

PRINCE GEORGE COUNTY POLICE DEPARTMENT
Colonel W. Keith Early
Chief of Police

April 7, 2016

School Resource Officer Grant

PROJECT NARRATIVE

Needs Assessment

Need Justification

Currently, the County has four School Resource Officers. Three assigned to secondary schools and one assigned to one of the elementary schools that is not located in close proximity to the secondary schools. The geographic location of North Elementary school places the students attending the school at risk as the school is far away from public safety resources resulting in the school having to be prepared to address instances of disruption and potential disturbances without the benefit of law enforcement nearby. North elementary also has a large transient population of students, 30 % of the student population comes from military families that are stationed at Fort Lee military Base. In addition to the impact the military base has on the school, 40% of the students at North elementary are on free or reduced lunch. Overall, the community would be more at ease knowing that a School Resource Officer works at North Elementary School. Without this School Resource Officer, the County is not able to extend its law enforcement presence, teach crime prevention and education or implement a much needed DARE program.

The existing Memorandum of Understanding between the Prince George County School Division and the Prince George County Police Department for period of July 1, 2015 to June 30, 2016 details the goals and objectives based on the mission statement of public schools and police department and includes a description of School Resource Officer duties, desired outcome of the School Resource Officer program, information sharing procedures, chain of command, decision making authority regarding enforcement of applicable laws and procedures, officers time at school, program evaluation and partnership for community policing activities. The Memorandum of Understanding shall be reviewed annually and may be modified by both parties. A copy of the Memorandum of Understanding is attached.

Project Description

The project entails implementing a drug awareness education program at North Elementary School, 11106 Old Stage Rd, Prince George, Virginia to reduce drug related crimes and delinquency when students attend secondary school based on knowledge gained and guidance received in elementary school. The project will provide a visible deterrent to crime while also providing a positive impression of police in a non-confrontational setting with the School Resource Officer being visible in and around the school Monday through Friday from 7:30 a.m. until 3:30 p.m., attending after school events when available.

An Officer will be selected in late June and assigned to North Elementary School. The officer selected will attend the required training in the first four months of the assignment to the position. Other than training and court responsibilities, the School Resource Officer will be at the assigned school each school day. The School Resource Officers will teach students using a hands on educational process about drug abuse and resistance. During school hours in the classroom, school auditorium and gymnasium, the School Resource Officer will implement the DARE program by using lectures, handouts, class interaction, role playing scenarios, special projects, contests and mentoring, keeping students active and focused on fun, play and learning without crime and drugs.

The project will form a partnership between education and law enforcement to support a collaborative and proactive approach to providing a safe and crime free school environment for the Prince George County community. This partnership will allow the School Resource Officer to be involved in peer mediation, mentoring, Class Action and coaching to be a positive role model for students and parents. The beneficiaries of the project are the students, teachers, school administrators, parents and community in creating a more crime and drug free school as a model for the entire community. Their input on the success of the project will be critical as part of project evaluation. Data received from teachers, administrators and students in response to the School

Resource Officer activities and performance will be used to evaluate the project. The School Resource Officer also will keep report on activities conducted and performed.

A School Resource Officer will be selected , trained and assigned to the following school:

North Elementary School
11106 Old Stage Rd
Prince George, Virginia

An up-to-date Memorandum of Understanding (MOU) between Prince George County Public Schools and Prince George County Police Department will be executed by no later than June 30, 2016. The MOU will include a description of the School Resource Officers chain of command; define the roles and responsibilities of school officials and law enforcement; duties of the School Resource Officers; the review and renewal process for the MOU, be signed and be effective July 1, 2016 to June 30, 2017.

