



School Resource Officer (SRO) Job Description

1. Enforcing the criminal law and protecting students, staff and the public at large against criminal activity. The SRO shall follow the chain of command as set forth by the Camp Hill Borough Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on campus or off campus, during school hours.
2. Providing information concerning questions about law enforcement topics to students and staff.
3. Providing classroom instruction on a variety of topics including, but not limited to, narcotics, safety, public relations, occupational training, leadership and general law enforcement information.
4. Coordinating investigative procedures between law enforcement officials and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on a property or at school functions under the jurisdiction of the Camp Hill School District. The SRO will not be involved in searches conducted by the school personnel unless a criminal act is involved or unless school administrators require the assistance of the SRO because of exigent circumstances such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
5. Handling initial police reports of criminal activity or district campuses (as jurisdiction allows and requires).
6. Taking enforcement action on criminal matters or matters involving criminal conduct committed by juveniles when appropriate. The SRO shall be consulted and shall, whenever practical, advise administrators before requesting additional enforcement assistance on any district property. Inform administrators of any additional law enforcement responsibilities that may need to be undertaken.
7. The SRO shall be highly visible throughout the district yet be unpredictable in their movements. For officer safety reasons, the SRO shall not establish any set routine, which allows predictability in their movements and locations.
8. Confer with district/school administrators to develop plans and strategies to prevent and/or minimize dangerous situations on or near any district facility or involving students at school related activities.

9. Comply with all laws, regulations and school board policies applicable to employees of the School District, including but not limited to laws, regulations and policies regarding access to confidential school records. This also includes the detention, investigation and searching of students on school premises, provided the SRO shall, under no circumstances, be required or expected to act in a manner inconsistent with their duties as law enforcement officers. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged and remain in full effect.
10. The SRO shall attend special school events as needed (e.g. PTO meetings, athletic events, school board meetings, etc.). Upon request and approval by the School District, any other expenses generated beyond the assigned workday (school dances, athletic events, etc.) by the SRO or any other Camp Hill Borough Police Officer in the SRO's absence, will be billed by the School District as they occur.
11. Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize the SRO's absence from school during instructional days. It is the responsibility of the SRO to report schedule conflicts of any type to the School District.
12. The SRO will be involved in school discipline when it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk/harm. The SRO will resolve problems to preserve a positive school climate. As to school code violations, the SRO will take the student to the principal's office for school officials to address. In the cases involving non-student adults (staff, faculty, visitors, etc.) the SRO will perform the initial law enforcement actions needed to reestablish good order and discipline on school district property.
13. The SRO and the designated School District official will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest or a negative learning environment.
14. The SRO will coordinate all of their activities with the designated School District administrator and applicable school administrator concerned and will seek permission, guidance and advice prior to enacting any programs within the district/school.
15. The SRO will wear an approved department uniform, formal business attire, or business casual clothing with appropriate logos and name badges depending on the time of school year, the type of school activity or program and the requests of the school and/or police department. The Chief of Police and designated School District administrator shall jointly set expectations and resolve any disputes in this area.
16. The SRO will wear their department authorized duty weapon(s) in accordance with department policy. This includes any weapon(s) stored in their duty vehicle or secured storage within the SRO's School District Office.

17. The SRO will be available for conferences with students, parents and faculty members in order to assist them with problems of law enforcement as it pertains to conduct on district property.
18. When necessary, the SRO shall give assistance to other police officers in matters regarding their School District assignment. However, the SRO will not be available to conduct investigations extraneous to their assigned SRO responsibilities for the sake of convenience or expediency without prior approval from their Police Supervisor and coordination with a School District Administrator.
19. The SRO shall perform other duties as mutually agreed upon by the School District Administrator and the SRO Police Supervisor so long as the performance of such duties is reasonably related to the SRO Program as described in this agreement, and so long as such duties are consistent with Camp Hill Borough Police Department rules, regulations and policies.
20. The SRO will work collaboratively with School Administrators to determine the goals and priorities for the SRO Program and the parameters for SRO involvement in school disciplinary matters.
21. The SRO, through their law enforcement experience and background, will advise and assist the School District Security Director in developing preventative and response plans to a variety of hazards that the School District may encounter (fire, active shooter, severe weather, active assailant, evacuations, etc.). Because many of these events will involve active law enforcement response and presence, the SRO, as time permits, will assist the Security Director in assessing the School District environment, any potential threats and mitigation efforts to prevent any future emergency situations.