

SCHOOL RESOURCE OFFICER PROGRAM

1. **PURPOSE:** To provide guidelines for the organization and operation of the School Resource Officer Program.
2. **POLICY:** The Huntsville Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.
3. **SCOPE:** This directive is applicable to all sworn personnel of the Huntsville Police Department.
4. **RESPONSIBILITY:** All sworn personnel will comply with this directive
5. **OPERATIONS, ORGANIZATIONS, AND RESPONSIBILITIES:**
 - A. **OPERATIONS:** The School Resource Officer Program will allow Huntsville Police Officers to positively interact with both faculty and students within the Huntsville City Schools System. Officers assigned to this unit will act as resources with respect to delinquency prevention; act as positive role models, provide individual counseling and mentoring to students, and explain law enforcement's role in society
 - B. **ORGANIZATION:** The School Resource Officer Unit operates under the command of the Deputy Chief of the Operations Bureau and the Special Operations Division Commander. The Unit consists of (2) two Sergeants and a contingent of officers, both full-time and as needed, part-time, assigned to selected Huntsville City Schools. Personnel are assigned to the Unit at the discretion of the Chief of Police.
 - C. **RESPONSIBILITIES:**
 1. **SERGEANT:** The Sergeants assigned to the School Resource Officer Unit will:
 - a. Manage and supervise the School Resource Officer Unit;
 - b. Be responsible for scheduling and performing administrative duties as well as School Resource Officer training;
 - c. Conduct an annual review and analysis of the Program;
 - d. Act as coordinator and spokesperson for the unit.

2. OFFICERS: In addition to the duties described in the OPERATIONS Section of this directive, Police Officers assigned to the School Resource Officer Unit will:

- a. Address crime and disorder problems at their respective schools;
- b. Develop and expand crime prevention efforts for students;
- c. Attend school-sponsored events as requested by school administrators with approval from the SRO Unit Supervisor
- d. Train students in conflict resolution and crime awareness

3. SCHOOL RESOURCE OFFICER ACTIVITY RECORDS: It is the responsibility of officers assigned to the School Resource Officer Unit to electronically document their activity on Huntsville City School campuses via The SRO Incident Program. The program is designed to be used as a daily activity record for the unit, and officers must still comply with other established procedures for documenting police activities. All information contained within the program will be governed by established Records procedures. In addition to the Operations Bureau Commander and the Chief of Police, access to the SRO Incident Program will be limited to; officers assigned to the School Resource Officer Unit, Special Operations Division Commander and his/her designee(s), Administrative Services Commander and his/her designee(s). All other access will be at the discretion of the Operations Bureau Commander. The program will:

- a. Allow the Unit Sergeants to compile quantitative statistics for each officer as well as each school:
- b. Help identify juveniles at risk of delinquency;
- c. Help develop strategies/techniques to reduce/prevent juvenile delinquency;
- d. Document proactive activities by officers assigned to the unit.

4. REVIEW AND EVALUATION: The Special Operations Division Lieutenant will ensure an annual review and evaluation of the School Resource Officer Program is conducted. The evaluation will include both quantitative and qualitative analysis of the program's effectiveness. This review and evaluation will be completed by July 15th of each year and forwarded to the Chief of Police via chain of command.

6. PERSONNEL STANDARDS:

- A. DISCIPLINE: Failure to comply with departmental rules and regulations, policies and procedures, or any intentional breach of discipline may result in re-assignment from the SRO Unit.
- B. EMPLOYEE EVALUATIONS: All members of the School Resource Officer Unit will maintain an overall EFFECTIVE rating on their annual performance evaluation. Failure to do so may result in re-assignment from the Unit.
- C. UNIFORM: The primary uniform for School Resource Officers and the Unit Supervisor will be the class A duty uniform as defined by Written Directive. Officers assigned to the Unit may wear the alternate soft uniform consisting of navy-blue polo shirt and khaki BDU pants.
- D. TRAINING: In-service training will be conducted annually within the School Resource Officer Unit during non-school hours to ensure all members are properly trained in school safety measures and legal updates relevant to the unit. In addition, all members of the School Resource Officer Unit will successfully complete the following courses:

1. NASRO Basic SRO Course:

- a. After being assigned to the School Resource Officer Unit for a minimum of one year.

2. NASRO Advanced SRO Course:

- a. After being assigned to the School Resource Officer Unit for a minimum of three years.

7. SELECTION:

- A. FULL-TIME BASIC REQUIREMENTS: Any candidate who does not meet the basic requirements will be precluded from participation in the process.
 - 1. EXPERIENCE: Candidates must be full time police officers with a minimum of two (2) years of continuous service as a sworn police officer with the Huntsville Police Department.
 - 2. PERFORMANCE EVALUATION: Candidates must have an overall effective rating on their most recent evaluation.
 - 3. POSITIVE SUPERVISORY RECOMMENDATION: Candidates must receive a positive recommendation from their immediate supervisor. The recommendation should describe in detail the candidate's work performance and suitability for the position. This recommendation will be

sent to the Bureau Commander through the candidate's chain of command.

B. SELECTION PHASE:

1. **201 FILE REVIEW:** A comprehensive review of the candidate's 201 file will be conducted by the unit supervisor.
2. **SUPERVISORY RECOMMENDATION:** The recommendation as to the candidate's performance and suitability for the position will be a consideration in the review of each candidate.
3. **REVIEW BOARD:** Candidates will be scheduled for an interview before a review board. The board will consist of the unit supervisor and no more than three additional qualified members selected by the Special Operations Division Commander. The candidate's evaluation will include, but not be limited to the following categories: specific skill, background, oral communication skills, confidence, judgment, resourcefulness, honesty, interest, motivation and compatibility.
4. **SELECTION FILE:** A file will be compiled to determine the candidate's performance during the selection phase. All aspects of a candidate's performance in the selection phase will be considered. The file will include:
 - a. 201 File Review;
 - b. Supervisory Recommendation;
 - c. Overview of Candidates performance in the Review Board
5. **RECOMMENDATION:** The unit supervisor will submit a written recommendation to the Chief of Police via chain of command outlining each candidate's suitability for the position and listing eligible candidates in order of preference. The selection file will be attached to the recommendation. All selections will be made by the Chief of Police. The list of eligible candidates will remain active for six months from the date of selection.

C. PART-TIME BASIC REQUIREMENTS: Any candidate who does not meet the basic requirements will be precluded from participation in the process.

1. **EXPERIENCE:** Candidates must be retired sworn personnel who retired in good standing.

2. PERFORMANCE EVALUATIONS: Candidates must have an overall effective rating on their most recent evaluation.

D. PART-TIME SELECTION PHASE:

1. 201 FILE REVIEW: A comprehensive review of the candidate's 201 file will be conducted by the unit supervisor.
2. REVIEW BOARD: Candidates will be scheduled for an interview before a review board. The board will consist of the unit supervisor and no more than three additional qualified members selected by the Special Operations Division Commander. The candidate evaluation will include, but not be limited to the following categories: specific skills, background, oral communication skills, confidence, judgment, resourcefulness, honesty, interest, motivation, and compatibility.
3. SELECTION FILE: A file will be compiled to determine the candidate's performance during the selection phase. All aspects of a candidate's performance in the selection phase will be considered. The file will include:
 - a. 201 File Review;
 - b. Overview of Candidate's performance in the Review Board.