

CHAMPAIGN POLICE DEPARTMENT
Standard Operating Procedures
SCHOOL RESOURCE OFFICER (SRO) PROGRAM

PURPOSE:

This Standard Operating Procedure Manual is intended to provide the guidance and information necessary for the support of the SRO Program.

It is recognized that every situation cannot be predicted or determined by these guidelines, and members of the Champaign Police SRO Program may deviate from these standard operating procedures if facts and circumstances require them to act for the safety of students, staff, citizens, officers, or suspects. SROs may rely on their training and experience in choosing alternate actions that are reasonable and appropriate for the circumstances. In the event of a conflict between this manual and the Champaign Police Policy Manual, the provisions of the Policy shall control.

PROCEDURE:

I. PURPOSE OF THE UNIT

This unit has been established to provide police officers for the Champaign Community Unit School District #4. These officers provide a variety of educational resources to the school community; provide law enforcement information and advice to students, staff, and parents; and provide a positive law enforcement presence in the school community.

II. PHILOSOPHY

The school environment is a community unto itself; however, it remains an integral part of the larger community of society in general. Although the members of the school community are younger, the code of conduct in both communities remains the same. SROs understand they are working in an educational environment and will work to instill a positive learning climate. When law enforcement action is taken, it will be done in the same unbiased and impartial manner as in the community at large.

III. CHAIN OF COMMAND

The SRO is assigned to the Operational Support Division of the Champaign Police Department. The current principal at each school will serve as the point of contact for his/her school. On a daily basis, SROs will collaborate with school and district administrators on many issues, including the disposition of various situations they may encounter. Their ultimate responsibility is to carry out their duties as police

officers, as expressed and interpreted through the Champaign Police Department chain of command.

IV. ROLE OF THE SRO

The primary mission of the SRO is to maintain a safe learning environment and to build positive relationships with the school community. The SRO Program embraces the TRIAD concept which adheres to the roles of Teacher, Counselor, and Law Enforcement Officer.

A. Teacher - Formal Instruction and Presentation

1. Formal instruction will only occur under the supervision of a certified teacher. Teaching may be in the form of classroom instruction, public educational instruction, or in-service school staff instruction. Instruction should be made available to students, staff, and members of the public on any topic concerning the police, law, legal processes, crime prevention, courts, drug use, or other topics as appropriate. Whenever possible, officers shall follow class outlines approved by Unit Supervisors and school personnel.
2. Outlines for each topic offered to teachers shall be maintained and written in the approved outline format. Lesson plans should be updated as needed. All outlines and display materials shall present a professional appearance.
3. At the beginning of each year, the SRO shall provide a current list of instruction topics to all appropriate teachers, school department heads, and administrators. This will remind returning teachers or introduce the program to teachers so they can coordinate appropriate topics with curriculum.
4. Each time an SRO develops or revises a lesson plan, that officer will forward a copy to the School Resource Unit Supervisor(s) and school personnel for approval. A copy of the new or revised lesson plan shall be distributed to each SRO.
5. The teacher should create a quick “exit slip” or “ticket out the door” which students should complete in order to inform whether or not the presentation met the goals/objectives of the instructional activity. These records are formative in nature for the teacher, but the SRO and the teacher may agree to share the results with each other.

B. Counselor - Informal Consultation

1. SROs are not intended to replace school counselors nor are they to conduct any formal psychological counseling. SROs may advise students on

responsibilities and procedures concerning criminal matters. SROs in conjunction with school administrators may provide guidance, advice, and mediation to resolve issues between students; however, the use of mediation or other resolutions will not preclude the necessity to prepare the required police reports.

2. SROs may counsel and advise on the law enforcement aspects of a variety of topics. Student confidentiality shall be maintained as required by law; however, police reports shall be filed as required by Policy and Standard Operating Procedure. SROs should work closely with district and school staff to solve problems, and are expected to make necessary referrals to support and resource agencies when appropriate. Referrals should be made when the need for professional attention is identified and/or when legal assistance is needed beyond the scope of the SRO's responsibilities. SROs should maintain a current list of referral services and support agencies.
3. SROs will provide information to school faculty concerning legal issues, as they relate to the school community. Such issues may include, but are not limited to, laws, consequences of infractions of the law, various aspects of the criminal justice system, availability of legal, educational, and mental health resources within the community, and police operations.
4. SROs may consult with school faculty as appropriate concerning issues relating to the school community.
5. In accordance with state and federal law and Police Department policy and procedures, SROs may discuss with school administration any activity which may affect the safety and welfare of the school population.
6. SROs will not create or maintain unofficial files on students based on non-criminal school conduct, speculation, or affiliation with other students.

