



SCHOOL SAFETY SECTION

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I. POLICY

The Anne Arundel County Police Department is committed to working in close partnership with Anne Arundel County Public Schools to provide safe and secure learning environments.

II. ORGANIZATION

The School Safety Section is a component of the Special Enforcement Division in the Special Services Bureau. The Section is comprised of the following components:

- A. School Resource Unit
- B. School Crossing Guards
- C. Teen Court

III. SCHOOL RESOURCE UNIT

The School Resource Unit (SRU) is a cooperative effort between the Anne Arundel County Police Department and the Anne Arundel County Public Schools (AACPS). School Resource Officers assigned to the SRU are deployed in every Anne Arundel County public high school and select public middle schools. A School Resource Officer's primary responsibility is to serve as a sworn law enforcement officer within his/her assigned school community. Secondary responsibilities include serving as a mentor, instructor and positive role model to students. ***School Resource Officers shall wear the complete police uniform while on-duty at his/her assignment, including all issued equipment. SRU supervisors may grant exceptions to this requirement for special events/duties.*** Every School Resource Officer (SRO) shall strive to work closely and cooperatively with the school's teachers, guidance counselors and administrators. The School Safety Section Commander, or his/her designee, will act as the Department's primary liaison with AACPS officials.

A. SRO Duties and Responsibilities:

1. Provide a uniformed, visible police presence to deter violent acts/threats from inside & outside the school;
2. Address calls for police service in his/her assigned school when on-duty and at their assignment;
3. Serve as a counselor, mentor, and educator for students in his/her assigned school;
4. Serve on School Improvement Teams and assist developing Safe School plans;
5. Serve as a resource to school faculty and parents for programs concerning violence prevention strategies, delinquency prevention, gang awareness, gun safety, substance abuse awareness and prevention, school safety preparedness, crisis response readiness, after-school programs and other similar issues;
6. When requested, assist school faculty in formulating criminal justice education programs designed to teach the role of law enforcement in society and address ethical issues;
7. Inform students of their rights/responsibilities as lawful citizens;

- Promote a positive image of law enforcement to students, their parents and the overall community.

B. Supervision

- School Resource Unit personnel receive daily administrative supervision from SRU supervisors.
- SRU supervisors shall be assigned administrative responsibility for multiple School Resource Officers in more than one patrol district.
- Geographic distance between SRO assigned schools may necessitate sworn police supervisors in patrol districts be first responders for incidents requiring on-scene police supervision.
- In these instances, patrol supervisors shall take operational control of incident scenes, summon adequate resources per existing department policies and oversee immediate investigative needs.
- As soon as possible, a SRU supervisor shall respond to a school incident location, assist patrol supervisors stabilizing the incident scene and perform administrative duties related to SRU personnel. The SRU supervisor shall be responsible for notifying the School Safety Section Commander of pertinent details related to all significant incidents at SRO assigned schools.

C. Investigations

- Ensuring each School Resource Officer remains on-campus while school is in session for students is of paramount importance to maintain safe and secure learning environments.
- SROs shall perform initial and follow-up investigations for most offenses reported during school (theft, robbery, assault, destruction to property, etc.)
- SROs will place criminal charges against offenders when legally appropriate;
- Generally, a SRO **will not** leave his/her assigned school to conduct investigations when school is in session for students; SRU supervisors may grant exceptions on a case-by-case basis;
- SRU supervisors shall refer incidents to other department components when follow-up investigation exceeds the SRO's scope.
- Incidents occurring at public schools coming to the attention of patrol personnel after school hours and/or outside the school environment shall be handled per existing reporting requirement policies.
- Patrol personnel are encouraged to inform SRU personnel of these incidents and the actions taken, either through phone messages, email and/or faxing copies of relevant incident reports.

IV. SCHOOL CROSSING GUARDS

The School Safety Section supervises the County's School Crossing Guards. School Crossing Guards facilitate safe passage of children during normal hours of school operations by providing manual traffic direction at intersections identified as hazardous school crossings. The School Safety Section will approve locations for Crossing Guard deployment. The School Crossing Guard Program Manager reports to the School Safety Section Commander and provides daily oversight to the crossing guard program. A Crossing Guard Coordinator assists the Program Manager.

