

Board of Supervisors  
County of Prince George, Virginia  
Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of September, 2016:

---

Present:

Vote:

William A. Robertson, Jr., Chairman  
Jerry J. Skalsky, Vice-Chairman  
Alan R. Carmichael  
Donald R. Hunter  
T. J. Webb

---

C-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AUTHORITY FOR DIRECTOR OF SOCIAL SERVICES TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PRINCE GEORGE POLICE DEPARTMENT AND PRINCE GEORGE COUNTY SOCIAL SERVICES

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of September, 2016 does hereby authorize the Director of Social Services to execute Memorandum of Understanding Between the Prince George Police Department and the Prince George County Department of Social Services.

A Copy Teste:

---

Percy C. Ashcraft  
County Administrator

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE PRINCE GEORGE COUNTY SCHOOL DIVISION AND  
THE PRINCE GEORGE COUNTY POLICE DEPARTMENT**

**General Procedures**

July 1, 2016 – June 30, 2017

**SECTION I – PURPOSE**

The purpose of this Memorandum of Understanding is to formalize an agreement between the Prince George County Police Department and Prince George County Public Schools to provide and maintain a safe environment for students and school staff, to promote a positive relationship between the police department, schools, students and community, and to establish the protocol for investigations by the Police Department that may involve students during school hours.

**SECTION II – MISSION STATEMENTS**

**A. Mission Statement of Prince George County Public Schools**

Prince George County Public Schools, in partnership with parents and the community, will provide a meaningful and challenging educational program in a safe environment that prepares all students for post-secondary education and the workforce and to be responsible citizens in a global society.

**B. Mission Statement of the Prince George County Police Department**

The Prince George County Police Department, in partnership with the community, will strive to protect and improve the quality of life in Prince George County, providing leadership through open communication, fair and dignified service, and interactive problem solving.

**SECTION III – DESIRED OUTCOME OF THE SCHOOL RESOURCE OFFICER (SRO) PROGRAM**

- A. The School Resource Office (SRO) Program will form a partnership between education and law enforcement, which supports a collaborative, pro-active approach to providing a safe school environment for the Prince George community.
- B. This policy represents the mutually agreed goals and objectives of the Prince George County School Division and the Prince George County Police Department for the School Resource Office Program.

**SECTION IV – SUPERVISION RESPONSIBILITY AND CHAIN OF COMMAND FOR THE SRO**

- A. The SRO will remain a sworn employee of the Prince George County Police Department with the primary duties of a Police Officer. The ultimate supervision of the SRO remains with the Police Department.
- B. The SRO will report to a Police supervisor who in turn reports to a Captain who reports to the Chief of Police.
- C. The SRO will report directly to the principle for daily assignments during school hours. The school division's liaison will be the Superintendent of Schools.
- D. When necessary, the Chief of Police or his designee, may direct the SRO to perform other necessary tasks as needed away from the school.

**SECTION V - SCHOOL RESOURCE OFFICER DUTIES**

- A. The SRO is and will remain a sworn employee of the Prince George County Police Department with the primary duties of a Police Officer. The SRO's conduct at all times must be in compliance with the U.S. Constitution, Virginia State Law, Prince George County Ordinances, and Police Department Rules, Regulations and General Orders. The ultimate supervision of the SRO remains with the Police Department.
- B. The SRO shall wear a class "A" uniform (standard police uniform) while on duty in the school unless otherwise authorized. One goal of the program is to provide a visible deterrent to crime while also providing a positive impression of Police in a non-confrontational setting.
- C. The SRO will handle all calls for service from the school and coordinate the response of other Police resources in the school.
- D. The SRO will be advised by Police Department personnel of all investigations that involve students from his/her assigned school, when practical.
- E. The SRO should be visible in and around the school, particularly during the beginning and end of the day and during lunch periods.
- F. The SRO shall be responsible for assisting in providing training for the school division administration and the school building administration and staff in law enforcement and related areas. Crime trends, crime prevention information and changes in the Code of Virginia shall be disseminated to assist the school staff in effectively providing a safe school environment.

- G. The SRO, upon request, will become involved in the school's curriculum and provide instruction that will enhance student's understanding of local and state law, law enforcement procedures and the Police philosophy and mission.
- H. The SRO will provide testimony for school disciplinary and expulsion hearings when requested to do so.
- I. The SRO will assist with School Safety Audit Reports.
- J. The SRO will assist with the Student Guardian Program for buses.
- K. The SRO will assist with Crime Prevention and/or Alcohol/Drug Education Programs in schools.
- L. In accordance with the Memorandum of Understanding between the Schools and Social Services, the SRO will assist the Social Services Department in investigations of abuse at the school involving a student or teacher if the suspected conduct may violate criminal laws.

**SECTION VI – MANAGEMENT AND RESPONSIBILITIES**

- A. Each school with an assigned SRO shall provide a work area for the SRO that is equipped with a telephone and a computer. If a computer is not assigned solely to the SRO, a computer must be made available for his/her use when needed. The work area should allow for private and confidential meetings between the SRO and faculty, parents, staff, students, etc.
- B. The school division shall provide in-service training, when available, to the SRO in areas that will increase the effectiveness of the Officer and his/her ability to accomplish their respective duties and responsibilities.

**SECTION VII – OFFICERS TIME AT THE SCHOOL**

- A. The SRO will be visible and available to the student body, faculty and staff each school day. The SRO shall not be used primarily for traffic control at the schools. The secondary work schedule will primarily be Monday through Friday from 7:30 A.M. until 3:30 P.M. In addition, the SRO will attend after school events when available.
- B. Except for training and court responsibilities, the SRO will be at the assigned school each school day.

