


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

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| <b>CHAPTER:</b><br>070-A   |                        | <b>TITLE:</b><br>School Resource Officers    |
| <b>EFFECTIVE DATE:</b><br>June 20, 2013  | <b>NO. PAGES:</b><br>2 | <b>AMENDED/REVIEWED:</b><br>January 23, 2020 |
| <b>REFERENCE:</b><br>CALEA 44.2.4, 44.2.5  |                        | <b>RESCINDS:</b>                             |
| <br><b>Sheriff of Monroe County</b> |                        |  |

I. **PURPOSE:** The purpose of this directive is to establish guidelines and procedures for the School Resource Unit. The SRO Supervisor is the Special Investigations Director.

II. **POLICY/PROCEDURE:**

A. **School Resource Officers (SRO) Responsibilities:**

1. Prevent crime through education of the children
2. Coordinate and instruct Project ALERT and Know The Law training
3. Create and maintain new programs to enhance children's awareness on crime prevention, drug abuse and other concerns
4. Distribute pamphlets, fliers and newsletters on drug abuse, safety and crime prevention related matters
5. Hold public and/or private meetings on school-related matters when requested
6. Conduct Project ALERT and Know The Law training as assigned
7. Participate in school-related activities outside of regular school hours, such as Parent/Teacher Organizations and school-sponsored field trips
8. Any and all other law enforcement functions necessary in the schools
9. Provide individual counseling and/or mentoring to students in conjunction with the school guidance counselor and other school administrators
10. Participate in the coordination of Explorer and Cadet Programs

B. **SRO Supervisor Responsibilities:**

1. Supervise all SROs and their daily activities
2. Oversee all educational programs implemented in the schools by the SROs
3. Liaise with school officials and coordinate all programs with those officials

4. Evaluate all SROs annually
5. Approve payroll and make annual budget projections for the School Resource program.
6. Implement and monitor training for SROs
7. Oversee fundraising efforts for youth programs