

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2211.0, SCHOOL RESOURCE OFFICER SECTION**

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POLICY:

The purpose of this policy is to establish the Orlando Police Department's commitment to ensure the safety of school campuses throughout its jurisdiction. The agency will work closely with the school to ensure best practices. The primary mission of the SRO Section shall be the safety of all students and staff. SROs must adhere to the Marjory Stoneman Douglas Public Safety Act.

Mission: The SRO's primary mission is to safeguard the lives of all on campus.

Vision: To provide superior service to school staff and students and to use available options to reduce the introduction of children into the criminal justice system. The purpose of a successful SRO program is to "bridge the gap" between law enforcement and youth while facilitating a safe learning environment.

1. DEFINITIONS

School Resource Officer (SRO): A school resource officer is a law enforcement officer who is assigned to an elementary, middle, or high school.

School Discipline: The process used by the schools to address student behavior and/or minor incidents. SROs are NOT part of the disciplinary process.

Florida Safe School Assessment Tool (FSSAT): The primary physical site security assessment tool as revised and required by the Office of Safe Schools which is used by school officials at each school district and public-school site in the state in conducting security assessment. It helps school officials identify threats, vulnerabilities, and appropriate safety controls.

2. SRO COMMAND STRUCTURE

SROs shall be under the immediate supervision and direction of the Orlando Police Department. An SRO shall report to his or her assigned supervisor. When the assigned supervisor is not available, the SRO shall report to another

supervisor within the section. The current command structure is

1. Special Services Bureau Commander
2. Community Relations Division Commander
3. SRO Section Commander
4. SRO Supervisor
5. SRO

3. SRO SELECTION PROCESS

Whenever there is a vacancy in the SRO Section, a selection process will then be conducted to fill that position. A special notice will be published to fill the vacancy. Potential candidates must meet the following criteria:

1. Be a permanent police officer with a minimum of 2 years as a certified law enforcement officer.
2. Be in good standing per existing OPD/FOP contract
3. Receive positive supervisory endorsements

4. DUTIES OF A SCHOOL RESOURCE OFFICER

SROs shall wear the standard patrol uniform and shall monitor their appropriate OPD radio channel while on duty. They shall abide by the law enforcement agency's policies pertaining to the chain of command. SROs shall complete a report for all alleged crimes. The initial report must be completed before the end of shift. They are expected to:

- A. Handle criminal incidents that occur at their assigned school during school hours.
- B. Counsel students and parents.
- C. Assist with the development and practice of assigned school's emergency plans.
- D. As advised by the Department abide by the OCPS/OPD contract for School Resource Officers.
- E. Maintain exceptional knowledge of Florida State Statutes, particularly juvenile laws.
- F. Super Kids curriculum is to be taught to elementary school students.
- G. Submit accurate and timely paperwork.
- H. Attend lineups, department meetings, and training.
- I. Comply with all applicable provisions of the Marjory Stoneman Douglas High School Public Safety Act.
- J. School Resource Officers will not act as disciplinarians but may become involved in crime prevention activities.
- K. SRO's shall not be assigned any duties regularly given to school personnel, such as lunchroom or hall duty. The SRO shall make reasonable efforts to be visible in student populated areas before school, during class change, at lunch, and during dismissal when not involved in other Law Enforcement duties. The SRO shall patrol the perimeter and external portion of the school when the SRO's schedule permits.
- L. Facilitate/ participate in monthly Threat Assessment Team meetings, Emergency Drills, annual Active Assailant/ Hostage Training, annual CIRP (Critical Incident Response Plan) update, and conduct an annual tour and assessment of the campus to provide recommendations related to school safety.

SROs will work five eight-hour shifts which will correspond to their assigned school hours. Shifts may vary during school breaks. The section commander must approve all paid overtime for extra-curricular activities and/or special events. Normally, extra-curricular activities such as athletic games or dances are hired as extra-duty employment

5. SRO SUPERVISOR RESPONSIBILITIES

SRO supervisors shall visit their assigned officers regularly (at least once a week). They shall investigate and record complaints against officers. They shall compile all statistics and forward a monthly report to the section commander. Supervisors shall ensure SROs are acting according to department policies and procedures. Supervisors must notify the chain of command of school related incidents. In addition, SRO supervisors are expected to:

- A. Respond to all significant incidents on school campuses.
- B. Maintain relationships with the principal and administrators at each school.
- C. Supervise officers' daily activities, reports, and pay sheets.

