

Title: GFPD 8 - School Resource Officer

Document Owner: Joseph Boisclair (Chief of Police)	Date Created: 08/08/2018
Approver(s): Joseph Boisclair (Chief of Police)	Date Approved: 03/10/2021
Document Type, NYS Law Enforcement Accreditation Standards: 2.2, 33.3, 40.1, 50.4	03/10/2022:

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Purpose:

The purpose of the School Resource Officer is to formalize a cooperative effort between the Glens Falls City School District and the Glens Falls Police Department to increase safety and promote a positive environment where education can occur.

Policy:

It is the policy of the Glens Falls Police Department to assign a police officer to the Glens Falls City School District for the school year for the purpose of the following:

- A. To maintain a safe environment that will be conducive to learning and public safety.
- B. Be a liaison between law enforcement and school officials.
- C. Improve relationships between youth, law enforcement, and the community.
- D. Serve as a liaison to school staff, parents, and youth on safety issues.
- E. Serve as a role model to students, school officials, and the community.

Procedure:

- A. SRO’s will be assigned to the Glens Falls City School District. When school is not in session, SRO’s duties and responsibilities will be determined by the Patrol Lieutenant or Assistant Chief of Police.
- B. SRO’s will be responsible for all regular duties of their rank, and:
 - 1. Assume instructional responsibilities in school(s) to include:
 - a) Acting as an instructor for short-term programs, to include providing guidance on ethical issues in a classroom setting.
 - b) Making available to the school, faculty, and students a variety of law related education.

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- c) Working in cooperation with the superintendent, principal, and faculty to coordinate and develop school emergency plans for each building within the city school district.
- C. Provide individual counseling and/or mentoring to students, and become familiar with local youth related service providers.
- D. Explain the law enforcement role in society, and serve as a viable, active law enforcement figure at schools, dealing with law enforcement matters that originate at the school, or involve students in the immediate proximity of the school.
- E. Serve as a resource to students that will enable them to be associated with law enforcement in the student's environment.
- F. Serve as a resource to teachers, parents, students, and the community and plan and/or schedule conferences for dealing with individual problems or questions, particularly in the area of criminal activity.
- G. Be familiar with, devise, and review the schools' emergency crisis plans with the superintendent, principal, and staff according to school policy and GFDP Rules and Regulations.
- H. Coordinate all SRO activities with the school(s) principal and/or staff seeking permission, advice and guidance prior to any school program.
- I. Upon request in the school environment, make arrangements for crime prevention presentations as needed.
- J. Serve as a liaison with other law enforcement agencies wishing to arrest or interview students at school to ensure compliance with legal and GFDP policy requirements.
- K. Serve as a crisis intervention officer and mediate disputes in an attempt to learn the cause and work with students in solving disputes in a non-violent manner.
- L. Coordinate and/or be a part of school related functions, sporting events or other activities to maintain the Department's rapport with administrators, faculty, students, and parents.
- M. Will not be used to perform duties of school employees (e.g., lunchroom attendants, hall monitors, or bus monitors, etc.).

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Criminal Investigations Involving Students:

- A. SRO's will comply with all legal requirements in their contact with students and enforcement activities on school premises, including searches, seizures, arrests, and custodial interrogations.
- B. SRO's may make arrests without a warrant of students on school premises in accordance with Family Court Act 305.2 and Criminal Procedure Law 140, and may conduct lawful searches and seizures without a warrant.
- C. SRO's may arrest or take students into custody on school premises pursuant to a warrant or other court order, and may conduct searches pursuant to a search warrant.
- D. SRO's may not remove a student without a warrant from a school building to conduct a custodial interrogation or conduct a custodial interrogation on school premises, about a crime which did not occur on school premises while the student is properly in attendance at the school, without consent of a parent or legal guardian of the student, nor may they assist other law enforcement officers in doing so.
- E. Members may not conduct custodial interrogations of juveniles at a school. All custodial interrogations of juveniles must take place in the Detective's Office or with consent of a parent or other person legally responsible at the juvenile's residence for a reasonable period of time.
- F. SRO's conducting a criminal investigation on school grounds will immediately contact the superintendent/principal in all non-emergency situations, or as soon as practicable in emergency situations.

Investigation Assignment Guidelines:

- A. SRO's will be responsible for carrying out preliminary criminal investigations that have occurred within their assigned school, during their assigned hours at the school, to their fullest extent. The SRO's case assignments will be assigned according to Exhibit D of the collective bargaining agreement. SRO's will coordinate and assist follow-up investigations with the Detective Division for cases that have been reassigned for further investigation.
- B. It is at the discretion of the Patrol Lieutenant/Assistant Chief of Police how juvenile investigations and follow-up juvenile investigations occurring outside of school will be assigned.

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Qualifications:

School Resource Officers who are appointed by the Glens Falls Police Department shall:

- A. Possess effective verbal and written communication.
- B. Possess effective inter-personal and human relations skills.
- C. Possess the ability to demonstrate knowledge of social, community, and criminal justice system and school resources.
- D. Be able to work in a community and school environment, identify, analyze and develop solutions of problems and challenges.
- E. Be able to identify, analyze and problem solve behavioral situations with minimum guidance and supervision.
- F. Demonstrate knowledge and skill in dealing with juvenile problems, including use of illegal substances, emotional or behavioral issues and criminal offenses.
- G. Demonstrate skill and ability to develop and make public/private presentations to groups of individuals.
- H. Upon selection, complete the 40-hour SRO Basic Course.
- I. Upon selection, complete the Instructor Development Course within one year.

Work Schedule:

- A. The regular work schedule will be 0800-1600 Monday through Friday. The schedule may be adjusted on a situational basis in conjunction with the superintendent/principal and with the consent of the Police Lieutenant/Assistant Chief of Police.
- B. School closed (snow/holidays), the SRO will report in person or by phone to the Police Lieutenant/Assistant Chief as soon as the SRO is aware that school district is closed.
- C. School closed for superintendent conference days etc. The SRO will confirm with the superintendent if their presence is requested at the school. If their presence is not

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requested, they are to report to the Police Lieutenant/Assistant Chief of Police for assignment.

- D. School summer recess. The SRO will work Monday through Friday 0700-1500 and will be assigned regular patrol responsibilities until the first day of school.
- E. During the school year the SRO will be limited to 5 vacation days during the days that school is in session unless authorized by the Chief. The SRO will not bid vacation with the patrol division and will not bump vacations that are bid by seniority during the normal vacation bid process.
- F. The SRO will be granted sick and personal time during the days school is in session.
- G. When the SRO is granted leave time during the days that school is in session, the assignment for the day will be covered with overtime in accordance with section 8.3 of the Collective Bargaining Agreement.

Authority:

A handwritten signature in black ink, appearing to read 'J. Boisclair', written in a cursive style.

Joseph Boisclair
Chief of Police