POLICY TITLE: School Resource Officer (SRO)  
STANDARD/REF #: 44.1.1; 44.1.3; 44.2.4

APPROVED BY: Wayne Jerman, Chief  
REVIEWED DATE: 9/3/2015

REQUIRED REVIEWERS: Sergeant of Special Operations  
REVISED DATE: 9/3/2015

PURPOSE:
The purpose of this directive is to define the roles and responsibilities, and to establish policy and procedures for the School Resource Officer (SRO) program.

The SRO program is designed to establish a positive working relationship to help build trust and cooperation between the community, schools, and the police department. The program will provide guidance, counseling, and support where necessary on request to assist students, parents, and school staff while dealing with legal and police matters. [44.2.4]

OPERATION:
While in performance of their duties, SROs shall abide by and enforce the laws of the State of Iowa, the City of Cedar Rapids, and the rules and regulations of the Cedar Rapids Police Department (CRPD). SROs will report to the sergeant in Special Operations Division assigned to oversee the school officers.

DUTY HOURS:
SROs will work an 8-hour day with Saturdays and Sundays off while school is in session. SROs will be responsible for scheduling their work day hours in agreement with the school principal and the sergeant of Special Operations Division. When school is not in session because of holidays, in-service days, etc. the SROs shall consult with the sergeant of Special Operations Division for daily assignments. During the summer months when school is not in session, the SROs will assist with other areas of the department.

Requests for time off should be directed through the sergeant of Special Operations Division. SROs should minimize time off requests while school is in session.

DUTIES AND RESPONSIBILITIES:
The duties and responsibilities will include, but are not limited to:

- Enforce laws and procedures in order to assure the safety of students, school staff, and property
  - Support enforcement of school rules and regulations regarding:
    - Violence
    - Drugs
    - Bullying/harassment
    - Alcohol
    - Tobacco
- Investigate criminal incidents
- Maintain high visibility throughout a school's campus.
- As positive role models and to improve the image of law enforcement among juveniles.
- Perform any other tasks assigned by a police supervisor
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- Have a working knowledge of the layout of the school and of the school’s emergency plan
- Instruct students, in a classroom settings, about law enforcement related topics and the Student Safety Line
  - Topics should be preapproved by the classroom teacher and the school principal
  - Classroom instruction should include a basic understanding of laws and the rules of law enforcement
- Attend meetings at the request of school staff
- Attend school functions whenever possible that relate to the duties and goals of the SRO
- Make themselves available for conferences with students, parents, and faculty members in order to assist with problems of a law enforcement and crime prevention nature.
- Assist all law enforcement agencies in any matters pertaining to the schools, students, faculty, or parents
- Familiarization with community agencies which offer assistance to youths and their families.

School sanctions will be handed down by the school and not the SRO. If the school believes an incident is a violation of the law, they should contact the CRPD or SRO (if working). The CRPD or SRO will determine whether law enforcement action/involvement is appropriate.

If a major event would occur at a school utilizing an SRO, the SRO will notify the sergeant of Special Operations Division at their earliest convenience.

In addition to federal, state, and local laws, SROs shall abide by CRPD and school policies. SROs will consult with and coordinate activities through the school administrator or designee, but shall remain fully responsive to the CRPD’s chain of command. In those instances where CRPD policy and school policy conflict, CRPD policy shall take precedent.

**SELECTION:**
The SRO position is considered a specialty position, and the selection process will follow the department’s Position Vacancies and Transfers directive. In addition, applicants must be a sworn law enforcement officer in good standing with the CRPD and:
- Have a minimum of two years law enforcement experience with the CRPD
- Have the ability and desire to work with teenage students
- Attend a forty hour basic SRO training session

**SEPARATION:**
SROs can resign their assignment without any repercussions at an agreed time by the SRO, school, and CRPD. In addition, because the SRO position is considered a specialty position, the department may remove an employee from a specialty assignment in accordance with the Position Vacancies and Transfers directive.

**Annual Review:**
An annual review and a written evaluation of this directive will be completed to ensure the policy is utilized to its fullest potential and to determine if any modifications are needed. [44.1.3]

**Contract:**
For additional information, refer to current contracts between the City of Cedar Rapids and the Cedar Rapids School District and College Community School District.