



# Town of Lexington

## Police Department

<b>Subject:</b> School Resource Officers	
<b>Effective Date:</b> 9-01-2011	<b>Review Date:</b> Annually
<b>By Order of:</b> Mark J. Corr, Chief of Police	

### Policy & Procedure

# 44A

## GENERAL CONSIDERATIONS AND GUIDELINES

The Lexington Police Department is committed to promoting a safe and productive learning environment at all school campuses and activities. The Department's efforts toward this are prioritized through assignment of a School Resource Officer (SRO). Individuals selected for this position will work in collaboration with school administrators as a liaison between the Police Department, students, parents, other town departments, committees, service clubs, youth organizations, sports teams, District Attorney's Office and other agencies within the community.

## PROCEDURES

### A. Supervision

School Resource Officers will be assigned to the Detective Bureau and report to the Detective Bureau Commander.

### B. Coverage

1. The number of School Resource Officers assigned at any given time will depend on a variety of factors: budget, issues involving student communities, and staffing of the Department.
  - a. Whenever possible, one officer will be assigned to the Lexington High School with secondary responsibility with all other public schools.
  - b. When staffing permits, a second officer will be assigned to the Middle and Elementary Schools.

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- c. The Chief of Police will consult with command staff and school administrators (Lexington Public Schools and private schools as needed) to determine the best deployment.
2. School Resource Officers may be assigned to handle school related matters, investigate crimes, and assist at locations throughout the community that may relate to the campus they are primarily assigned to.
  - a. The School Resource Officer will be present on the campus they are assigned, or at another school property (especially if there is a specific need), most of the time during school hours and, whenever possible, at after school events.
  - b. Visibility and interaction with students and staff should be a strong component of the School Resource Officer's efforts and daily routine.
    - 1) First priority will be given to the Lexington High School due to there being a greater number of issues requiring police involvement, larger student population, and the campus being a hub for the school system as a whole.
    - 2) Diamond Middle School, Clarke Middle School, and Minuteman Regional High School will be considered for additional School Resource Officers due to the similar challenges and needs as Lexington High School.

### C. Training

1. The Department will seek to provide personnel chosen to be School Resource Officers with additional training relative to the position. This may include:
  - a. National School Resource Officer Association (NASRO) offered courses;
  - b. Active shooter training;
  - c. Narcotics familiarization;
  - d. Anti-bullying related training;
  - e. Other training that may be appropriate to youth issues.

### D. Areas of responsibility

1. To conduct crime prevention and safety programs within the school and community on a variety of topics, including but not limited to, personal safety, child safety, bicycle, vehicle and pedestrian safety, school bus safety, criminal victimization, harassment issues and drug and alcohol education.

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2. Act as a Department liaison to the Lexington Public Schools involving reports and investigations as assigned by the Detective Commander.
3. Work with the neighborhood residents, students, faculty members, parents and citizen groups to address problems, concerns and other quality of life issues within the parameters of the police and/or school department mission statement.
4. When appointed, participate in Northeast Massachusetts Law Enforcement Council (NEMLEC) School Threat Assessment Response System (STARS) training, activities, and callouts.
5. Periodically inspect school buses and bus evacuation drills in conjunction with the administration.
6. Institute approved programs and services aimed at the prevention of theft, vandalism and other property crimes.
7. Prepare and assist in the writing of grants.
8. Act as a resource for teachers on pertinent topics such as drugs, safety, local, state and federal laws, and the availability of community resources.
9. Maintain a working relationship with the Victim-Witness Advocate assigned by the Middlesex District Attorney's Office.
10. Maintain a working knowledge of the support services provided by the District Attorney's Office and the Attorney General's Office as it specifically relates to public schools.
11. Work with school officials and the Family Services Officer on listing the availability of current community resources and support agencies.