

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 44.2

SCHOOL RESOURCE PROGRAM

ACCREDITATION STANDARDS: CALEA – 3.1.2, 44.2.4

EFFECTIVE DATE: OCTOBER 12, 1995

RESCINDS: G.O. 44.2 February 28, 2013 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

POLICY

It shall be the policy of the Winter Haven Police Department to maintain a School Resource Program to act as a resource with respect to delinquency prevention and provide guidance on ethical issues. School Resource Officers shall provide individual counseling, explain the role of law enforcement in society to students and provide for the safety and security of faculty and students.

PURPOSE

The purpose of this General Order is to establish guidelines and responsibilities for the Department's School Resource Program.

SCOPE

This General Order shall apply to all Department members.

DISCUSSION

The School Resource Program provides a forum through which students, parents, faculty and law enforcement officers can become acquainted and, as a result, earn mutual respect. Such programs help demonstrate to the parents and faculty the Department's genuine interest in the community's youth. (CALEA 44.2.4)

PROCEDURE

I. Program Administration

- A.** The School Resource Program is under the administrative control of a Uniform Services Sergeant.
 - 1.** This Sergeant is responsible for the coordination and supervision of the program including serving as the Department's liaison with school officials.
 - 2.** A Uniform Services Sergeant is responsible for implementing and ensuring the following program elements:

- a. The program is utilized as a resource for delinquency prevention.
 - b. The School Resource Officers provide guidance on ethical issues in a classroom setting.
 - c. The program has provisions for explaining the role of law enforcement in society to students.
 - d. That School Board procedures specifically governing the actions of a School Resource Officer in a particular school do not conflict with the policies of the Winter Haven Police Department.
- 3. Members assigned as School Resource Officers shall be required to act within the scope and authority of the Winter Haven Police Department General Orders.
 - 4. Any agreements or operating procedures with school officials shall be reviewed and implemented in accordance with the Winter Haven Police Department General Orders.

II. School Resource Officers Responsibilities

- A. School Resource Officers operate under the supervision of the Uniform Services Sergeant, and shall have the following duties:
 - 1. Submit a Monthly Activity Report outlining that month's activity.
 - 2. Shall not act as a school disciplinarian. Rule violations shall be reported to a dean or principal.
 - 3. Shall investigate, report, take appropriate law enforcement action and submit written reports as required to their Sergeant.
 - 4. Shall coordinate all activities with the principal and staff members concerned, and shall seek permission, advice and guidance from the principal and their Sergeant before enacting any new programs within the school.
 - 5. Shall research and prepare presentations for the faculty and community, related to community, social and criminal concerns of the students.
 - 6. Request to give classroom presentations on ethical issues and the role of law enforcement in society.
 - 7. Shall coordinate all requests for extracurricular activities and outside overtime work details with their Sergeant.
 - 8. When possible, and with an equitable allocation of time, participate in school activities, including athletic events, plays, parades, social functions and school organizations.
 - 9. School Resource Officers shall wear a Class B police uniform while on duty. The uniform shall not be worn if participating in athletic events, plays or other functions.

10. Rumors involving gang fights, conflicts or felonies shall be reported to the principal, their Sergeant and Division Commander, as soon as possible. Incidents involving gang fights, conflicts or felonies shall be recorded and appropriate action taken depending upon the circumstances of the incident.
11. Shall maintain a liaison with local law enforcement agencies and cooperate with them in law enforcement matters, including cooperation with school security officers.
12. Shall adhere to Departmental procedures in interviewing juveniles in relation to law enforcement investigations.
13. The School Resource Officer shall work with school principals to establish contingency plans for many types of school emergencies, to include, bomb threats, hurricanes, guns, etc.
14. Shall make themselves available for conferences with students, parents and faculty members, to offer assistance on problems of a law enforcement or crime prevention nature.
15. Shall be familiar with community agencies to provide a resource for further professional counseling.
16. As time and duty permits, attend student, parent, faculty and community meetings to coordinate and provide an understanding of School Resource Program goals and objectives.
17. During the School's summer vacation, School Resource Officers shall perform other duties as assigned by their Sergeant.

III. Officer Selection

- A. Candidates for the position of School Resource Officer shall be selected as outlined in General Order 16.2. Any Officer selected shall not be abridged by the Department in any manner as it relates to employee rights and benefits. (CALEA 3.1.2)

IV. Training

- A. All officers selected as a School Resource Officer shall successfully complete the forty hour School Resource Officer training class as outlined by C.J.S.T. prior to appointment, or at its first available offering after appointment. Failure to successfully complete the required training shall be grounds for transfer to another duty assignment.

V. General Operating Procedures

- A. Each School Resource Officer shall be assigned to specific schools.
- B. School Resource Officers shall respond to incidents within their assigned schools during school hours. In the event a School Resource Officer is unable to respond to one of their schools, another School Resource Officer or a Patrol Officer shall be dispatched to handle the incident. Any follow-up investigations shall be forwarded to the School Resource Officer assigned to that school.

- C. When a school resource officer, D.A.R.E. officer or any other member receives a request, mandate or order from any employee of the Polk County School Board (e.g. principle, vice principle, safe schools, etc.) to conduct any drill or training that is related to safety concerns of students, the member shall:
 - A. Notify their immediate supervisor of the requested drill or training.
 - 1. If the member's immediate supervisor is not available, the member shall contact the next supervisor in their chain of command.
 - B. Members shall not conduct any drills or training without supervisory (WHPD) approval.
 - C. The notified supervisor shall notify their bureau commander of the drill or training before authorizing the event. It will be the responsibility of the bureau commander to notify the Chief of Police if necessary.

VI. DEFINITION

- A. *School Resource Officer* – A sworn officer assigned to the School Resource Program.

APPROVED 
Charles E. Bird
CHIEF OF POLICE