C. Law Enforcement Officer

1. On-duty SROs shall be the reporting officers for criminal acts that occur when they are on an assigned campus when possible and appropriate.
2. When an immediate police report or a call for service is required and the assigned SRO is not available, a patrol unit will be sent to the school.
3. SROs will collaborate with building administration on appropriate police action to enforce local and state laws on the school campus. All arrests will be made pursuant to current Champaign Police Department Standard Operating Procedures and Departmental Policy.

4. SROs shall be alert to intelligence information regarding criminal activity involving the school community. This information shall be shared with the appropriate resources (other police agencies, roll calls, district officers, detectives, etc.).

V. REPORTING PROCEDURES

Each SRO will complete a weekly timesheet.

VI. AVAILABILITY FOR WORK

Each SRO is expected to be available for his/her work assignment when school is in session and will take into consideration the needs of the school. All leave requests during the school year must also be coordinated with school administrators and unit supervisors. Officers requesting vacation for holiday and summer breaks are encouraged to submit requests well in advance and in accordance with the Fraternal Order of Police (FOP) contract. When school is unexpectedly dismissed for the day, i.e. snow day, the SRO must contact a Supervisor to be granted any form of leave. These requests may or may not be granted depending on department staffing requirements. SROs must submit a normal daily or weekly schedule to their Unit Supervisor depending on assignment. When officers are unable to follow their standard work schedule, they will notify their respective School Resource Unit Supervisor and the school administration.

VII. APPROVAL OF REPORTS

SROs will normally submit their reports to their Unit Supervisor(s) for approval at the end of their shift. If circumstances dictate, any supervisor may approve and route reports. If the report includes an arrest, they must be approved and forwarded to a supervisor the same day as the arrest.

VIII. EXERCISE OF DISCRETION WITHIN SCHOOL SETTING

When possible, SROs will give consideration to the interests of all concerned parties, including those of school administrators, when determining a course of action in a particular situation. This will in no way interfere with their appropriate exercise of police authority. Arrests or interviews with students or other personnel shall be carried out in a manner that is consistent with the officer's best judgment, legal requirements, Champaign Police Policy, Champaign Community Unit School District #4 Student Code of Conduct, and Standard Operating Procedures contained herein.

A. School Discipline

1. Unless incidents which result in School Discipline become criminal in nature, with the exception of being witnesses at School Discipline or

Expulsion Hearings, the Police Department has NO jurisdiction in most school-disciplinary matters. School-disciplinary matters are those addressed only through the Champaign Community Unit School District #4 Student Code of Conduct.

2. Verbal Warning – An informal notification by an SRO to a student about a violation of school rules or school policy, the violation of which does not meet the elements of a criminal offense. Information regarding an SRO's verbal warnings will be communicated to school administrators for their consideration and/or follow-up actions.
3. SROs may be requested by school administration to preserve the peace while they discuss school disciplinary matters with students or parents. While in that capacity, an SRO will not intervene unless a criminal violation is identified or observed.
4. If, while preserving the peace, criminal activity is observed or becomes known to the SRO, appropriate law enforcement action will be taken and police reports will be filed.
5. Officers may be confronted with situations involving students with disabilities. Officers will use discretion in their decisions to intervene in these situations. Usually, school personnel will handle all hands-on interventions with their students. The SRO may be requested by school personnel to physically intervene when the behavior of a student violates the law and/or presents an immediate danger of physical harm to any individual, and the SRO may intervene under those circumstances. If an SRO is in the immediate area of a conflict and observes a situation that presents an immediate danger of physical harm to any individual, the officer will intervene with or without a request from school personnel. Appropriate police reports will be filed.

