

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: School Resource Officer Program	NUMBER: GO 2-47
EFFECTIVE DATE: August 24, 2020	REVIEW DATE: July 6, 2020
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13

14 **POLICY**

15

16 This General Order establishes the School Resource Officer (SRO) Program. The SRO Program

17 represents a law enforcement presence in our community, in this case, the community is a public

18 school. The primary purpose of the SRO Program is to reduce and prevent crime by and against

19 students, committed primarily in or in connection with county high and middle schools. The SRO

20 performs other roles in addition to enforcement. He/she conducts crime-prevention programs,

21 functions as an additional educational resource, acts as a referral agent to help students obtain

22 community resources not otherwise available, and guides students in solving problems.

23

24 **PURPOSE**

25

26 With daily interaction between the school's administration and the SRO, it is important to

27 establish, maintain, and update specific guidelines and procedures to be followed by the SRO

28 and individual school administrators. This policy clarifies the roles of the SRO and the school

29 administrators, the scope of their authority, and the responsibilities of the York County School

30 Board and the York-Poquoson Sheriff's Office in this collaboration. The success relies on the

31 effective communication between the SRO, the principal, and other key staff members of each

32 organization.

33

34 **PROCEDURES – ADMINISTRATIVE**

- 35
- 36 • Memorandum of Understanding
 - 37 ○ In accordance with [22.1-280.3:3](#), Code of Virginia, the Sheriff's Office and York
 - 38 County School Board shall enter into a memorandum of understanding which sets

39 Powers and duties of the SRO.

- 40
41 ○ The memorandum of understanding shall be reviewed and amended as necessary by the
42 School Board and Sheriff's Office at a minimum once every 2 years.

43
44 ● SRO Selection and Training Criteria

- 45 ○ Candidates for SRO assignment shall demonstrate the following characteristics:
- 46 ■ Have an interest in working with youth,
 - 47 ■ Have at least (2) two years of experience in performing field law enforcement duties
48 and currently hold DCJS law Enforcement certification,
 - 49 ■ Volunteer for the SRO assignment,
 - 50 ■ Demonstrated ability to work with diverse groups,
 - 51 ■ Demonstrated conflict-resolution skills,
 - 52 ■ Demonstrated knowledge of juvenile law, procedures, and appropriate community
53 resources.
- 54
- 55 ○ Before beginning assignment to SRO duties, deputies shall have completed the basic
56 law enforcement academy training program and the basic School Resource Officer
57 training program within a year of receiving the assignment.
- 58 ○ In accordance with Section [9.1-114.1](#), Code of Virginia, deputy sheriff's employed as
59 SRO's after July 1, 2020, shall comply with the minimum training standards established
60 by the Virginia Board of Education and the Department of Criminal Justice Services.

61
62 ● General Requirements

- 63 ○ School resource officers shall be assigned to the Community Services Division as
64 uniformed members.
- 65 ○ For administrative purposes, SROs report to the assigned SRO supervisor.
- 66 ○ SROs may report operationally to a supervisor in another division, if temporarily
67 assigned.
- 68 ○ As Sheriff's Office employees, SROs shall follow the chain of command as set forth
69 in the Sheriff's Office Policies and Procedure Manual.
- 70 ○ This manual outlines the processes of hiring, firing, and disciplinary action of all
71 deputy sheriffs regardless of assignment.
- 72 ○ SRO's shall be assigned to York County High and Middle schools based on available
73 SRO positions.
- 74 ■ SRO's shall be assigned to specific High schools.
 - 75 ■ SRO's may be assigned to specific Middle schools or on a rotating basis between
76 Middle schools at the discretion of the Sheriff in consultation with the York
77 County School Division.
 - 78 ■ Temporary assignment of SRO's to York County Elementary Schools shall be
79 based on a case by case basis with a specific request from the Superintendent of
80 Schools or his designee through the Sheriff or his designee.
 - 81 ❖ Permanent assignment of SRO's to York County Elementary Schools shall be
82 based on available funded positions.
- 83
- 84 ○ The SRO shall report his or her activities and schedule to the principal of the school to

