



Alexandria Police Department
Directive 12.07



SCHOOL RESOURCE UNIT

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12.7.01 PURPOSE AND POLICY

The purpose of this directive is to establish policy and procedures for the School Resource Unit (SRU) established through cooperative agreement with the Alexandria City Schools, and provide guidelines for all officers handling school related matters.

It is the policy of the Alexandria Police Department to maintain a School Resource Officer (SRO) program that places sworn police officers into the middle schools, ninth grade center, and high school of the City of Alexandria. School Resource Officers serve as a liaison between the faculty and students of the schools and the police department. This program's intent is to reduce juvenile delinquency and promote positive behavior by providing:

- A resource with respect to delinquency prevention;
- Guidance on ethical issues;
- Counseling and/or mentoring;
- A positive police role model to students;
- An orderly learning atmosphere through an enforcement presence; and
- An explanation of the law enforcement role in society.

By providing these things to students, SROs demonstrate that this agency has a genuine interest in fostering a positive relationship with the community's youths.

12.7.02 RESPONSIBILITIESA. School Resource Officers (SROs) will:

1. When on duty and reasonably available, handle all calls for service and investigations at their assigned schools, including the buildings, grounds, and other school property, and on (or involving) buses and at bus stops anywhere in the city
2. Coordinate the response of other police resources to school related incidents.
3. Before the end of each tour of duty notify the SRU supervisor of criminal incidents, incidents of a serious nature, rumors of gang activity or fights within their assigned school.
4. Maintain a close working relationship with patrol officers, youth investigators, gang investigators and other department units that deal with the community.
5. When appropriate, forward to relevant units any information regarding crimes or investigative leads conveyed to them by students, parents or school staff.
6. Assist with educating school employees regarding law enforcement and related topics.
7. Meet at least weekly with the principal of their assigned schools for the purpose of exchanging information on current crime trends, problem areas, cultural conflicts, or any other areas of concern that have the potential to cause disruption at the schools or within the community.
8. Provide crime prevention presentations to the schools and the community.
9. Act as a resource to parents, students and teachers regarding law enforcement related issues.
10. In the absence of the SRU supervisor, notify the *on duty Watch Commander* of any arrests or incidents on school grounds. *The Watch Commander will ensure all appropriate notifications are made, including notifying the PIO.*
11. Wear the regulation uniform when on duty unless other apparel is needed for a specific purpose.
12. *Report lost or stolen ACPS laptops utilizing the following procedures:*
 - a. *If a student or staff member reports that a laptop has been **stolen**, the SRO will gather the information and confirm that a theft has occurred. If a theft is confirmed, the SRO will initiate an investigation and document the theft in an APD-7. The SRO will then email the T.C. Williams High School*

Help Desk with the student's name, student ID number and police case number. The APD-7 will be completed by the SRO prior to the end of their shift and the SRO supervisor will be notified.

The Help Desk will place the student's laptop into a stolen status, which will generate an automatic email chain notification containing the student's name and laptop serial number. The SRO will then respond to the Help Desk's generated email with the student's name, student number, laptop serial number, police case number, location of the incident, the officer's name and badge number. The student will be issued a replacement laptop only when the process for stolen laptops has been completed. It will be the responsibility of the ACPS IT Division to activate the tracking software that is installed on the devices. The SRO will conduct a follow up investigation pertaining to the theft and complete supplemental reports documenting the investigative steps conducted.

- b. If a student or staff member reports that a laptop has been **lost** to an SRO, the SRO will refer the student or staff member to the Help Desk. The Help Desk will document the student's name, student identification number and laptop serial number.*

The student will be notified of a 7-day grace period to locate the laptop. The Help Desk will immediately place the laptop into a lost status in the school database. The Help Desk will generate an email notification to ACPS IT and the SRO assigned to the school. The email notification will contain the student's name and laptop serial number. Once the SRO receives the Help Desk email, the SRO will notate the information in a log, which they will maintain. The SRO will not document the lost property until after the 7-day grace period.

If after the 7-day grace period the laptop has not been located, the Help Desk will contact the student or staff member to report to the SRO's office to complete the reporting process. The SRO will then initiate an APD-7 for lost property. The SRO will email the Help Desk the student's name, student number, laptop serial number, police incident report number, location of the incident, the officer's name and badge number. The Help Desk will then notify the ACPS IT Department which will activate the tracking software for the device once the police report has been completed. The ACPS IT Department will notify the SRO if the laptop is located via the tracking software within the City of Alexandria. If an activation occurs outside the city, the ACPS IT Department will notify the jurisdiction where the laptop is located.

- c. If at any time, a school staff member or the Help Desk recovers a laptop that has been reported lost or stolen, the status will be changed in the school database by the Help Desk. This will generate an automatic email chain notification. Once the SRO receives notification of the recovery, they*

will generate a supplemental police report under the previously assigned case number, removing the laptop as stolen/lost and reclassify the incident report.

