



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



## Chapter 41 School Resource Officer Program

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## The Aberdeen Police Department Policies & Procedures Manual



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Chapter 41 School Resource Officer Program  
Section 01 Program Description

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GO 16-012, 06/16/2016  
Supersedes GO 15-023

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### A. Policy (44.2.4)

1. The Aberdeen Police Department has a School Resource Officer Program and will strive to achieve the Program Objectives and Goals.

### B. Introduction

1. The School Resource Officer Program is a nationally accepted program and is a proactive approach to dealing with the pressures that today's youth finds itself having to confront. Pressures include the use of alcohol, drugs, and tobacco; and peer pressure, gang activity, and sex.
2. The School Resource Officer Program places a full-time law enforcement officer within the educational environment.
3. The School Resource Officer (SRO) is an active, experienced, high profile law enforcement officer who is involved in a variety of functions aimed at crime prevention in the school.
4. The SRO is specifically trained to perform three roles:
  - a. Law Enforcement Officer;
  - b. Law-Related Counselor; and
  - c. Law-Related Education Teacher.
5. The SRO is
  - a. A law enforcement resource for students, parents, teachers, and administrators;
  - b. A link to other service agencies that provide preventive and counseling services within the school district; and
  - c. Working with the principals in each school, the SRO assists with finding solutions to problems afflicting school age children.

### C. Objectives of the Program

1. To promote a better understanding of our laws, why they were enacted and their benefits.
2. To provide a visible and positive image for law enforcement.
3. To bring expertise into schools that will help young people make more positive choices in their lives.
4. To protect the school environment and to maintain an atmosphere where teachers feel safe to teach and students feel safe enough to learn.
5. To bridge the gap between the police officer and youths.
6. To encourage more cooperation between the youths and police.
7. To increase positive attitudes toward law enforcement.
8. To reduce juvenile crime through:
  - a. Counseling;
  - b. Teaching about the criminal justice system; and
  - c. Taking a personal interest in the students.
9. To prevent violent behavior and detect and apprehend criminals.



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### **D. Goals of the Program**

1. Address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school.
2. Develop or expand crime prevention efforts for students.
3. Educate likely school-age victims in crime prevention and safety.
4. Develop or expand community justice initiatives for students.
5. Train students in conflict resolution, restorative justice, and crime awareness.
6. Assist with the identification of physical changes in the environment that may reduce crime in or around the school.
7. Assist with developing school policy that addresses crime and recommend procedural changes.



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Chapter 41 School Resource Officer Program  
Section 02 Duties and Responsibilities

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GO 16-012, 06/16/2016  
Supersedes None

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## **A. Policy (44.2.4)**

1. The School Resource Officer, appointed through an internal selection process, is a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law, in addition to being a counselor, resource person, and educational aid.

## **B. General Duties**

1. Endeavor to spend at least 75% of the school day serving their assigned high schools or middle schools and feeder schools.
2. Be available as a resource person for teachers, parents, and students about law enforcement concerns and crime prevention
3. Be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.
4. Patrol on foot and in vehicle the assigned school campuses, when time permits, and feeder schools:
  - a. Checking suspicious persons, loiterers, or automobiles on or near school property; and
  - b. Taking proper steps to correct problems conflicting with the best interests of students.
5. Coordinate School Presentations when Requested by School Personnel
  - a. Give presentations; or obtain other Aberdeen Police Department personnel knowledgeable of a topic that is self-initiated or requested by school personnel.
  - b. Develop expertise in presenting various subjects such as understanding the laws, the police officer, and the police mission.
  - c. Instruct specialized short-term programs by invitation of the school principal, appointed administrator, or member of the faculty.
6. Attend meetings of the school's parent and faculty groups, whenever possible, to solicit their support and understanding of the SRO program and to promote awareness of law enforcement functions.
7. Have materials available in the school, which pertain to various concerns/problems the student may have.
8. Meet with the Principal or Appointed Administrator, when appropriate, to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.

## **C. Documenting and Reporting**

1. The SRO shall submit monthly activity reports/logs of SRO activities to the SRO supervisor.
2. The SRO shall complete and submit a quarterly statistical report to the SRO supervisor and to the Harford County Safety and Security Department.
3. The SRO shall complete all other Department reports as required.



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### **D. Communications**

1. The SRO is responsible to coordinate all correspondence between schools and the Aberdeen Police Department.
2. The SRO Supervisor is responsible to coordinate with school personnel to see that they contact their assigned SRO in person, by email, or by phone when any non-emergency situation occurs.
3. The SRO is responsible to train school personnel to call 911 in case of an emergency.

### **E. Use of School Records**

1. The SRO may request school records for official Police business only.

### **F. Investigations**

1. SROs shall conduct all criminal investigations originating on their campuses during school hours.
2. SROs shall contact the school principal or representative when the SROs conduct on-campus interviews with students who are suspects, witnesses to, or victims of criminal or delinquent acts.
3. SROs obtaining admissions or confessions from children and suspects shall ensure juveniles are provided their constitutional rights according to *Department Policies & Procedures*. (44.2.2c) (44.2.3)



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Section 03 Attire and Hours of Work

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GO 16-012, 06/16/2016  
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### **A. Policy**

1. The School Resource Officer will report for duty directly to his/her primary school.

### **B. Attire**

1. The SRO shall wear the appropriate uniform of the day when on duty and reporting to his/her assigned school.

### **C. Work Hours**

1. SROs will work an 8-hour tour of duty during normal school hours.
2. SROs may be permitted to “flex” their schedules to work evening hours when authorized by the supervisor.
3. SROs will work as needed and assigned in the Patrol Division, on school days when classes are not held (school holidays, in-service days, summer vacation etc.)

### **D. Absences**

1. Planned absences (court, training, meetings, etc.) - SROs shall obtain prior supervisor approval.
2. Unplanned absences (illness or other emergency) - SROs shall notify their supervisors and their schools.

### **E. Overtime**

1. The SRO should receive directly from the School all requests for sworn officers to work at any school activities that would be considered overtime.
2. SROs shall submit all overtime requests to their supervisors.
3. The Executive Assistant will process billing to the Harford County Board of Education for reimbursement of any school-requested overtime worked by sworn officers.