- 85 which assigned.
- 86 ▪ The SRO may receive assignments both from the principal and the SRO supervisor.
- 87 ▪ Both school and Sheriff's Office officials shall be kept current on activities.
- 88 ▪ Any school assignment that conflicts with law enforcement duties shall be referred
- 89 to the SRO supervisor when the SRO and the school administrator cannot resolve
- 90 the matter.
- 91
- 92 ○ The High school SRO shall be on-site at a time as determined by the Community
- 93 Services Division Commander in consultation with the school administration, on each
- 94 day school is in operation.
- 95 ○ Middle school SRO shall be on-site at a time as determined by the Community Services
- 96 Division Commander in consultation with the school administration, each day school is
- 97 in operation.
- 98 ○ The SRO shall not take lunch breaks, which coincide with lunch periods at the school
- 99 where they are on patrol.
- 100 ○ In the event an SRO is absent from work for sick leave or emergency leave, the SRO
- 101 shall notify the SRO supervisor and the principal of the school to which the SRO is
- 102 assigned.
- 103 ▪ The principal shall have the option to request assignment of another off-duty deputy.
- 104 ▪ The additional compensation for this substitute deputy shall be at the current
- 105 overtime rate for the assigned deputy, if outside of the deputy's normal working
- 106 hours.
- 107
- 108 ○ The SRO shall serve in the capacity for a minimum of three years, unless reassigned by
- 109 the Sheriff.
- 110 ○ The SRO shall take annual leave to correspond with school vacations.
- 111 ▪ When the school is not in session, the SRO may be assigned elsewhere at the
- 112 discretion of the Sheriff or his designee.
- 113
- 114 ○ SROs shall not be prohibited from receiving overtime for after-school events, functions,
- 115 or classes.
- 116 ▪ Overtime requests shall be processed according to agency policy.
- 117
- 118 ○ SROs may be required to make themselves available for conferences with students,
- 119 parents, and faculty members.
- 120 ○ SROs may attend PTA meetings and other relevant activities where their presence
- 121 benefits the school and the community.
- 122
- 123 ● Evaluation Criteria
- 124 ○ Although the standard personnel evaluation form shall be used for SROs, the rating
- 125 supervisor shall consider the following performance:
- 126 ▪ Skill in using both school and outside resources in solving crime-related problems.
- 127 ❖ Does the SRO provide effective community referrals?
- 128 ❖ Does the SRO exhibit problem-solving skills?
- 129
- 130 ▪ Attendance at school functions to become better acquainted with students, parents,

131 and faculty.

- 132 ▪ Skill and effectiveness in giving classroom lectures or sessions on criminal justice
- 133 topics.
- 134 ▪ Skill and effectiveness in communicating with students, faculty, and staff, including
- 135 skills as a classroom presenter.
- 136 ▪ Degree to which the SRO has applied crime-prevention and law-enforcement
- 137 strategies to improve the quality of school life.

