



Apex Police Department General Order



Title School Resource Unit (SRU)		Order Number 1801-20
Effective Date: March 5, 2020	Amends:	
CALEA Standard:	Rescinds:	
Reference:	Pages: 5	
Forms:		

School Resource Unit (SRU)

Purpose

The purpose of this directive is to define and provide a written guideline for the Apex Police Department's School Resource Unit (SRU).

Policy

It is the policy of the Apex Police Department to ensure a safe and secure environment on the campuses of Wake County Schools located within the corporate limits of the Town of Apex. Staff assigned to the SRU will enhance community policing to help support students, faculty and staff; and deter deviant behavior.

Procedures

Unit Composition

1. The SRU will consist of the following personnel:
 - School Resource Officers (SROs) assigned to public schools in Apex
 - Supervisors at the rank of Corporal and Sergeant
 - School Crossing Guards

2. The SRU is an organizational component of the Patrol Division—Special Operations.

Objective

The SRU is a specialized unit with a focus on enhancing relationships with the school community, while preventing and investigating criminal acts on school property.

Assignments

1. Upon receiving an assignment to the SRU, any newly selected SRO or supervisor must complete the SRO Specialized Position Orientation Training Program.
2. The SRU reports to the Special Operations Commander. While SRU staff must work cooperatively with school administration and staff, they are not agents of the public school system, except when accessing student records as defined in 34 CFR 99.31.

Functions

1. The Apex Police Department and the Wake County Public School System (WCPSS) have entered into a multi-year Memorandum of Understanding (MOU) and an annual contract for the SRO program. The MOU and contract outline the general goals, duties and responsibilities of SROs.
 - SROs and SRU supervisors are responsible for reading, understanding and following the MOU.
2. SROs will assist in protecting the school community from violations of the law including, but not limited to, theft, vandalism, loitering, trespassing, assault, drug and alcohol offenses, gang activities and violence of any kind. SROs can accomplish these job responsibilities by:
 - Developing rapport within the school community
 - Initiating police reports and investigating all criminal matters reported during their tour of duty
 - Documenting and investigating all other matters that are of importance to the safety of the school and community (i.e. potential violence, gang and drug activity, etc.)
 - Reporting truancy problems to school officials and remaining aware of patterns of delinquency, abuse, neglect and any other areas of concern
 - Assisting the Patrol and Criminal Investigations Divisions, school officials and parents in cases involving juvenile offenders, victims or suspects, and with locating missing and/or runaway youths
 - Meeting regularly with the school principal/staff, social workers and psychologists to identify individuals or conditions that could result in delinquent behavior

- Maintaining active involvement in the student assistance program and related prevention activities
 - Attending large school functions that require police presence (i.e. sporting events, dances, etc.) as authorized by their supervisor and applicable written directives
 - Routinely monitoring problem areas within the school building and grounds
 - Serving as a liaison with other agencies and organizations interested in juvenile matters
 - Remaining vigilant and visible on campus by conducting foot, bicycle and other patrols
3. As part of their effort to also support students and families, and to deter delinquent behavior, SROs may offer individual counseling to students who are in need and may assist students with personal problems as appropriate.
4. SROs may be involved in the implementation of prevention programs that deter youth from involvement in criminal acts, alcohol use, drug use and/or gang activity. These programs also serve as opportunities to engage and build relationships with youth and recruit future police officers and department employees. These programs include:
- Explorer Program
 - A program administered by the Apex Police Department in conjunction with Learning for Life
 - The program is designed to educate youth about law enforcement and the criminal justice system, as well as, encourage youth Explorers to develop the skills and desire necessary to serve in a public safety capacity
 - The Explorer program is managed by the SROs and falls under the supervision of the Special Operations Commander, in accordance with General Order 1308 – *Law Enforcement Explorers*
 - Summer Youth Enrichment Camp
 - The Summer Youth Enrichment Camp is designed to build relationships with our youth and provide insight into the criminal justice system
 - This program is managed by the SROs and falls under the supervision of the Special Operations Commander
5. SROs are employees of the Apex Police Department on assignment to the school district for the school year.
- Normal work hours are Monday through Friday, in conjunction with the school schedule. SROs should be at their assigned school before and after the scheduled school day to ensure a safe environment and maintain a police presence for the entire school day. The SRU Sergeant is responsible for setting the schedule in conjunction with the Special Operations Commander and/or Division Commander.

- All schedules must be approved in accordance with General Order 318 – *Work Schedules*.
 - In the event SROs need to be absent from their assigned school for court, training or other reasons, the SRO will notify the school administrator and an SRU supervisor.
 - The SRU Corporal is responsible for covering the school and providing SRO services to the extent possible during these absences.
 - During periods when school is not in session (i.e. summer, holiday breaks, etc.), SROs may be assigned to other law enforcement functions as directed by SRU supervisors, with approval from the Special Operations Commander and/or Division Commander.
6. SROs must adhere to all department written directives and all applicable policies of the Wake County Public School System (WCPSS). If WCPSS policies conflict with the Apex Police Department’s written directives, the written directives of the department will take precedence.
- SROs will report any identified policy conflict to a SRU supervisor.
7. School Crossing Guards (SCG) are limited service employees who are trained and certified in compliance with NCGS 20-114.1 (c). SCGs are responsible for assisting students and other pedestrians in school areas safely across roadways at designated locations during the beginning and end of each school day.
- SCGs fall within the organizational component of the Patrol Division. The SRU Sergeant is responsible for supervising all SCGs.

Training

1. Members of the SRU will attend mandatory training as outlined in this written directive and will stay aware of trends in topics related to their duties.
2. Mandatory advanced training for SROs and SRU supervisors will consist of the following:
 - Apex Police Department Specialized Unit/SRO Training or equivalent
 - SRO Ethics
 - Department Rifle Training
 - Annual SRO Summit
 - Youth Protection Training Program through Learning for Life, www.learningforlife.org
 - For SROS working with the Explorer Program
 - Recertification is required every two years
 - Crisis Intervention Training (CIT)

3. Mandatory training for SCGs will consist of the following:

- School Crossing Guard New Employee Orientation
- Apex Police Department's Traffic Control Training
 - Recertification is required annually

BY ORDER OF:



John W. Letteney
Chief of Police