B. School Disciplinary Hearings

School Discipline Hearings should be separate and independent from the Juvenile Court's criminal hearing. School officials should conduct independent inquiries regarding school discipline matters and should not rely solely on information gathered by the SRO. SROs may be requested to give testimony at disciplinary hearings. School administrators may request that SROs attend expulsion hearings to provide security for school personnel and preserve the peace, when indications are such that the students or other attendees may react in a threatening or physical manner. SROs will obtain approval of their Unit Supervisor prior to attending expulsion hearings.

C. Voluntary Student Contacts

1. Voluntary student contacts are those where the SRO contacts students in a non-accusatory, non-confrontational, and non-custodial setting. Examples might include student-initiated, parent-initiated, school administrator-initiated, or teacher-initiated contact with an SRO. Other examples can include Officer-initiated greetings to students or merely engaging students in general conversations. Voluntary student contacts will also include those previously mentioned informal counseling sessions that do not involve criminal activity. No parental permission or principal approval is required prior to or during voluntary contacts.
2. SROs are encouraged to conduct voluntary contacts with students and school staff members. If information regarding criminal acts surfaces during these contacts, appropriate collaboration, follow-up investigations, and documentation will be conducted.
3. If a voluntary student contact escalates to the need for a police follow-up in the form of police interviews, the follow-up investigation shall be conducted as outlined in paragraph D - Police Interviews.

D. Police Interviews.

In the event a serious crime is committed at school or at a school activity, the principal or his designee with the assistance of the SRO should question any witnesses to determine that a crime has been committed. The SRO shall have the general authority to question students who may have information about criminal activity. Interviews involving students will be conducted in cooperation with and in the presence of a school official. If immediate action is necessary in an emergency situation, the SRO may interview a student without the presence of a school official.

When questioning students the following guidelines shall be followed.

1. Non-Custodial Interview witness/victim. After advising the building principal/designee, the SRO may contact a specific individual, with the express purpose to intentionally gather information to further police investigations. These interviews are non-custodial and non-accusatory contacts; however, they are usually conducted out of public view and in the office setting (e.g. contacting witnesses to obtain additional information about a reported criminal incident or offense). The school official or SRO will make a reasonable attempt to notify the parents prior to the interview unless there is imminent danger, in which case parents will be contacted as soon as possible. A reasonable attempt is made when either of the following occurs:
 - a. When the school official calls each phone number provided to them by the parent/guardian at least one time, or

- b. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

The student is not required to speak to the SRO and is free to leave at any time during the contact.

- 2. Police interviews regarding suspects of criminal activity. These interviews fall into two categories which follow:

- a. Non-Custodial. After advising the building principal/ designee, the SRO may contact a student who is being accused of a crime or is suspected of committing a criminal act. If the student is a juvenile, under the age of 18, the SRO will make a reasonable attempt to contact the parent or legal guardian prior to the interview. A reasonable attempt is made when either of the following occurs:

- i. When the school official calls each phone number provided to them by the parent/guardian at least one time, or
- ii. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

The SRO will inform the accused student of the general nature of the investigation that he/she is not required to speak to the SRO, and that he/she is free to leave at any time during the contact. The student will be given the opportunity to present his/her knowledge of the facts. If the student wishes to remain silent or to speak to his or her parents or an attorney, questioning should not commence or cease and the contact will be terminated.

- b. Custodial. When possible, the SRO should advise the principal/designee before a student is questioned while in custody or arrested. If a student is questioned while he/she is detained, placed into custody, or arrested, Miranda requirements will apply to the interview. If the student is under the age of 18, a reasonable attempt will be made to contact the parent or legal guardian prior to the interview.

A reasonable attempt is made when either of the following occurs:

- i. When the school official calls each phone number provided to them by the parent/guardian at least one time, or

- ii. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

If the student wishes to remain silent, to speak to his/her parents or an attorney, the interview will be terminated. For the purposes of this protocol, if a student is being interviewed to determine criminal activity and the SRO is present, Miranda requirements will apply to the interview.

3. In incidents which the SRO has probable cause to believe circumstances pose a risk to the welfare of the school community or the general public, students may be removed from class for the purpose of a police interview without parental permission or approval of the principal or his/her designee.
4. If parents, when contacted, request a delay in the interview, reasonable efforts will be made to accommodate parental wishes.

