



Carrboro Police Department

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I. PURPOSE

- A. The purpose of the School Resource Officer is to be a peace officer by maintaining order at the assigned school campus with the legal authority to arrest if required. The School Resource Officer is a resource teacher in the areas of Law Enforcement Education that can be applied in the classroom. The School Resource Officer can also be a counselor, by listening and assisting students with various problems. This approach enables the School Resource Officer to be a positive law enforcement role model and use proactive prevention by exposing the human qualities of law enforcement to our youth and giving them a trustworthy adult upon whom to depend.
- B. The School Resource Officer shall be responsible for diverting minor law enforcement infractions through school disciplinary avenues and parent counseling as opposed to sending the juvenile into the criminal court system. However, if the School Resource Officer feels that the criminal offense is serious enough to warrant action through the criminal court system, he should follow the proper procedures to see that is done and supply court personnel with complete documentation of the crime, victims, suspects, reports, etc. The School Resource Officer shall develop various classroom presentations on a variety of subjects which include, but are not limited to, substance abuse, youth violence, juvenile law, school safety, etc., and shall be available to the faculty of his school to address students in the classroom setting when requested. The School Resource Officer should be an officer who deals well with youth and is able to establish trusting relationships with students through support, good counseling, and commitment to the students' best interests.



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II. DEFINITIONS

- A. School Official or School Administrator: An employee of the Chapel Hill-Carrboro City Schools tasked with the responsibility of maintaining an effective and orderly school environment.
- B. School Resource Officer: A sworn law-enforcement officer of the Carrboro Police Department assigned to the School Resource Officer position.

III. SCHOOL RESOURCE OFFICER

School Resource Officers are employees of the Carrboro Police Department and assigned to the Community Services Division.

IV. BASIC QUALIFICATIONS OF SCHOOL RESOURCE OFFICERS

School Resource Officers shall:

- A. Be certified Law Enforcement Officers;
- B. Have a minimum of 2 years of law enforcement experience and possess sufficient knowledge of patrol and general law enforcement techniques;
- C. Have the rank of Police Officer I or Police Sergeant with the Carrboro Police Department, at the discretion of the Chief of Police;
- D. Possess a sufficient knowledge of the applicable Federal and State laws (including North Carolina General Statutes Chapters 7B, 14, and 15A), the applicable town and county ordinances, and the applicable School Board policies;
- E. Within one year of assignment as a School Resource Officer, complete the School Resource Officer Training course offered by the North Carolina Justice Academy or an equivalent course of instruction authorized by the Division Commander. If the training is not completed within the year, this requirement may be extended at the discretion of the Chief of Police;
- F. Be proficient in conducting criminal investigations; and



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- G. Set a good example for students and possess an even temperament and good communications skills in order to function effectively within the school community.

V. DUTIES OF THE SCHOOL RESOURCE OFFICER

- A. Protect the lives and property of the citizens of the Town of Carrboro.
- B. Enforce federal, state, and local laws and ordinances.
- C. Investigate criminal activity committed on school property or involving students assigned to the officer's school. School Resource Officers shall not be utilized as school disciplinarians. The assistance may include searching and seizing students with reasonable suspicion of a violation of criminal law.
- D. Counsel students in special situations as needed or requested by the appropriate school officials or the parents.
- E. Answer general questions that the students may have about juvenile law or North Carolina laws.
- F. Assist law enforcement officers from other agencies with their investigations involving students attending the School Resource Officer's assigned school. Any such assistance shall be in conformity with all applicable Federal and State law.
- G. Properly complete and submit any necessary Carrboro Police Department paperwork and maintain a complete record of meetings, classes, counseling sessions, criminal incidents, investigations, daily functions, and/or any other assignment that has a law enforcement or school purpose that reflects the officer's daily activities.
- H. Immediately notify a supervisor regarding any dangerous (or potentially dangerous) incident occurring on school property, such as a shooting, weapon on school campus, serious assault, fire, etc.



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- I. Remain on school campus during duty hours. Absence from campus during school hours shall only be for official business and after giving notification to school and police administration.
- J. School Resource Officers are not to be assigned duties regularly assigned to school personnel, such as lunchroom or hall duty. Nothing herein is intended to preclude the officer from being available in areas where interaction with students is expected.
- K. Maintain communication with school administrators by portable radio or telephone. Maintain communication with police Department supervisors through radio contact and telephone.
- L. School Resource Officers shall be required to work special events and to provide security for those events as needed by school officials, and shall be compensated from school funds. Working at special events shall not be considered "hours worked" for the Carrboro Police Department or the Town of Carrboro for purposes of the Fair Labor Standards Act. Compensation for such work at special events shall be the sole responsibility of the school system. It shall be the School Resource Officer's responsibility to arrange for replacements or additional officers as needed and to coordinate the event's needs with school officials.
- M. Although the School Resource Officer is assigned to work at a particular school, the School Resource Officer is a police officer and may be called upon to perform other duties or attend training, which would require him to be away from the school. This shall be done at the direction of the School Resource Officer's supervisor.
- N. When the School Resource Officer does not report to his assigned school due to training, other assigned duties, sickness, etc., the School Resource Officer shall notify the appropriate school official and his immediate police supervisor of the absence.
- O. Immediately notify a supervisor of any use of force by the School Resource Officer on school property as indicated by the Use of Force Policy.