138

139 **PROCEDURES – OPERATIONAL**

140

- 141 • Reporting Requirements
- 142 ○ Incidents and crimes reported to the SRO shall be documented by an incident report.
- 143 ○ SROs shall promptly submit reports by the end of each shift as specified in [GO 2-50,](#)
- 144 [Field Reporting](#).
- 145
- 146 • Patrol Responsibilities
- 147 ○ The SRO is a sworn York-Poquoson Deputy Sheriff assigned to provide the law
- 148 enforcement expertise and resources to assist school staff in maintaining safety, order,
- 149 and discipline within their assigned school.
- 150 ○ The SRO will be considered an active member of the schools administrative team in
- 151 his/her assigned school.
- 152 ○ The SRO's assigned school, including building interiors, grounds, and Surroundings
- 153 “the campus” will be the equivalent of a patrol deputy's normal patrol area.
- 154 ○ SROs will act as a resource to prevent juvenile delinquency.
- 155 ○ He/she assumes primary responsibility for handling all calls for service and coordinating
- 156 the response of other law enforcement resources to the school to restore and/or maintain
- 157 order.
- 158 ○ For patrol purposes, the SRO shall be properly equipped with a Sheriff's Office marked
- 159 vehicle, radio, and appropriate equipment.
- 160 ○ Unless the division commander requires otherwise, SROs shall perform his/her duties in
- 161 the standard Sheriff's Office uniform.
- 162 ○ SROs shall transport students according to the requirements of [GO 2-8, Prisoner](#)
- 163 [Transportation](#) and page 6 lines 225 through 239 of this policy.
- 164 ○ SROs shall assist other law enforcement officers as necessary in any matters pertaining
- 165 to the school, its students, or faculty.
- 166 ○ Each SRO shall patrol his/her specific campus on days when schools are in session
- 167 during the regular academic school term and during the term of summer school.
- 168 ○ SROs may also assist with training for school administrative staff in law enforcement
- 169 and related matters.
- 170 ○ Information about crime trends and changes in laws relevant to school settings shall be
- 171 disseminated to the school administrative staff to assist them in effectively establishing
- 172 and maintaining safe school environments.
- 173 ○ SROs should be involved with the school's curriculum and provide instruction that will
- 174 enhance the student's understanding of the laws of the Commonwealth of Virginia and
- 175 the responsibilities of good citizenship.
- 176 ○ SROs will mentor students as required and provide individual counseling when

- 177 appropriate.
- 178 ▪ School DARE officers extensively provide these duties at the elementary and middle
- 179 school level.
- 180
- 181 ○ SROs will provide guidance on ethical issues in the classroom setting and explain to
- 182 students the law enforcement role in society.
- 183 ○ Responding to incidents or conducting investigations will always take precedence over
- 184 instructing in the classroom.
- 185
- 186 • Investigative Responsibilities
- 187 ○ SROs shall assist other Patrol and Investigations Division personnel as required with the
- 188 investigation of juvenile crime and crime occurring on school property.
- 189 ○ Injuries to students or faculty on school property shall be investigated by school
- 190 personnel unless the injury appears to be a criminal act.
- 191 ▪ The SRO should respond to reports of accidents or injuries.
- 192 ▪ The SRO's responsibilities at such events should be similar to those performed by
- 193 patrol deputies.
- 194
- 195 ○ Offenses shall be investigated according to agency policy and practice. Refer to [GO 2-](#)
- 196 [29, Juvenile Procedures.](#)
- 197 ○ As soon as practicable, the SRO shall notify the principal or his/her designee of any
- 198 enforcement undertaken.
- 199 ▪ SROs should coordinate their actions in the best interest of the school and public
- 200 safety.
- 201
- 202 ○ The SRO shall undertake appropriate enforcement action against intruders, trespassers,
- 203 or other unwanted persons who appear on school property.
- 204 ○ With certain exceptions, the investigation and questioning of students during school
- 205 hours or at school events by a SRO should be limited to situations where the
- 206 investigation is related to the school.
- 207 ○ Under normal circumstances interviews of school students or school staff members, for
- 208 offenses not occurring on school property, shall not take place on school property during
- 209 normal school hours or during school sponsored activities.
- 210 ○ In the event there is an immediate need to interview a school student or staff member on
- 211 school property or during school hours the following procedures shall be followed:
- 212 ▪ The need for such interview shall be approved by the respective Division
- 213 Commander of the deputy needing to conduct the interview.
- 214 ▪ The time of the interview shall be coordinated through the SRO supervisor who shall
- 215 coordinate the time and location of the interview with the school's principal or
- 216 his/her designee.
- 217
- 218 ○ Deputies an investigators shall not request assigned SRO's to conduct interviews of
- 219 students or staff during normal school hours or during school sponsored activities for
- 220 offenses that occurred off of school property in an attempt to bypass the prohibitions of
- 221 this policy.
- 222