E. School Incident Reports

School incident reports are written reports prepared by school administrators or school personnel which document incidents pursuant to school district policy at the school administrator's discretion. SROs may complete School Incident Reports which will be turned in to building administration.

F. Police Reports

1. Police reports are formal police records of events, which document crimes, suspicious activity, or other information beneficial to the police department's mission and partnership with schools and/or the community-at-large.
2. Police reports may be forwarded to the Police Department's Investigations Unit for follow-up, and if necessary, the State's Attorney's Office. All police reports will be retained in the Police Department's Records Unit.
3. SROs will follow Police Department Policy when determining whether police reports are written.
4. Police reports may be returned to the SRO for additional follow-up investigation.
5. Police report information involving the School District may be shared with school officials in the interest of creating a safe school environment.

6. Police reports will document the facts and investigative findings. If appropriate, they will also contain the statements of the school administrator, the suspect and his/her parents, the victim and his/her parents, and any other witnesses.
7. All departmental requirements on use of force will apply in the school setting. Physical interventions by a police officer will require the appropriate police reports.

G. Assigned Investigations

1. SROs are employees of the Police Department and shall confer with police supervisors as needed to determine the best course of action during criminal investigations. School administrators should make their desires known to SROs; however, as police officers, SROs' actions are controlled by the Police Department and not school administrators. SROs must follow police procedures and practices, and they are not, and cannot be, required to follow school district policies that are contrary to police department policy, practices, or law.
2. SROs may be assigned to conduct follow-up investigation into criminal offenses occurring on school property or involving students. Police Supervisors or Detective Supervisors can make these assignments. When received, SROs will coordinate their investigations through their School Resource Unit Supervisors.
3. SROs will advise their supervisors of any pre-existing conflicts with suspects, victims, or reporting parties involved in the assigned follow-up investigation. School Resource Unit Supervisors can have the case reassigned through the Investigations Division, if necessary.
4. When SROs contact students as victims, witnesses, or suspects pursuant to these follow-up investigations of non-school incidents, students will be removed from class only with permission of the principal or designee.
5. Follow-up investigations may require SROs to leave the school campus. The principal or his/her designee should be notified when the SRO is leaving the campus during school hours. The SRO will remain available via radio and cell phone and will respond to the school when requested for assistance when possible.
6. A reasonable effort will be made to avoid conflict with school schedules, unless the safety of the school environment necessitates immediate interview and/or arrest.

H. Criminal Prosecution of Juveniles

1. SROs will follow departmental guidelines and the Juvenile Court Act regarding formal and informal station adjustments.
2. The State's Attorney's Office will review police reports and make a final determination as to the disposition of criminal matters.
3. All relevant input provided by victims or their parents, suspects or their parents, school district officials, and/or the SRO will be included in the initial police report or follow-up police reports for the State's Attorney's review.

I. Release of Juvenile Offenders

1. Custodial arrest occurs when apprehension and detention of a student occurs. Whenever practical, SROs may release juvenile offenders to the Youth Assessment Center, Juvenile Detention Center, or their parents or guardian.
2. If there is no immediate threat or imminent danger, juvenile offenders may be released upon proof of relationship to parents, legal guardians, adult brothers or sisters, or responsible adults as approved by police supervisors. With a police supervisor's approval and school administration approval, offenders may also remain in the school. Otherwise, offenders will be transported to the Youth Assessment Center or Juvenile Detention Center.
3. Whenever possible, personal notification shall be made to school administrators prior to transporting juveniles from a school facility. The SRO will ensure the juvenile's parents or legal guardian has been contacted and informed regarding the juvenile's arrest.

J. Search and Seizure

1. It is important to note that the standard authorizing school administrators to search is a lesser standard than that required of police officers.
2. If administrators take the lead in conducting a search, and the SRO's only responsibility is to preserve the peace, if requested by the school official, the standard for the school officials search will remain at the lower standard, Reasonable Suspicion. Any active searching by the SRO will require the higher Probable Cause Standard, unless there are exigent circumstances.
3. Students have Fourth Amendment protections; however, lawful searches by school officials are allowed. A warrant or probable cause is not required in all circumstances. Legality of the school search depends on the circumstances and their reasonableness. The search and subsequent intrusion

must be justified at its inception, and must be reasonable in scope to the circumstances present.

