



Colorado Springs Police Department Standard Operating Procedure

DL-1094-01 SRO Unit Procedures

Section 1000 – Patrol Functions

Effective Date: 4/19/2022
Supersedes Date: 1/21/2021

.01 Purpose

The purpose of the directive is to define the procedures and responsibilities associated with the School Resource Officer (SRO) and Campus Resource Officer (CRO) positions.

.02 Cross-Reference

[GO 1094 School Resource Officers](#)
[GO 1663 Uniforms and Appearance](#)

.03 Definitions

This space intentionally left blank.

.04 Procedure

SRO Unit Mission

The mission of the SRO Unit is to provide for and maintain a safe, healthy, and productive learning environment for all students attending the five school districts and CC in which the City of Colorado Springs has entered into agreements. The SRO/CRO accomplishes this mission by working in a cooperative, proactive, and problem-solving partnership with the appropriate staff within their schools and districts.

The SRO/CRO will always conduct themselves in a professional manner and will be courteous toward students, faculty, and other school personnel. Officers must consider themselves role models for students and an ambassador of the department to those associated with the schools and the public.

Selection Process

SRO/CRO applicants will participate in the unit testing process in accordance with CSPD human resources procedures. A representative from the school in need of an SRO/CRO will be given the option of participating in the oral board and selection process.

Psychological Screening

Prior to appointment to the position of CRO, representatives from the department's human resources (HR) section will facilitate a psychological evaluation involving the applicant officer and the department's staff psychologist. This examination will be shared with the department's HR section.

On an annual basis, the staff psychologist will facilitate an annual evaluation for all officers and sergeants assigned to the unit in a full or part-time capacity.

Officer Work Schedules

SROs assigned to a high school, or middle school will be assigned to that school for ten (10) nine-hour days in two weeks. The extra ten hours accrued will allow the SRO to accumulate time into their accrued compensation balance. This is to be used during the school year (August to May) for holidays, teacher workdays, snow days, and other non-student contact days. This will allow the SROs a longer workday to assist them in accomplishing their assignments at their high school and its middle and elementary feeder schools.

The SRO and their supervisors understand that the accumulated compensation time from this program will be added to their compensation accrued balance and will not exceed 80-hours. If the SRO does not wish to participate in the program, they will continue to work on their school assignment, working eight-hour workdays.

All SROs will schedule any vacations, holidays, or compensatory time off (comp time), so as not to conflict with their duties. SROs must first notify their sergeant in addition to the school principal for any time off (sick/or vacation) so that adjustments can be made with the school.

The CRO will work five (5) eight-hour days unless the Department Head makes other arrangements for CC Campus Safety and an SRO sergeant.

Unit Structure

SRO Lieutenant

In addition to the duties required of all lieutenants, the SRO lieutenant is expected to:

- Maintain current knowledge of state statutes, city ordinances, and departmental policies and procedures specifically related to enforcement on public school property
- Complete review and revise school district inter-governmental agreements, as required
- Monitor and evaluate the effectiveness of SRO activities
- Develop partnerships with school administration, parent organizations, and communities surrounding schools to provide a safe, nurturing environment for students to learn and succeed
- Act as a liaison to all four patrol divisional commanders regarding school-related issues in their area command
- Monitor complaints regarding students in surrounding communities and school-related traffic concerns submitted via the GoCOS portal and assign those complaints for follow-up when necessary.
- Maintain proficiency and departmental certifications supporting the unit's mission, including Police Training Officer (PTO) certification and competency with all computer systems (e.g., MFR, NeoGov, Power DMS, etc.)
- Ensure SROs are current regarding the proficiencies and departmental certifications listed above.
- In coordination with the SRO sergeants, develop a strategic plan for deploying an SRO Unit to meet the needs of the department and community, regardless of whether the school is in session.
- Other duties assigned necessitated by the needs of the department or at the direction of the Chief of Police

SRO Sergeant

In addition to the duties required of all sergeants, SRO sergeants are expected to:

- Provide supervision of SRO officers both in their assigned schools and normal field deployments
- Work closely with school district administrators in the implementation of program activities
- Be a liaison to the various school district security coordinators
- Establish officers' work schedules

- Make public presentations at the various SRO functions, and coordinate the scheduling of other speakers
- Act as a backup supervisor for patrol shifts (as necessary)
- Produce monthly reports and other administrative tasks as directed
- Perform other duties as needed in support of overall departmental and community needs
- Work closely with the CC campus safety supervisor as a liaison between CC and CSPD
- Establish the CRO work schedules