- 223
- 224 • Searches and Seizures
 - 225 ○ Administrative searches are conducted by school officials and solely under school
 - 226 direction upon reasonable suspicion that the student has violated school standards of
 - 227 conduct or the law.
 - 228 ○ SROs shall not participate in administrative searches except for safety issues, or any of
 - 229 the following instances:
 - 230 ■ To handle and process any contraband.
 - 231 ■ To provide security.
 - 232 ■ To protect students and staff.
 - 233 ○ SROs may conduct appropriate searches based on probable cause under any of the
 - 234 circumstances outlined in [GO 2-1, Constitutional Safeguards](#), [GO 2-2, Search Warrants](#),
 - 235 [GO 2-3, Field Interview Stop and Frisk](#) and [GO 2-5, Search Incident to Arrest](#).
 - 236 ■ Pat-downs or frisks for weapons are justified based on reasonable suspicion, as
 - 237 outlined in these cited general orders.
 - 238
 - 239 ○ SROs shall not request school officials to conduct administrative searches for any law-
 - 240 enforcement reason, or to have a school official act as their agent.
 - 241 ○ Any search conducted by a deputy shall be based upon probable cause and when
 - 242 required, a search warrant shall be obtained.
 - 243 ■ Stop and Frisk searches will remain an option when there is probable cause that the
 - 244 suspect may be armed.
 - 245
 - 246 • Arrests
 - 247 ○ When a SRO arrests or takes a juvenile under the age of 18 into custody, he/she may elect
 - 248 to release the juvenile to the parents and file a petition request for the crime.
 - 249 ○ In certain cases the juvenile may be transported to a Juvenile Intake Officer for processing
 - 250 in accordance with [GO 2-29, Juvenile Procedures](#).
 - 251 ○ The arrest of a student or employee of the school with a warrant or petition should be
 - 252 accomplished after school hours, whenever practical.
 - 253 ○ The arrest of a students under the age of 18 or a school employee during school hours and
 - 254 on school grounds shall coordinated through the SRO supervisor and be reported to the
 - 255 principal as soon as practical.
 - 256 ○ Arrests of students that are 18 years of age or older on school grounds during school hours
 - 257 or a school sponsored activity should also be reported to the principal as soon as practical.
 - 258
 - 259 • Transportation
 - 260 ○ SROs will not transport students in their official vehicles except:
 - 261 ■ When students are a victim of a crime, under arrest, or some other emergency
 - 262 circumstances exist; and/or
 - 263 ■ As requested by school administrators when students are suspended and sent home
 - 264 from school pursuant to school disciplinary actions and removal of the student from
 - 265 school grounds is necessary to restore order or ensure school safety.
 - 266 ■ If the student’s parent or guardian is unable to pick up the child within a reasonable
 - 267 time period and the student is disruptive/disorderly and his continued presence on
 - 268 campus is a threat to the safety and welfare of other students and school personnel.

- 269 ❖ Students shall not be transported to any location unless it is determined that the
270 student’s parent, guardian or custodian is at the destination to which the student
271 is being transported or upon contacting the parent/guardian and a verbal
272 permission is given to the school or SRO to take a student home even though the
273 parent is unable to be there.
274
- 275 ○ SROs shall not transport students in their privately owned vehicles.
276
- 277 ● Sheriff’s Office Relationship with School Officials
278 ○ The Community Services Division Commander shall be the liaison between the
279 Sheriff’s Office and York County School Board.
280 ○ As such the Community Services Division Commander is responsible for the following:
281 ▪ Regular review and recommending updates to the Sheriff’s Office/School Board
282 Memorandum of Understanding.
283 ▪ Meeting with School Board Members regarding school safety related issues.
284 ▪ Meeting with school principals regarding issues related to assigned SROs.
285 ▪ The identification and selection recommendations for SRO positions.
286
- 287 ○ The SRO supervisor is responsible for the following:
288 ▪ Meet with each principal prior to the start of the school year to review
289 school/Sheriff’s Office expectations and clarify any operational procedures.
290 ▪ Meet at least once each semester with the school principals and SRO’s and conduct a
291 preliminary evaluation of the SRO’s performance as well as the identification and
292 resolution of any developing issues, and
293 ▪ Meet at other times, when requested, by either the SRO or school principal to ensure
294 adequate communication between the School and the Sheriff’s Office.
295 ▪ Meeting with school principals regarding issues related to assigned SROs.
296
- 297 ○ A critical element of the SRO program is an open relationship and strong
298 communication between the school principal and the SRO.
299 ▪ Each SRO shall meet weekly, or more frequently if necessary, with the assigned
300 school principal for the purpose of exchanging information about current crime
301 trends, problem areas, or other areas of concern which have potential for disruption
302 in school or within the community.
303
- 304 ○ The school principal shall provide a work area, within the school building, for the
305 assigned SRO that is equipped with a telephone and computer.
306 ▪ This area shall also be used for interviewing students should the need arise.
307
- 308 ● Administrative Hearings
309 ○ The SRO shall attend suspension and/or expulsion hearings upon request of the school
310 principal or school board staff.
311 ▪ The deputy shall be prepared to provide testimony on any actions that were taken
312 and/or any personally observed conduct.
313 ▪ The SRO shall make available any physical evidence in his/her custody after
314 consultation with the commonwealth attorney’s office.