- D. Provide training on new policies and procedures as well as updated laws.
- E. Maintain their officers' schedules and coordinate to ensure coverage at all schools.
- F. Coordinate the Summer Youth Program (when applicable).
- G. Attend SRO, DJJ, school board, and departmental meetings.
- H. Ensure compliance with all Marjory Stoneman Douglas High School Public Safety Act mandates.

6. SRO SECTION COMMANDER

The SRO Section Commander shall oversee the SRO Program along with OPD Explorers (Policy 2203) and various programs that fall under the SRO Program. The Section Commander:

- A. Serves as the main liaison between the department and the school district.
- B. Represents the agency on various boards dealing with juvenile matters as directed by the chain of command.
- C. Ensures that SROs are properly trained
- D. Organizes annual training prior to the start of the new school year.

7. TRAINING

School Resource Officers must complete the Basic School Resource Officer Training Course within one year of being assigned to a school. The section commander will ensure that all SROs complete mandatory SRO-related trainings. SROs will also complete annual training during the pre-planning week, prior to the start of the academic year.

The following are mandatory training courses for officers assigned to the SRO Section:

- 1. SRO Basic
- 2. Crisis Intervention Training CIT
- 3. CIT Youth
- 4. Autism Training
- 5. De-escalation Training
- 6. Active Threat Response (Active Shooter)
- 7. OCPS/OPD contract

In addition to the above trainings, SROs are encouraged to take more advanced job-related courses.

8. INCIDENT DOCUMENTATION

All incidents shall be documented in accordance with existing policy 1113, Initial Police Reports. An email is not a substitute for an incident report. SRO's are provided an OCPS email account, which is critical for safety and security duties related to SRO's. That account will not be used to replace or in lieu of the city email account. The OCPS email account shall only be used for access to OCPS systems for law enforcement use only.

9. OFF CAMPUS NOTIFICATIONS

SROs shall notify their immediate supervisor and appropriate school officials when they will not be on the school campus due to illness, court time, etc.

10. ARRESTS AND BAKER ACTS

SROs are reminded that neither school board members nor employees can direct arrests and/or Baker Acts of individuals. All OPD members must adhere to Policy and Procedures 1114, Mental Health Cases (Baker Act) and 1204, Juvenile Procedures when taking law enforcement action involving a juvenile subject.

11. RIFLE AND STORAGE

The purpose of this section is to outline the storage and carrying of agency approved rifles on school grounds. SROs MUST remove the department assigned rifle from the safe at the end of every shift. Carrying the rifle to and from the vehicle shall be done in a safe manner. The rifle will not be left on campus unless an officer is present. Whenever the assigned SRO is unable to retrieve the rifle (i.e., officer transported to hospital), a supervisor must respond to the school and take possession of the rifle. SROs shall contact their supervisor with all questions pertaining to the safe and storage/removal of the rifle.

Storage of agency approved rifle while on school grounds:

1. Agency approved rifles shall be stored in the approved agency rifle safe or agency vehicle per policy.
2. The agency approved rifle should be placed in the rifle safe daily unless it is not tactically advantageous.
3. Only sworn members of the agency may access the agency approved rifle.
4. The agency approved rifle may only be deployed on campus when a critical incident develops, and the SRO reasonably believes a lethal response is required and the rifle provides the SRO with a tactical advantage.
5. When moving the rifle from the vehicle to the safe or the safe to vehicle, the SRO will carry the agency approved rifle using the sling and shall transport the rifle between the vehicle and the rifle safe without undue delay. SROs shall follow current training practices when handling their rifle.
6. SROs who have an assigned safe shall program a unique six-digit code and biometric print into the safe's memory bank.
7. SROs will not share their code with anyone other than approved members of the Orlando Police Department.
8. Supervisors will program a unique master code into each safe for their assigned schools.

12. CRITICAL SCHOOL INCIDENT/ACTIVE SHOOTER

The SRO shall immediately conduct an initial evaluation and assessment of the critical incident to validate its accuracy. Upon validation of a critical incident, the SRO shall take actions in accordance with their training and Policy and Procedures 1308, Major Incidents.