SRO Departmental General Order

- 1) SROs will be sworn employees of the Prince George County Police Department with primary duties of a Police Officer with conduct at all times in compliance with the U.S. Constitution, Virginia State Law, Prince George County Ordinances, and Police Department Rules, Regulations and General Orders.
- 2) SROs will wear a class "A" uniforms (standard police uniform) while on duty in the school unless otherwise authorized.
- 3) SROs will handle all calls for service from the school and coordinate the response of other Police resources in the school.
- 4) SROs are responsible for assisting in providing training for school division administration and staff in law enforcement and related areas. Crime trends, crime prevention information and changes in the Code of Virginia will be disseminated to assist the school staff in effectively providing a safe school environment.
- 5) SROs, on request, will become involved in the school's curriculum and provide instruction to enhance students' understanding of local and state law, law enforcement procedures and Police philosophy and mission.
- 6) SROs will provide testimony for school disciplinary and expulsion hearings when requested.
- 7) SROs will assist with School Safety Audit Reports.
- 8) SROs will report to a Police supervisor who in turn reports to a Captain who reports to the Chief of Police.
- 9) The designated Police supervisor will meet weekly with SROs to insure open lines of communication between Police Department and School division and to be updated on SRO activities and programs.
- 10) The designated Police supervisor will meet monthly with the school principal to review SRO activities and programs and to address any issues of concern.
- 11) SROs will meet bi-weekly with the school principal to exchange information regarding criminal activity or investigation, problem areas, persons or groups, or any other concern that might affect or be affecting the school and/or community.
- 12) All criminal activity coming to the attention of school principal or staff will be reported immediately to the SRO for handling.
- 13) SROs have the authority to stop, question, interview, and take Police action involving students and other persons present in the school.
- 14) The school superintendent, school principal shall meet at least annually with the Chief of Police and Police supervisor to evaluate the SRO program and the assigned officer and to address any issues or areas of concern.

Sustainment Plan

The Prince George County School Resource Officer program will be sustained on an annual basis through a County appropriation of funds to the Police Department for operating and maintaining the program for the benefit of students and community.

BUDGET NARRATIVE

Personnel/Employees

Prince George County's itemized School Resource Officer Budget includes the annual salary of one School Resource Officer working 2080 hours a year. The SRO's base salary without fringe benefits is \$41,468. The County's Composite Index is .2454. The cash match for salary is \$10,176.

Fringe Benefits

The actual fringe benefits for a new officer are \$9,720.00. The County submitted in the budget request \$8532.00 due to the total amount being \$1,188 over the grant allowable amount. The difference was taken out in the retirement line item. The County did not submit the cost of health insurance. The amount of health insurance is unknown due to the different plans that are available. The total salary with fringe benefits will exceed the allowable amount. Prince George County will cover the difference.

ITEMIZED BUDGET

1. Personnel/Employees

a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	DCJS FUNDS		APPLICANT MATCH		TOTAL	
				FEDERAL	STATE	CASH	IN-KIND		
New Officer	SRO	\$41,468	2080		\$31,292	\$10,176		\$41,468	
								\$0	
								\$0	
								\$0	
								\$0	
TOTAL				\$0	\$31,292	\$10,176	\$0	\$41,468	
b. Fringe Benefits				8532				\$0	
FICA % =					\$2,394	\$778		\$3,172	
RETIREMENT =					\$3,635	\$1,182		\$4,817	
OTHER (Itemize) =				group life	\$410	\$133		\$543	
TOTAL					\$0	\$6,439	\$2,093	\$0	\$8,532
TOTAL PERSONNEL (A+B)					\$0	\$37,731	\$12,269	\$0	\$50,000

2. Consultants (including Travel and Subsistence)

	DCJS FUNDS		APPLICANT MATCH		TOTAL	
	FEDERAL	STATE	CASH	IN-KIND		
a. Individual Consultants						
Type					\$0	
Hours Devoted:					\$0	
TOTAL						\$0
b. Organizations and Associations						
Type:					\$0	
Fee:					\$0	
Time Devoted:					\$0	
TOTAL						\$0
c. Consultants' Subsistence and Travel						
Number of Days:					\$0	
Rate/Day:					\$0	
TOTAL						\$0
TOTAL CONSULTANTS (a+b+c)						\$0

3. Travel and Subsistence for Project Personnel

	DCJS FUNDS		APPLICANT MATCH		TOTAL	
	FEDERAL	STATE	CASH	IN-KIND		
a. Local Milage = No. of Miles X Rate Per mile					\$0	
b. Non Local Milage = No. of Miles X Rate Per mile					\$0	
c. Subsistence = number of days X rate per day					\$0	
d. Air or other fares					\$0	
TOTAL TRAVEL:						\$0

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
								\$0
								\$0
								\$0
TOTAL EQUIPMENT:				\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price	FEDERAL	STATE	CASH	IN-KIND	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL SUPPLES AND OTHER:			\$0	\$0	\$0	\$0	\$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$37,731	\$12,269	\$0	\$50,000
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					