- 315 ❖ Unless otherwise arranged it will be the responsibility of the SRO to transport
316 and safeguard any physical evidence, such as a weapon, that is needed at the
317 disciplinary hearing.
318
- 319 ○ The SRO shall not provide any official Sheriff’s Office document or juvenile record to
320 the school or expulsion officer.
 - 321 ▪ As a general rule, release of any such information is prohibited by law unless such
322 documents are subpoenaed by the schools through the appropriate court.
323
 - 324 ○ When a subpoena for official records, reports, or documents for an administrative school
325 hearing is received by the Sheriff’s Office; The Administrative Services Division
326 Commander will coordinate any action.
327
 - 328 ● Release of Information
 - 329 ○ Student information
 - 330 ▪ Section [22.1-287](#), Code of Virginia, grants access to records concerning pupils
331 enrolled in a school to law enforcement officers seeking the information in the
332 course of their official duties.
333
 - 334 ○ Law enforcement information
 - 335 ▪ SROs should exchange information with the school principal regarding students’
336 involvement in criminal activity in and around the school.
 - 337 ▪ Section [16.1-301](#), Code of Virginia, authorizes the Sheriff or his designee to
338 disclose, for the protection of the juvenile, his fellow students and school personnel,
339 to school principal that a juvenile is a suspect or has been charged with certain
340 crimes.
 - 341 ❖ This code section also requires the Sheriff or his designee to notify the school
342 principal of the final disposition or adjudication of such reported offenses within
343 a specified time frame.
 - 344 ❖ As such, only the Sheriff, Chief Deputy or Division Commanders shall release
345 such information.
 - 346 ➤ The Sheriff’s Office official releasing such information shall be required to
347 monitor the reported offense through the court’s process so timely
348 disposition notification is made.
349
 - 350 ▪ Section [22.1-279.3:1](#), requires Sheriff’s Office to report certain offenses, committed
351 by school students that occur on school property, school buses or at school
352 sponsored activities to the superintendent and the principal of the respective school.
 - 353 ▪ This code section also requires the notification to the superintendent and school
354 principal of certain offenses occurring off school property involving school students.
 - 355 ❖ These notifications are made through the Administrative Services Division to a
356 representative of the school board administration.
357
 - 358 ▪ SROs shall not make official documents, incident reports, or records available to the
359 school or its staff.
 - 360 ❖ Request to the SRO for official Sheriff’s Office reports or other documents by

principals shall be routed to the Administrative Services Division Commander through the Community Services Division Commander.

○ Data Collection

- Section [22.1-279.10.](#), Code of Virginia, requires the following data be reported to the Department of Criminal Justice services and the Virginia Department of Education:

- ❖ Use of force against students, including:

- Use of chemical weapons;
- Mechanical or other restraints;
- Instances of seclusion;
- Detention of students;
- Arrest of students;
- Referrals of students to court or court services unit;
- Any other disciplinary actions imposed by an SRO.

- ❖ SRO's shall report any of the above by writing a Sheriff's Office report anytime one of these instances occur.

- ❖ Reports of the above shall be reported to and in the form and format specified by the Department of Criminal Justice and the Virginia Department of Education.