A. Authority and Responsibility

School crossing guards are responsible for ensuring the safe travel of school children across busy streets. They are authorized to temporarily stop traffic in order to expedite the movement of children to and from school.

B. Emergency Absences

- If unable to staff a crossing because of illness or emergency circumstances, the affected Crossing Guard shall contact a replacement from the existing substitute list.
- After the substitute list has been exhausted and no replacement has been arranged, the Crossing Guard is responsible for notifying Police Communications no later than one hour prior to the scheduled crossing.
- The Crossing Guard will inform Communications personnel of the absence and provide his/her name, location of the crossing and the duty time to be covered.
- Communications personnel will contact the appropriate district supervisor; the district supervisor will be responsible for arranging the crossing coverage.

C. Selection Criteria

The commander of the School Safety Section will establish selection criteria for crossing guards. The criteria will be based on knowledge, skills, and abilities required for job performance. School crossing guards need not necessarily meet the entry requirements established for sworn personnel.

D. Training

The School Safety Section will assure newly hired Crossing Guards receive at least eight (8) hours of entry-level classroom and practical instruction in traffic control and direction. After successfully completing the classroom and practical training, Crossing Guards shall successfully complete at least forty (40) hours of on-the-job training under the supervision of a Field Training Crossing Guard.

The School Crossing Guard Manager shall ensure that Crossing Guards receive a minimum of four (4) hours of in-service training on a yearly basis.

E. Uniforms

The department will provide uniforms for each school crossing guard. Crossing guard uniforms, although distinctively different from those worn by sworn police personnel, allow motorists and pedestrians to recognize the crossing guard and respond to his/her signals. The School Safety Section commander will prescribe the uniform's appearance.

F. Reflective Outerwear

School crossing guards will wear reflective clothing at all times while directing or controlling traffic.

G. Crossing Locations

Responsibility for determining crossing locations rests with the School Safety Section after consultation with the Anne Arundel County Public Schools (AACPS), and as warranted, the Traffic Safety Section. To initiate an intersection evaluation for Crossing Guard deployment, the following apply:

1. AACPS will request the Anne Arundel County Government Traffic Engineering Division conduct a crossing guard survey;
2. Conditions justifying the request can include, but are not limited: parents or school staff expressing concern about unsafe walking conditions for students, new residential construction, new schools opening and/or construction of new sidewalks/roads.
3. After receiving the survey results, AACPS will forward the information to the School Safety Section commander who will initiate the process, if warranted, of approving a Crossing Guard deployment at the specified location.

V. TEEN COURT

Teen Court is a diversionary sentencing alternative provided to first time, non-violent juvenile offenders who fall within certain guidelines. Teen Court offers these offenders a chance to avoid a formal criminal court record by allowing them to appear in a court before their peers after having first admitted guilt to the offense with which they have been charged. The intention of the Teen Court is to hold offenders accountable for their actions by having sanctions handed down by their peers to be completed within a 60-day period.

A. Teen Court Coordinator

A Teen Court Coordinator (TCC) will oversee the Teen Court Program and will report directly to the School Safety Section Commander.

B. TCC Duties and Responsibilities

1. Review juvenile arrest reports;
2. Interview potential respondents, their families and the victims;
3. Establish a Teen Court docket twice monthly;
4. Organize, plan and attend each Teen Court session;
5. Recruit and schedule adequate adult/juvenile volunteers and judges to staff each Teen Court session;
6. Coordinate with the Department of Juvenile Justice for Anne Arundel County and our Juvenile Victim/Witness Advocate office to determine juveniles appropriate for inclusion in or deletion from the Teen Court Program;
7. Continually evaluate Teen Court effectiveness and provide written evaluations when requested;
8. Prepare and submit monthly accomplishment reports;
9. Prepare and submit a quarterly and yearly report to the Local Management Board of Anne Arundel County in compliance with the Teen Court grant;

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10. Adhere to the Standard Operating Procedures and departmental Index Codes pertaining to the Teen Court Program and civilian employees.

VI. PROPONENT UNIT: School Safety Section.

VII. CANCELLATION: This directive cancels Index Code 903, dated 12-08-08.