



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 202	RESCINDS: New
SUBJECT: School Resource Officer	NYS ACCREDITATION:
EFFECTIVE DATE: 08/30/2016	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

The purpose of this order is to establish policies and procedures for the Department's School Resource Officer program.

II. DEFINITIONS

- A. School Resource Officer (SRO):** A police officer assigned to act as a liaison with the School District and to provide direct services to a school or schools.
- B. Department:** The Town of Seneca Falls Police Department.
- C. School District:** The Seneca Falls Central School District.

III. POLICY

- A.** It is the policy of the Seneca Falls Police Department to maintain an SRO program in cooperation with the Seneca Falls School District. The purpose of this program is to help ensure the security and safety of the schools and to provide a forum through which students, parents, faculty, school administrators, and police officers can become acquainted and, as a result, earn mutual respect. This program will also demonstrate the Department's continued service to the youth of our community.

IV. PROGRAM GOALS

- A.** The goals of the School Resource Officer program include:
 - 1. To provide a timely and effective police response to law enforcement needs that arise in the school setting;
 - 2. To identify and proactively intervene to resolve school-related problems and issues; and
 - 3. To build a better relationship between the police and the youth of our community.
- B.** The Seneca Falls Police Department and the School District recognize that specific needs may vary from school to school. Thus, to be successful, this program must be flexible and adaptable to the particular needs of different schools. The Police Department will work closely with the School District officials, teachers, parents, and students to determine how to best serve the particular needs of each school.

V. DUTIES OF THE SCHOOL RESOURCE OFFICER

- A.** The specific duties and assignments of the SRO will be determined by consultation among the Police Department, School District officials, school administrators and teachers, parents, and students.
- B.** Examples of specific duties include, but are not limited to:
 1. Law Enforcement. The SRO will provide direct police services. This includes visible police patrol in and around the school, investigations of crimes that occur on school grounds, response to calls for police service on school grounds, removal or arrest of trespassers or other law breakers on school grounds, advising school officials on security and crime prevention matters, and assistance to other components of the Police Department investigating school-related crimes. Also, the officer will be able to utilize his or her expertise to advise and assist school officials investigating infractions of school rules and regulations. The officer will work with the school officials to facilitate the resolution of school-related matters where appropriate.
 2. Educate. The SRO will conduct classes, e.g., D.A.R.E and other law-related classes where appropriate. Also, the officer will make classroom presentations or arrange for other police officers and subject-matter experts to do so in areas such as drug and alcohol abuse, personal safety, crime prevention, drinking and driving, criminal law and procedures, and law enforcement careers.
 3. Advisement. The officer will be available to advise students at their request and to meet with them in either a group or individual setting to discuss matters of concern. The officer will also be available to meet with school staff and parents to advise them on law enforcement matters and student welfare matters. The officer will be able to direct individuals to other available services and agencies where appropriate. The officer will be available to participate in parent-teacher conferences, faculty and administrator's meetings, and other school events.
 4. Coordination. The officer will work closely and coordinate activities with officers from other law enforcement agencies performing similar school-related functions in other police jurisdictions within the School District.

VI. PROGRAM GUIDELINES

- A.** The following program guidelines will apply:
 1. The SRO will act under the direction and supervision of the Seneca Falls Police Department. The officer will continually consult with school officials regarding day-to-day activities and respond to needs identified by them. School District officials and Police Department management will closely communicate and consult with each other on programmatic and policy matters. The primary uniform for the SRO shall be the standard Road Patrol uniform. At the request of

the SRO and approved by the Chief of Police, the Seneca Falls Police Department Training Uniform may be worn. While dressed in the Department's training uniform, the SRO shall have with him or her the following Seneca Falls Police Department issued;

- a. Handgun, badge, handcuffs, cap-stun and portable radio.
2. The SRO will not act as a school disciplinarian nor will he or she be responsible for enforcement of school rules and regulations. However, the officer may advise and assist school officials in the performance of these functions and assist in the maintenance of order on school grounds.
3. The Police Department may change the SRO's assignments or assign him or her to non-school duties as required to deal with any law enforcement exigencies or needs that may arise. When working at a school the SRO may leave the school to respond to emergency or urgent situations.
4. All police activity conducted by the SRO will be done in accordance with the rules, regulations, policies, procedures, and general orders of the Seneca Falls Police Department and pertinent legal requirements.
5. The SRO will prepare and submit activity reports, progress reports or other information and statistics as required.
6. When school is not in session the Chief of Police will designate the duties and responsibilities of the SRO.