SRO Officers

In addition to the responsibilities required of all officers, the SRO is expected to:

- Maintain high visibility and take enforcement action on and near the campus (including traffic/parking enforcement, proactive patrol, foot patrol, etc.)
- Conduct preliminary investigations of criminal or suspected criminal activity involving students, non-students, and school personnel, either as a victim or a suspect; complete follow-up investigation in accordance with department policy
- Notify SRO sergeant of any law enforcement sensitive information before dissemination to school security
- Advise SRO sergeant of all significant activities, felony arrests, and those activities that could garner media attention
- Maintain communications with SRO sergeant, school administration, and school safety personnel through assigned radios, voice mail, e-mail, and cellular phones. Voice/e-mail should be checked each workday
- Document appropriate incidents involving students, parents, and school employees
- Submit reports, supplements, and summonses in a timely and thorough manner as required by department policy
- Ensure all required training for the position is completed within the guidelines of SB 12-079 of the Safe Schools Act
- Be available as a resource to school personnel for delinquency, crime prevention, and other questions related to the police mission
- Answer general questions from students about the police role in society during instruction

- Appropriately interact and socialize with the students when in and out of the schools

CRO Officer(s)

In addition to the responsibilities required of all officers, the CRO is expected to:

- Maintain high visibility and take enforcement action on and near the campus (including traffic/parking enforcement, proactive patrol, foot patrol, etc.)
- Conduct preliminary investigations of criminal or suspected criminal activity involving students, non-students, and school personnel, either as a victim or a suspect; complete follow-up investigation in accordance with department policy. Investigations determined to be criminal and those in which a student or faculty member demonstrates they are at risk physically or emotionally or may be a risk to others will be reported to campus safety in a timely fashion. The CRO will then document the information in writing (e.g., offense report, call screen notes, e-mail to campus safety, behavioral threat assessments, etc.)
- At least once every four years, assist CC campus safety in conducting a risk assessment and analysis of campus property and the surrounding area (e.g., risk and liability identification, etc.)
- Conduct and communicate information on behavioral assessments believed to be criminal
- Notify the SRO/CRO sergeant of any law enforcement sensitive information before dissemination to campus safety
- Advise SRO/CRO sergeant of all significant activities, felony arrests, and media attention
- Maintain communication with the SRO/CRO sergeant and campus safety personnel (e.g., via radio, voice mail, e-mail, cellular)
- Check voice mail and e-mail at least one time a day
- Obtain supervisory approval before working overtime in connection with school-related functions
- Unless consulted or asked for assistance, the faculty and/or campus safety will handle infractions of the facility's rules. CC administration will address issues that are the exclusive concern of school officials and do not constitute a violation of the law
- Document appropriate incidents involving students and faculty members, in accordance with department policy

- Provide the SRO/CRO sergeant a written monthly report in the unit-approved format detailing business associated with the facility. Such a report will be completed by the 20th of each month

Prohibited Activities

The SRO/CRO will be prohibited from:

- Engaging in any non-law enforcement activity that could cause injury to the students or faculty (e.g., contact sports, horseplay, etc.)
- Volunteering for any activity at or associated with the facility, unless authorized by the Chief of Police

Communication Protocol

The SRO/CRO will account for their time by utilizing the MDC. When feasible, the CRO will log events and request call screen numbers via MDC. As a general rule, calls-for-service should be initiated for any activities that an officer would generate if they were on patrol and initiating an activity (e.g., disturbances, suspicious persons, suspicious vehicles, etc.). When impromptu field events occur that require police action, either on or off-campus, the CRO will notify dispatch of the location and nature of the activity as soon as possible.

Calls for service do not need to be initiated for routine functions, such as meeting with students, admin staff, or teaching classes.

The CRO will communicate with campus safety using the campus safety radio system or telephone.

Scheduled and Unscheduled Leave

The SRO/CRO will schedule any vacations, holidays, or compensatory time off (comp time) to not conflict with their duties.

For any scheduled or unscheduled leave/time off, the SRO/CRO will first notify an SRO Unit sergeant, followed by notification to a campus safety supervisor/ appropriate school district staff member. If available, an SRO rover officer will perform as the SRO/CRO in the absence of the normally assigned SRO/CRO.

Uniform and Appearance

SROs/CROs will wear the general duty police uniform. Any deviation from this standard must be approved by the SRO/CRO sergeant and a campus safety/district security supervisor.