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VI. CHAIN OF COMMAND

School Resource Officers are employees of the Carrboro Police Department and shall follow the chain of command as set forth in the Carrboro Police Policy and Procedure Manual. The School Resource Officer reports to the Chief of Police through the Administrative Services Captain. A School Resource Officer also works with an assigned coordinator of the Chapel Hill-Carrboro City Schools.

VII. DUTY HOURS

- A. The School Resource Officer shall comply with the duty hours as established in the Contract for Services agreement between the Chapel Hill-Carrboro City Schools and the Carrboro Police Department.
- B. The School Resource Officer shall report to his assigned school at a time set by the school and agreed upon by the Carrboro Police Department.
 - 1. After school dismisses and most of the students have left campus, and if no special events merit attention, the officer may leave campus to attend to vehicle maintenance and investigation follow-up, or to return to the Police Department to complete or submit required documentation.
 - 2. This provision in no way prohibits the officer from leaving the school during duty hours to conduct follow-up investigations or any other official duty that he deems necessary to carry out.
 - 3. If the School Resource Officer leaves school during school hours, he is to follow the proper procedure for the absence.
- C. School Resource Officers shall be assigned to schools within the Chapel Hill-Carrboro School System as contracted between the Carrboro Police Department and the school system.
- D. It shall be the responsibility of the individual officer to notify communications by radio when leaving campus during school hours. Departmental operating procedures shall be followed concerning radio traffic while on or off-duty.



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VIII. TRAINING/BRIEFING

- A. At the direction of the Division Captain, all School Resource Officers should attend a monthly meeting with their immediate supervisor. These meetings shall be conducted to exchange information between the Department and the School Resource Officers. These meetings should be held after school hours, if possible.
- B. Training sessions shall be conducted on a regular basis to provide School Resource Officers with appropriate in-service training including, but not limited to: updates in laws, in-service firearms training, and any additional training as directed by the Chief of Police.
- C. The Chapel Hill-Carrboro City Schools may provide training related to the Board of Education policies, regulations, and procedures. All School Resource Officers shall be encouraged to participate in appropriate staff development training provided by the school system to enhance their understanding and job effectiveness.

IX. DRESS CODE/VEHICLE

- A. School Resource Officers shall wear a Carrboro Police Department uniform and, on some occasions, and with the approval of their supervisor, it may be appropriate to wear plain clothes attire. The School Resource Officer shall have in his possession at all times the Department issued ID and badge, the fully loaded issued firearm, handheld radio, department-issued cell phone, handcuffs, and all necessary keys to the officer's assigned school.
- B. When performing security functions at school events, and as circumstances dictate, the officers shall wear the appropriate uniform or plain clothes attire.
- C. If assigned a Department vehicle, the School Resource Officer shall drive said vehicle to and from school. If the School Resource Officer is not assigned a Department vehicle, he shall drive his personal car to school with the option to check out a spare police vehicle, if available. The Departmental police vehicle shall be parked in a highly visible area at the school. The School Resource Officer shall adhere to the Carrboro Police Department Vehicle Assignment



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Policy.

X. TRANSPORTATION OF STUDENTS

- A. The School Resource Officer shall not transport a student in a police vehicle except in the following circumstances:
 - 1. When the student is a victim of a crime; or
 - 2. When the student is in custody.
- B. If the student being sent home from school for disciplinary reasons is not in custody, is not disruptive or disorderly, is not a victim of a crime, and no other emergency circumstances exists, then the school administration or the child's parent or guardian shall provide transportation for the student.
- C. Students shall not be transported home without the permission of the student's parent or guardian. The School Resource Officer must also determine that the student's parent, guardian or custodian is at the intended destination if the student is under the age of eighteen (18) and turn custody of the student over to the appropriate responsible adult.
- D. The School Resource Officer shall not transport a student to the hospital or other emergency medical treatment center. The appropriate emergency medical service shall be called to provide this type of transportation.
- E. When the School Resource Officer is transporting a student of the opposite gender under A (1) above, a school official of the same gender as the student shall accompany the officer.
- F. If exceptional circumstances exist, a School Resource Officer may transport a student of the opposite gender with supervisory approval.
- G. The School Resource Officer must notify the principal, assistant principal, or other supervising staff before removing a student from campus during normal school hours.



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XI. EVALUATION

The Carrboro Police Department shall annually evaluate each School Resource Officer and the Carrboro Police Department retains final evaluation authority of the School Resource Officer.