**SECTION VIII - INFORMATION SHARING**

- A. A critical element of the SRO Program is the relationship between the school division, the school principal, and his/her staff, and the SRO and his/her Police supervisor.
- B. The SRO and the school principal or his/her designee will meet bi-weekly for the purpose of exchanging information regarding any criminal activity/investigation, problem areas, persons or groups, or any other areas of concern that might affect (or be affecting) the school and/or the community.
- C. The designated Police supervisor will meet weekly with the SRO to insure that open lines of communication are in place between the Police Department and the school division, and to keep abreast of ongoing SRO activities and programs.
- D. The designated Police supervisor will meet with the school principal monthly to review ongoing SRO activities and programs and to address any issues of concern.
- E. The school superintendent or designee and the school principal shall meet at least annually with the Chief of Police or designee and the Police supervisor. The purpose of this meeting will be to evaluate the SRO Program and the assigned Officer and to address any issues or areas of concern.
- F. The principal shall maintain the means to insure effective communications exist between the SRO, the Police supervisor and the school staff.
- G. All criminal activity that comes to the attention of the principal or school staff shall be reported immediately to the SRO when on duty. If an immediate Police response is necessary, (i.e. recovered drugs, weapons, or other evidence or Police assistance is needed) and the SRO is not available, the principal shall notify the Police Department at 733-2770 or via 911 if an emergency exists. If an immediate response is not necessary, the principal may hold the information for the SRO. This should be done only with information about criminal activity that is not presently occurring.
- H. The SRO should be advised of all situations where other Police Department entities are providing services to the school. Notification of services should be made in advance of the SRO to prevent duplication of services and to insure proper coordination of these services.

**SECTION IX – DECISION-MAKING AUTHORITY REGARDING ENFORCEMENT OF APPLICABLE LAWS AND PROCEDURES BY THE SRO**

- A. The SRO has the authority to stop, question, interview and take Police action involving students and other persons present in the school in conjunction with the

school administration. The investigation and questioning of student or faculty/staff for offenses not related to the operation of or occurring at the school should ordinarily be limited to those investigations in which delay might result in danger to any person, flight from the jurisdiction by a suspect, or destruction of evidence.

- B. The SRO will become and remain familiar with the school board policy relating to personnel and students and the school building teacher and student policy handbooks. The SRO will address violations of school policy not otherwise defined as crimes whenever necessary according to procedures set forth by the school.
- C. The following procedures will be adhered to when criminal enforcement action in the school becomes necessary:
  - 1. The warrant of arrest of a student or staff member of the school should be coordinated through the principal whenever practical.
  - 2. The principal shall be notified as soon as possible of any significant criminal enforcement action, to include arrest, in the school or related to the school.
  - 3. Any criminal investigation or arrest that occurs in the school will take precedence over the accompanying school policy violation and the investigation or action to be taken by school officials.
- D. School officials may conduct searches of student's persons and their property, under school jurisdiction, when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or school policy.
- E. The SRO shall not become involved in school searches conducted by school officials unless specifically requested by the school official to provide security or protection or for the handling of contraband when recovered. If the SRO becomes involved in this type of search, it will be done at the direction and control of the school official.
- F. Any search by the SRO shall be based upon probable-cause and, when required, a search warrant will be obtained. A "stop and frisk" will remain an option when there is reasonable suspicion that a suspect may be armed.
- G. The SRO shall attend discipline, suspension and/or expulsion hearings upon the request of the school principal or designee. The SRO shall be prepared to provide testimony on any actions taken by the Officer and/or any personally observed conduct witnessed by the SRO. The SRO shall make available any physical evidence related to the hearing.

- H. The SRO shall not provide any official Police document or juvenile record to the school or expulsion hearing officer. The Code of Virginia prohibits release of such information unless such documents are subpoenaed by the school through the appropriate court.
- I. The written consent of parents is generally required for the release of any student's personally identifiable record. However, the school board has established the following items of student information as "directory information" which may be made available without parental consent provided parents have not notified the school in writing they do not wish such information released:
  - 1. Name of student in attendance or no longer in attendance;
  - 2. Address;
  - 3. Telephone listing;
  - 4. Date and place of birth;
  - 5. Dates of attendance;
  - 6. Participation in school activities;
  - 7. Height and weight if member of athletic team; and
  - 8. Awards and honors received
- J. The availability of this information for official Police use in criminal cases eliminates a potential barrier to the investigative capacities of the Police Department and also safeguards the privacy of students.
- K. Information about students may be released to Police officials, including the SRO, without permission or consent in connection with an emergency, if the knowledge of such information is necessary to protect the health and safety of a student or other persons.

**SECTION X – PROGRAMMATIC REPORTING**

Reports will be forwarded as requested showing the activities of the SRO (Crime and Violence Report).

**SECTION XI – EVALUATION OF THE PROGRAM**

The project will be evaluated from data received from teachers, administrators and student response to the SRO. In addition, the SRO will keep reports on his/her activities.

**SECTION XII – PARTNERSHIP INVOLVEMENT IN COMMUNITY POLICING ACTIVITIES**

The partnership between the Prince George County School system and the Prince George County Police Department will allow the SRO to be involved in peer mediation, mentoring, Class Action and coaching in addition to the everyday duties. The SRO will be a positive role model for students and parents.

This policy represents the mutually agreed goals and objectives of the Prince George County School Division and the Prince George County Police Department for the School Resource Officer Program.

This Memorandum of Understanding will remain in force until such time as either party withdraws from this agreement by delivering a written notification of such recession to the other party. It shall be reviewed annually, and may be modified upon the written concurrence of both parties.

Entered as of July 1, 2016 and effective through June 30, 2017.

By: \_\_\_\_\_  
Chief Keith Early  
Prince George County Police Department

By: \_\_\_\_\_  
Renee R. Williams  
Superintendent of Schools  
Prince George County Public  
Schools