

Community Relations School Resource Officer Procedures

SRO Role

The role of the SRO is as an educator, informal counselor, and law enforcement officer. A trained SRO knows when to informally interact with students to reinforce school rules and when to enforce the law. The focus of any SRO working in the District is to keep students out of the criminal justice system when possible. The District will integrate the SRO into the school community through participation in faculty and student meetings and assemblies as appropriate. SROs will support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment.

Hiring Process

The SRO candidate must meet the law enforcement agency's prerequisites for SRO assignment concerning performance, experience, training and required skills. The law enforcement agency will screen interested candidates through the agency's internal processes. The agency will advance candidates that meet the screening requirements to the oral boards or interview step. The district will participate in the interview as a voting member of the interview panel. The district may provide questions for the interview. The district representation will assist in the scoring and ranking of candidates and advise of the preferred candidate. If there is only one SRO candidate for consideration, the law enforcement agency will provide the candidate for interview by the district representatives noted above. The district has the option to decline the candidate if the district deems the SRO candidate would not be the right fit for the high school proposed.

Mental Health

The SRO program is not a stand-alone program. Rather, the SRO is part of a team of professionals that work together to meet the mental well-being and behavioral needs of our students. The SROs are part of a district-wide program that will be under the direction of the Director of Equity and Inclusion. Each SRO is then under the direct supervision of their high school principal. The goal of this team is to create a comprehensive program that is embedded into our systems, yet flexible to meet the ever-evolving needs within our district.

Annual Evaluation

The district will annually review an agreement with local law enforcement agency. The process will include staff, families, students, and community members and will consist of a diverse representation of our District. The goal of this evaluation is to provide a time to review, reflect, and adjust if necessary, the role of the SRO.

Student Discipline

The principals and other school administrators are responsible for handling all discipline manners consistent with Student Discipline Policy 3241 and Procedure 3241P. The SRO may interact with students informally to reinforce school rules but are prohibited from being involved in formal school discipline situations that are the responsibility of the school administrator.

Requests for Intervention

Teachers and school administrators may ask an SRO to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances consistent with Policy 3432 and Procedure 3432P – Emergencies. SROs do not need to be asked before intervening in emergencies.

- Staff will be trained on when it is appropriate to ask an SRO to intervene.

Training

Training will be required through both the Snohomish School District and the Law Enforcement Agency.

Snohomish School District will provide training, supervision, and mentorship to ensure the opportunity for the SROs to understand expectations and become immersed in the school and district culture. This will be achieved through the following intentional actions:

- Formal trainings are, but not limited to, district level workshops for new employees, school level preparation training and applicable Safe School training for educators.
- Informal trainings are, but not limited to, district level staff meetings, school assemblies, staff meetings and school specific training.
- Principals will meet formally with the SRO at least bi-weekly and informally, at a minimum, weekly. These meetings will provide the opportunity for the principal to mentor and lead the SRO, to provide a time for communication, discuss upcoming situations and debrief on past interactions with staff and students.

The Law Enforcement Agency retains the authority and responsibility for training the SROs. The Law Enforcement Agency confirms that every SROs assigned to the District has received training on all the topics required by RCW 28A.320.124(1), including:

1. Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
2. Child and adolescent development;
3. Trauma-informed approaches to working with youth;
4. Recognizing and responding to youth mental health issues;
5. Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
6. Collateral consequences of arrest, referral for prosecution, and court involvement;
7. Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
8. Local and national disparities in the use of force and arrest of children;
9. De-escalation techniques when working with youth or groups of youth;
10. State law regarding restraint and isolation in schools, including RCW 28A.600.485
11. Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, Lesbian Gay Bisexual Transgender and Queer (LGBTQ), and immigrants; and

12. The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g) requirements, including limits on access to and dissemination of student records for non-educational purposes.

In addition, the Law Enforcement Agency provides training to its officers on Crisis Intervention, Biased Based Policing, Procedural Justice, Annual Discriminatory Harassment Training, Biannual First Aid / CPR Training, and for new SROs training through the National Association of SRO Training. The District will also have the SRO participate in trainings, meetings, and workshops to become immersed in the school and district culture.

Data Collection

As a district, data collection will focus on the mission of the SRO, which is, school safety, keeping students out of the criminal justice system and supporting a positive climate through building relationships with students, staff, and families. Through the informal and formal meetings with the principals, documentation will be provided on interactions with students, staff, and families.

The data required per the policy, regarding calls for law enforcement service and the outcome of that call will be entered into the district's Skyward system so that data can be pulled to disaggregate school, offense type, race, gender, age and students with IEPs or 504 plans. This section of Skyward that has this access will be kept confidential.

Complaint Resolution

A complaint resolution procedure is required per Policy 4311 for individuals to file complaints with the district and law enforcement agencies regarding School Resource Officers (SROs) assigned to the district and a process for investigation and responding to the complaint. The following is the process:

1. Initiator of the complaint will complete 4311F2 found on the school district website at www.sno.wednet.edu or it could also be provided by the school. Another option is to report a complaint on the district Anonymous Tip Line (Safeschools Alert) by:
 - Visiting the website <http://1796.alert1.us>
 - Send an email to 1796@alert1.us
 - Call to report at 360-217-0587
 - Text to report at 360-217-0587
2. The completed form will be returned to the school office or electronically submitted to the principal or designee within 10 days of the incident. Or if submitted through the tip line will be reported to the principal or designee.
3. Upon receipt, the principal or designee will conduct an investigation of the incident and contact the law enforcement agency and inform them of the complaint.

4. The principal or designee will issue a written determination of the investigation of the complaint within 20 school days of receiving the complaint.
5. If either party is dissatisfied with the determination, they may appeal the decision to the Superintendent. The Superintendent or designee will issue a written response within 30 school days of receiving the appeal. If an extension is needed, the school district will notify the party in writing of the reasons for the extension and the anticipated response date.

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