

# ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

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## INTRODUCTION

The School Resource Officer (SRO) program involves the assignment of police officers from the Asheville Police Department (APD) to work within Asheville City schools. School resource programs help maintain and promote safe environments on school campuses, promote positive interactions and relationships with law enforcement, and help foster relationships between the department and the community.

## POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to maintain a School Resource Unit to act as a resource for and to establish lasting partnerships with school personnel, parents, and students.

## RULES AND PROCEDURES

### 1201.1 PROGRAM ADMINISTRATION

- A. The School Resource Unit is under the administrative control of the Community Engagement Division and is supervised by a Sergeant assigned to the Unit. The School

Resource Sergeant is responsible for the coordination and supervision of the program, including serving as the department's liaison with school officials.

- B. The School Resource Unit is responsible for implementing the following program elements: [44.2.4]
  - 1. Utilizing the program as a resource for delinquency prevention.
  - 2. Providing guidance on ethical issues.
  - 3. Availability of individual counseling/mentoring for students.
  - 4. Help explain the role of law enforcement in society to students.
- C. Officers are required to act within the scope and authority of the department's policies and procedures. Agreements or operating procedures with school officials must be reviewed and implemented in accordance with the department's policies and procedures.
- D. The selection process for SROs will follow the guidelines established in [Policy 2103 - Specialized Assignments](#).

#### **1201.2 SRO RESPONSIBILITIES**

- A. SROs are responsible for enforcing applicable laws, primary investigations of any crimes that occur on the campus, and any necessary follow-up on those cases.
- B. The duties of SROs include but are not limited to: [44.2.4]
  - 1. Serving as an advisor and resource to students, parents, and school staff.
  - 2. Coordination with school staff to promote crime prevention programs.
  - 3. Providing assistance during emergencies and serving as a liaison with the department on coordinating response during emergencies, see [Policy 507 - Serious Incident Notifications](#).
  - 4. Completing incident reports as required by [Policy 503 - Incident Reporting](#).
  - 5. Coordination and assistance for security and crowd control at school functions, when needed.
  - 6. When possible, participate in school activities, programs, events, and school organizations to develop a positive relationship with students.
  - 7. Regular reporting of activities. This will include monthly and quarterly activity reports to the Sergeant assigned to supervise the School Resource Unit.

- C. SROs are responsible for understanding the guidelines, duties, and requirements as agreed upon between the department and the Asheville City Board of Education (Asheville City Schools).
- D. SRO uniforms will follow the guidelines in [Policy 302 - Uniform Standards](#).
- E. SROs must adhere to department procedures when interviewing juveniles in relation to law enforcement investigations and procedures on releasing juvenile information or reports, see [Policy 903 - Interviews and Interrogations](#).

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke at the end.

David Zack  
Chief of Police