




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> December 18, 2023	<b>Replaces:</b> N/A <b>Amends:</b> N/A	<b>Number:</b> 208.00
<b>Subject:</b> School Resource Officer Program		<b>Re-Evaluation:</b> 2025
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b>  	
<b>Approving Authority:</b> Chief of Police Mike Coffin		
<b>Approval Date:</b> December 4, 2023		

### 1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines and responsibilities for the Cocoa Beach Police Department's (CBPD) School Resource Officer (SRO) Program. The SRO Program is a partnership, in accordance with § 1006.12, Florida Statutes, between Brevard County Public Schools and CBPD to provide contracted services at Cocoa Beach Jr/Sr High School and Theodore Roosevelt Elementary School.

### 2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

### 3. POLICY

It is the policy of CBPD to maintain an SRO Program as a forum through which students, parents, faculty, and law enforcement officers can become acquainted and, as a result, earn mutual respect. CBPD participates in a school resource officer program to prevent and control juvenile delinquency. The SRO program is governed by a Memorandum of Understanding (MOU) between the School Board of Brevard County and CBPD.

### 4. PROCEDURES

#### A. DUTIES AND RESPONSIBILITIES

1. The SRO will be a sworn, uniformed member with the rank of police officer under the supervision of the patrol lieutenant.
2. The SRO shall be assigned to work on school days. During holiday or summer breaks, the SRO shall be assigned to other police functions as determined by command staff.
3. The SRO shall remain on campus unless authorized by the patrol lieutenant, or designee. The SRO shall remain near the campus when conducting traffic enforcement.
4. The SRO will be expected to schedule personal time off during periods when school is not in session (e.g., summer break, holidays, etc.). If the SRO will be absent on a school day they shall provide as much notice as possible and contact the on-duty supervisor to arrange for coverage during the absence.
5. Any subjects arrested or detained under a Baker Act or Marchman Act at the school by the SRO shall be transported by a patrol officer, so that the SRO may remain on campus. The SRO will be responsible for making necessary notifications and completing required paperwork. The SRO shall have a department-issued computer and cell phone to facilitate those tasks and maintain contact with the school and/or CBPD staff.
6. While working under the terms of the MOU between CBPD and the School Board, the SRO will be responsible for abiding by all CBPD directives.

7. The clearly defined role for law enforcement in schools is protection, not discipline. The SRO shall not act as a school disciplinarian, as disciplining students for code of conduct violations is a school responsibility. School officials shall handle school disciplinary matters of students which are non-criminal in nature. However, if a principal, or his or her designee, believes that an incident rises to the level of a violation of the law, they are to contact the SRO. The SRO shall then determine whether law enforcement action is appropriate. The SRO shall work in collaboration with school administration. The final decision for arrest or not to arrest will be with the SRO.
  8. The SRO shall follow SOP [200.53 - Body Worn and In-Car Camera Systems](#) when investigating incidents at the schools.
  9. Additionally, the SRO will have the following duties and responsibilities:
    - a. Report to their assigned school and maintain an office therein.
    - b. Monitor CBPD primary radio channel
    - c. Wear a standard CBPD class B uniform, unless otherwise approved by the Chief of Police
    - d. Serve as a liaison with school faculty and staff for pertinent matters, including problems and projects of common interest between the school and CBPD.
    - e. Promote a safe and secure environment by maintaining a high level of visibility within the school.
    - f. Provide preventative patrol on the school premises and surrounding areas to reduce loitering, drug and alcohol use, and address other safety issues.
    - g. Act as a resource to reduce or prevent juvenile delinquency.
    - h. Meet and interact with students on an informal basis using an empathetic approach through mentoring and counseling.
    - i. Provide law enforcement resource assistance to students, staff, guardians and parents.
    - j. Make referrals to social service agencies as necessary.
    - k. Make, or arrange for, group presentations to students on topics such as life skills training, ethics, the role of law enforcement in society, crime prevention, etc.
    - l. Attend school-related activities such as athletic events, meetings of student groups, etc.
    - m. Conduct investigations of incidents which occur on campus.
    - n. File police reports, make arrests, collect evidence, appear in court, and perform all other police tasks in the investigation of campus incidents.
    - o. Monitor traffic and parking conditions on campus, direct and control traffic, and take enforcement action as necessary.
    - p. Prepare and submit activity reports when required by CBPD or the School Board
    - q. Assist other officers and detectives with investigations involving the school or its students.
    - r. Operate in conformance with School Board policies and procedures and the MOU between the School Board and CBPD, so long as they do not conflict with the policies and procedures of CBPD and Florida Statutes
    - s. Attend training courses to enhance the SRO's skill set.
- B. SELECTION OF SCHOOL RESOURCE OFFICERS
1. The selection of SROs will be made by the Chief of Police.
  2. In addition to standard requirements for specialized positions, selection criteria for SROs include:
    - a. The candidate must have the ability to deal effectively with students, regardless of age, socioeconomic status, and cultural or racial background.
    - b. The candidate must present a positive image of the police department. A goal of the CBPD school resource program is to foster a positive image of police officers among young people. The personality, grooming, and communications skills of the SRO shall be a model example for the CBPD.

- c. As the first responder to an active assailant threat to the school campus the SRO shall demonstrate strong tactical skills including, but not limited to: firearm and patrol rifle proficiency on at least a semi-annual basis, mandatory de-escalation training with annual refresher training, regular weapons inspection, and be present and involved in school active assailant drills.
  - d. The candidate must have the desire and ability to work cooperatively with the principal, faculty, and staff of the school.
  - e. The candidate must have the education, background, experience, communication skills, and interest to effectively and accurately provide good quality teaching and educational services in the area of law enforcement.
- C. TRAINING
- 1. The selected officer must satisfactorily complete an approved SRO training class prior to the beginning of the first school year assigned as an SRO.
  - 2. The selected officer must complete a Crisis Intervention Training (CIT) program within the first year of assignment if not already trained.
  - 3. All SRO's must complete and maintain the patrol rifle certification course.

## **5. REFERENCES**

- A. [Florida Office of Safe Schools](#)