as needed.
- B. School resource officers shall maintain an office at the high school or junior high school they are assigned to.

22.3.5 Dress Code

School resource officers shall wear departmental uniforms while on duty and adhere to that dress code unless otherwise authorized by the SRO program supervisor.

22.3.6 Coordination with Other Department Members

It is imperative that school resource officers are kept abreast of all criminal activity involving students and faculty of Sheridan County School District 2; therefore, all Sheridan Police Department officers should notify a school resource officer prior to conducting law enforcement activity on school district property. This is also necessary to ensure the officer is informed of the most recent school district policy and regulation involving police officers on school property.