- d. The SRO will keep a log of all laptops throughout the year that have been reported as lost or stolen and maintain a current account of the status of the incident report.*

13. Report incidents involving lost or stolen ACPS or personally owned property.

- a. Incidents involving the theft of any ACPS property or personal property owned by a staff member or student will be documented in an APD-7 by the SRO assigned to the school. The APD-7 will be completed on the date the SRO is notified prior to the end of the SRO's shift. The SRO will notify the SRO supervisor of the incident. The SRO will complete the basic steps to a preliminary investigation as explained in Police Directive, 10.10A, Preliminary Investigation Appendix.*

- b. For incidents in which personal property of an ACPS staff member or student is reported lost, a 7-day grace period will be permitted to allow the property to be located by the staff member or student. The initial information will be documented in a log, which will be maintained by the SRO. After the grace period, the SRO will conduct a follow up with the reporting staff member or student to confirm whether the property is still lost. If the property has not been recovered, the SRO will complete an APD-7 on the seventh day prior to the end of their shift. These reports will be handled within the school where an SRO is assigned.*

B. The SRU supervisor will:

1. Supervise the school resource officers.
2. Assume the duties and responsibilities of absent SROs.
3. Complete and submit quarterly reports on school related incidents involving police intervention to the Department of Criminal Justice Services.
4. Act as the official liaison to school administrations, school board, commonwealth's attorney's liaison and the Department of Juvenile Justice.
5. Work with school staff to review and enhance school safety plans.
6. Act as an additional resource to parents, students and teachers regarding law enforcement related issues, supplementing the efforts of the SROs.
7. Coordinate services and information sharing between the School Resource Unit and gang investigators, the Youth Services Unit, and other departmental units as appropriate.

8. Notify his or her commander and the Public Information Officer as soon as practical of any school related enforcement events.

C. Police officers will:

1. Be assigned to handle calls for service and investigations on school property, including all buildings, grounds and other school property, when an SRO needs assistance, is off-duty or otherwise unavailable.
2. As soon as possible, notify the assigned SRO, SRU supervisor or school official, of school related incidents that come to their attention, including but not limited to criminal incidents and other information of a serious nature such as gang activity or fights at schools. Arrests or other incidents occurring not on school property, but likely to cause a disruption at a school will also be reported to one of the above.
3. As soon as possible and before the end of each tour of duty notify their supervisor of any events at schools to which they responded and that should be noted on their unit's watch log.
4. Maintain a close working relationship with SROs working within their assigned area.
5. Inform the appropriate SRO or SRU supervisor of any pertinent information that becomes known to them regarding schools or students in their assigned area. This may be done by forwarding a copy of a report to the appropriate SRO and SRU supervisor.
6. When necessary to conduct an investigation, make arrests or searches and seizures on school property, adhere to the guidelines in sections 12.7.03; 12.7.04; and 12.7.05 of this directive. When practical, coordinate school investigations, searches and arrests with the assigned SRO, if available.

12.7.03 INVESTIGATIONS AT SCHOOLS

All officers will follow the below procedures when conducting an investigation involving a student, school employee, or an incident on school property.

- A. When practical, officers will notify the principal and parents before interviewing students suspected of criminal activity. However, when necessary to protect the safety of students, staff and the community, an officer may stop, question or interview students and take police action without prior notification of the principal and parents.
- B. The investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to the

school, unless exigent circumstances exist. Investigations and questioning of students for offenses not related to the operation of, or occurring at the school should be limited to those in which delay might result in danger to any person, flight of a suspect or destruction of evidence.

- C. Officers will notify the principal as soon as practical of any calls for service and investigations at or involving the schools, students or school employees, including the buildings, grounds, and other school property, and at (or involving) buses and bus stops anywhere in the city.

12.7.04 ARRESTS AT SCHOOLS

All officers will follow the below procedures when the arrest of a student or school employee becomes necessary.

- A. Whenever practical, the service of a warrant of arrest for a student or employee of the school should be coordinated through the SRO (if working) and the principal or designee.
- B. The arrest of students or staff during school hours will be reported to the principal as soon as practical.
- C. Non-students or persons whose presence on school grounds has been restricted or forbidden may be arrested for trespassing.
- D. If an arrest is made at a school and the assigned SRO is off-duty or unavailable, the SRU supervisor should be notified as soon as practical.
 - 1. See Police Directives 11.5, Crimes Involving City Facilities or Employees; 10.17, Juvenile Procedures; or 10.18, Juvenile Victims of Crime for additional information.

12.7.05 SEARCHES AND SEIZURES AT SCHOOLS

All officers will follow the below procedures when conducting searches and seizures at schools.

- A. Police officers will not become involved in administrative searches (searches conducted by school authorities at the direction and control of the principal or school administrator) unless specifically requested by school administrators. The role of police in administrative searches will be limited to providing security or protection, or to handle contraband or weapons found by school personnel.
- B. Police officers will not request that school officials conduct an administrative search for law enforcement purposes or have the administrator act as an agent of the

officer or police department.

C. Officers wishing to conduct a search on school property must:

1. Search based on probable cause or a search warrant;
2. Notify the school principal;
3. Adhere to Police Directive 10.30, Search Warrants.

By Authority Of:

**Earl L. Cook
Police Chief**