

# Carbondale High School SRO Roles and Responsibilities

## Purpose:

Carbondale Community High School #165 partners with the City of Carbondale to have a school resource officer in the high school daily. The SRO's purpose is to ensure the safety of the school community without discrimination, bias, or prejudice; provide education to the school community; and assist with community relations by serving as a vital community member and trusted adult. Within this role, the SRO never determines disciplinary consequences, nor does the resource officer seek to intimidate students or families. Current SRO roles and responsibilities are outlined below in three key categories: safety, education, and community relations.

## Roles and Responsibilities:

**SAFETY:** The position's number one priority is student and staff safety on campus. Specifically, the SRO will:

- Assist with emergency response planning and ensure quick response times occur when issues arise that require the presence of law enforcement
- Provide resources and referrals to students who are victims, witnesses, or perpetrators of criminal offenses
- Support school staff in upholding the student handbook
- Work with the school administration, CPD, and/or state's attorney to consider restorative justice practices
- Respond immediately to any criminal act which disrupts the learning environment and/or compromises the safety of students and staff
- Investigate and report violations of criminal law on school grounds
- Assist with security at school events and/or functions
- Work with CCHS administration to assist other officers with outside investigations relating to CCHS student safety

**EDUCATION:** The SRO serves as a resource liaison between the school and the Carbondale Police Department. The SRO gives students, teachers, and families someone from whom to seek guidance on law enforcement matters. Specifically, the SRO will:

- Initiate, develop, and deliver educational programs involving law enforcement and the school.
  - Topics include but are not limited to:
    - Tobacco, alcohol, and drug use
    - Bullying prevention
    - Gang violence
    - Conflict resolution
    - Crisis management
    - Violence prevention
    - School safety
    - Personal safety
    - Understanding the law – criminal activity and consequences
    - Interacting with law enforcement officials
    - Role of the SRO and law enforcement
  - The recipients of these programs may include:
    - Students



- Parents/School Community Members
- Administrators, Teachers, and Staff
- Carbondale Police Department
- CCHS administration and school board
- PTA and other school-based groups
- Such programs may take several forms, including:
  - Guest lecturer in the classroom
  - In-services to school and police personnel
  - Presentations to the community
  - Informal exchanges with students, parents, school personnel, and the community
- Provide guidance to students, staff, parents, and school community members as requested
- Remain current and grow professionally on topics surrounding school/student safety through study, participation in professional activities, and SRO-specific trainings

**COMMUNITY RELATIONS:** The SRO provides students with another trustworthy adult to talk to within the school environment. The SRO builds connections with students, staff, and the school community, and serves as a resource liaison who is a familiar face to assist both students and staff. Specifically, the SRO will:

- Support and serve students and staff in law enforcement situations when requested by the principal, student, or parent
- Act as a resource person to answer questions that students, parents, and staff may have concerning law enforcement matters
- Provide a conduit for communication between law enforcement agencies and CCHS on issues pertaining to student safety
- Work collaboratively with counselors, social workers, admin, and faculty to refer students and/or families to the appropriate assistance agencies when needed
- Attend extracurricular activities held at CCHS, when requested, and promote a positive relationship between students and law enforcement officials
- Work collaboratively with CCHS, SROs from other jurisdictions within the County, and the County Probation and Health Departments to create safe and drug free schools and promote healthy youth development
- Facilitate rapport between students, faculty, and parents by being available before, during and after school
- Encourage input from the school and community to develop ongoing policies that promote a safe and inclusive school environment

### On Duty Status

- The SRO is on duty at the school during school hours when students are required to attend and when required SRO programs are conducted, unless police department emergency needs prohibit
- The SRO may be requested to attend extra-curricular activities within his/her geographical jurisdiction and will be paid an overtime rate as agreed upon by the City's labor agreement