4. Officers must ensure they do not engage in any conduct that construes they arranged, coerced, dominated, or directed a school official's actions.
5. Parking Lot Searches and Locker Searches – SROs will adhere to any applicable Federal and State Laws and Departmental Policy when conducting a parking lot search or locker search. If there are doubts about the validity of an intended search, officers should consult a supervisor.
6. All canine searches, except those resulting from a traffic stop conducted by an SRO, will be coordinated among the SROs, the School Resource Unit Supervisors, the Canine Unit Supervisor, and respective school administrators. Canine searches will only be conducted at the request of school administrators.

IX. COORDINATION WITH PRINCIPALS

SROs are expected to develop practical working relationships with their principals. These relationships will allow them to establish effective ground rules for handling the normal functions of an SRO within a particular school. SROs should strive for excellent communications with their school administrators. Equal effort should be made to keep their supervisor apprised of current issues and problems.

X. RELATIONS WITH DEPARTMENT PERSONNEL

Because of the unique location of their work, it is essential that SROs make a strong effort to communicate effectively with other members of the Department. In addition to patrol officers and detectives, SROs should communicate frequently with members of the Investigative Unit.

SROs should recognize that they often obtain information that is not otherwise available to other police officers, and they should share this information when appropriate. They should also stay current on other Crime Analysis Unit reports. SROs will attend weekly Investigations meetings to disseminate appropriate information, unless on approved leave or excused by someone in their chain of command.

XI. RELATIONS WITH MEDIA

When contacted by members of the Press or other media, SROs will direct inquiries to the Department's Public Information Officer. Since the SRO operates in an environment shared with school district administrators, care should be taken to see that remarks made to the media serve the combined interests of all concerned, to the fullest extent possible.

XII. PERSONAL RELATIONS WITH SCHOOL FACULTY AND STUDENTS

During contacts with faculty and students, especially of the opposite sex, SROs must realize they are under great scrutiny. Any situation that would reflect negatively upon themselves or the Police Department should be avoided. In particular, they should structure their contacts so that there can be no question of improper behavior. SROs should use good judgment when interviewing, transporting, or contacting students. Unusual situations or contacts should be discussed with their Unit Supervisors and documented in writing. Initial notification of an unusual situation/contact will be made as soon as possible to a Unit Supervisor, or any supervisor, if a Unit Supervisor is not available.

XIII. OVERTIME COMPENSATION

SROs occasionally may be asked to work at school functions held outside regular school hours. SROs may request flex time to cover these hours or seek approval from a supervisor for overtime compensation. No changes to an officer's schedule will be made without supervisory approval.

XIV. UNIFORM AND EQUIPMENT

SROs will ordinarily wear the full police class "A" or "B" uniform when on duty in their schools. When circumstances dictate, they may request approval from a Unit Supervisor to wear civilian clothing. When wearing civilian clothes, officers must conform to Department standards. SROs will be armed with a weapon at all times while on duty.

XV. CONFIDENTIALITY

SROs are expected to follow all legal and departmental guidelines governing the release of police information. Since most members of the school community are juveniles, SROs should be especially careful to maintain confidentiality with regard to information about juveniles.

There are specific guidelines concerning the sharing of information between criminal justice agencies and school officials. When it is necessary for the discharge of their official duties, SROs are permitted access to student records and the information will not be disclosed to any other party except as provided under law or order of court. (SROs should familiarize themselves and school officials with all applicable guidelines on an ongoing basis.)

XVI. UNIT SUPERVISOR'S RESPONSIBILITIES

In addition to supervisory duties carried out by all department supervisors, School Resource Unit Supervisors are expected to perform the following duties, as agreed upon by the individual supervisors and their chain of command:

- A. Observe SRO in the school setting on a regular basis, to include classroom instruction and other school activities.
- B. Serve as liaison with principals and administrators in schools, to include regular contacts to determine the effectiveness of the SRO programs.
- C. Recommend and coordinate specialized training for Unit members.
- D. Coordinate investigative assignments for SRO and monitor case assignments.

THIS PROCEDURE IS HEREBY AUTHORIZED EFFECTIVE July 1, 2014.

Anthony Cobb
Chief of Police

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