

# Lake Ridge Schools

# Office of the Superintendent

*Changing Learning, Changing Lives, Inspiring Lifelong Possibilities*

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June 16, 2015

TO: Students, Parents, Staff and Community Members of Lake Ridge Schools

RE: Placement of School Resource Officer (SRO) in Lake Ridge Schools

This is to inform you that Lake Ridge Schools and the Lake County Sheriff's Office will employ an SRO to work in the Lake Ridge Schools. This officer will be a uniformed Lake County Officer who will be subject to the administration, supervision and control of the Police Department. This officer will be housed at Lake Ridge Middle School but whose jurisdiction will include Longfellow and Hosford Park Elementary Schools, Lake Ridge New Tech Middle School, and Calumet New Tech High School. The SRO's duties will include, but not be limited to, the following:

### **Duties of the School Resource Officer**

- To be an extension of the superintendent's and principal's office for assignments;
- To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus;
- To act as the designee of the campus administrator in maintaining the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes buildings, grounds, parking lots, lockers and other public school property;
- To provide a classroom resource for law education using approved materials;
- To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment;
- To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, including the area of substance control;
- To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse;

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### **SUPERINTENDENT**

Sharon Johnson-Shirley, Ed. D.

### **BUSINESS MANAGER**

Ms. Laura Hubinger

### **BOARD OF SCHOOL TRUSTEES**

Mr. Ken Buckley

Mr. Dan Diehl

Mr. Jonathan Evans

Mr. Glenn Johnson

Mrs. Kim Osteen

### **ASSISTANT SUPERINTENDENT**

Ms. Janet Flores

- To document activities of the SRO on and off campus and as a compiler of a monthly report to be provided to the Police Department and to the principal of the assigned schools.
- The SRO will not be involved in ordinary school discipline, UNLESS it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
- It will be the responsibility of the SRO to report all crimes originating on campus. Information on cases that are worked off-campus by the Police Department or other agencies involving students on a campus served by an SRO will be provided to the SRO but the SRO will not normally be actively involved in off-campus investigations.
- The SRO will coordinate his/her actions with the administrator for law enforcement cases.
- All local law enforcement and state agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO. The SRO will be familiar with helpful community agencies, such as mental health clinic, drug treatment centers, etc., that offer assistance to dependency and delinquency prone youths and their families. Referrals will be made when necessary.
- The SRO and the superintendent or principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to the following:
  - Drugs and the Law – Adult and Juvenile
  - Alcohol and the Law – Adult and Juvenile
  - Sexual Assault Prevention – Adult and Juvenile
  - Safety Programs – Adult and Juvenile
  - Assistance in other crime prevention programs as assigned
- The SRO will wear approved department uniform.

- The SRO will wear the department authorized duty weapons in accordance with department policy.

### **Chain of Command**

- As an employee of the Police Department, the SRO will be subject to the chain of command of the Police Department;
- In the performance of duties, the SRO shall coordinate and communicate with the superintendent or principal or the principals' designee of the schools to which he/she is assigned.

### **Transporting Students**

- The SRO shall not transport students in Police Department vehicles except:
  - When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
  - When students are suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- Students shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. The SRO shall not transport students in their personal vehicles.
- The SRO shall notify school personnel upon removing a student from campus.

### **Access to Education Records**

- School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law.
- If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- If confidential student records information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.