

Germantown Police Department

Policies and Procedures

Number: 1-19
Effective Date: January 1, 2003
Subject: School Resource Officer Program
Previous Revisions:

I. PURPOSE

The purpose of this policy is to establish guidelines for the School Resource Officer Program for the Germantown Police Department. This agency is committed to partnering with schools in the community to support a safe environment where children are able to focus on learning. The School Resource Officer is a professional law enforcement officer providing support and guidance through a wide variety of skills and knowledge.

II. POLICY

It is the policy of the Germantown Police Department to provide a School Resource Officer to as many of the Shelby County Schools within the City of Germantown as possible. The officers assigned to these schools will provide assistance to other schools when necessary and available.

III. PROGRAM ADMINISTRATION

The administration of the School Resource Officer Program falls under the Uniform Patrol Division. A patrol supervisor will serve as the immediate contact for this program. All members of the department are encouraged to support this program and become involved in the schools within their assigned districts.

IV. PROCEDURE

- A. General – This summary should not be considered inclusive. The Chief of Police retains the authority to expand or reduce the responsibilities at his/her discretion.
1. The SRO will adhere to Shelby County School Board Policy and will coordinate activities with their supervisor and the school principal. The SRO remains an employee of the Germantown Police Department and will be primarily responsive to the departmental chain of command.
 2. The SRO will serve as a law enforcement resource for the students, faculty and staff of participating schools.

3. The SRO will conduct preventative patrols on campus, conduct classroom presentations on law enforcement related topics, conduct advisory sessions with students and staff, and conduct criminal investigations resulting from school based incidents.
 4. The SRO will be available to provide security at selected events. The SRO will also be available to conduct community relations presentations or other special details, if needed. All events, which require the payment of overtime or compensatory time, must be pre-approved by a supervisor.
- B. Non-Functions of the SRO – This summary should not be considered inclusive. The Chief of Police retains the authority to expand or reduce responsibilities at his/her discretion.
1. The SRO will not perform any duties regularly assigned to school personnel. The SRO cannot serve as a substitute teacher or a parking lot attendant.
 2. The SRO will not be sent to a classroom to escort a student for the school staff unless the student in question is involved in potential criminal activity.
 3. The SRO will not be responsible for selling parking decals. The SRO may not handle any funds belonging to the Shelby County School system.

V. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.