

EXHIBIT A



GOODYEAR POLICE DEPARTMENT

Commitment to Excellence

Policy and Procedure Manual

POLICY 3.63 SCHOOL RESOURCE OFFICER PROGRAM

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I. PURPOSE AND SCOPE

It is the policy of the Goodyear Police Department to establish and maintain a School Resource Officer Program. The protocols and procedures stipulated in this policy are applicable only to the participating high schools which are Estrella Foothills High School, Desert Edge High School, and Millennium High School ("High Schools"). The success of the program depends upon the respect and confidence we earn from the students, parents and staff. The integrity of each officer, as well as the organization, is necessary for students, parents and teachers to give us their trust. Without this trust, we cannot expect to form partnerships on campus. Fundamental to building trust on campus is the fair and equitable treatment of all individuals. Whether student, parent or staff, all persons must be treated with dignity and respect.

II. SCHOOL RESOURCE OFFICERS' MISSION STATEMENT

To enhance a safe atmosphere in our community's schools, foster a positive relationship with our community's youth, and develop strategies to resolve problems affecting our youth.

III. SCHOOL RESOURCE OFFICERS' VISION STATEMENT

The Goodyear Police Department's School Resource Officer Program will conform to a set of guidelines that describes a level of performance and service by all its members that supports School Districts' vision and our own mission in a manner that strives to leave all with the highest sense of satisfaction.

IV. GOALS AND OBJECTIVES

The Goodyear Police Department's School Resource Officer Unit intends to provide law enforcement services and law-related education to the High Schools within the City of Goodyear. The unit members also act as liaisons between the schools, the community and the Police Department, as well as various agencies such as Child Protective Services, Youth and Family Services, the Juvenile Probation Department, and other intervention and counseling resources. Some goals and objectives are:

- To keep our school campuses safe, so that teachers can teach and students can learn.
- Provide students with a positive role model through the exhibition of Department values.
- Interact with students in a setting that builds self-esteem and trust and reinforces the police as role models.
- Interact with students, faculty, community, parents, and civic leaders to promote positive relations.
- Provide a classroom resource for instruction. Educate students about the law and the importance of individual responsibility as well as teambuilding and cooperation within our community.
- Serve as a resource for the students, teachers, and parents. Serve as a primary resource to students who are victims and suspects of unlawful or harmful activity in order to deter and protect them from further harm.
- Partner with the faculty and administrative team to teach the importance of good safety practices through various educational programs.
- Provide and active law enforcement figure on campus to deal with any law and safety/public order issues and take appropriate enforcement action when necessary.

V. AUTHORITY

- A. As a law enforcement officer, the School Resource Officer (SRO) is responsible to the Chief of Police through his/her supervisory chain of command and is subject to Department Policies. SROs do have a secondary chain of command while on campus. As an employee of the Goodyear Police Department, their *primary* chain of command begins with their Sergeant and progresses to the Chief of Police.
 - 1. The Goodyear Police Department recognizes and respects the authority of the principal, and his or her designee, to be the primary leader and manager of the school campus. The SRO, however, has the authority and responsibility to ensure proper decisions are made in reference to crimes, crime scenes, and any incidents that pose a serious threat to public safety.
 - 2. During any law enforcement-related event on a school campus, the SRO will consult the principal or designee in the law enforcement decisions being made to resolve the incident, when feasible. During any law enforcement-related event, it may become necessary for the SRO to *temporarily* take charge of the incident and or school campus to protect the integrity of the investigation and/or crime scene, and ensure the safety of the students and staff, until properly relieved.
- B. The School Resource Officer Program will be commanded by a lieutenant, selected by the Chief of Police and supervised by a sergeant.
- C. All Goodyear Police Department SROs will be sworn peace officers. As such, the SROs possess the same authority and powers of arrest as any other state or local law enforcement official regardless of whether they are on or off school property.
 - 1. When performing the duties of a police officer in the school environment, the officer shall have an understanding of the administrative responsibilities the school has in resolving misbehavior.
 - 2. The SRO will be familiar with the student handbook of their respective school.
 - 3. They will also support the concept that teachers have the right to teach and students have the right to learn.
 - 4. In dealing with misconduct and disruptive behavior, the SRO is mindful of the fact that respect for others is an extension of one's own self-respect.
 - 5. Conduct with students should be of a quality that reinforces positive self-image, self-esteem, and professionalism.

VI. THE PROGRAM

A. TRIAD CONCEPT

As a role model, the SRO is compelled to always present themselves in a professional manner. Through their appearance and actions, the SRO leads by example through their day-to-day contact with students, parents and staff members. They treat everyone in a positive manner that is respectful, fair and consistent regardless of race, national origin, citizenship, religion, ethnicity, age, gender, sexual orientation, or socio-economic status. The following outline is meant to be a guide that reflects the "philosophy" of the Goodyear Police Department's School Resource Officer Program. The program is based on the premise that the SRO serves the following basic functions from the "Triad Concept" supported by the National Association of School Resource Officers (NASRO):

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1. Law Enforcement Officer: The SRO's primary role on campus is that of a law enforcement officer. They will enforce all applicable laws in a fair and consistent manner. As a general rule, SROs will not get involved with the enforcement of school rule violations unless there is a violation of State law, as well.
 - a) The SRO will conduct investigations for all crimes that occur on their designated school campus.
 - b) The SRO, when available, will assist in conducting investigations for other crimes off campus that may have a direct effect on a student or the school community.
 - c) The SRO, when available, will be the "case officer" for crimes committed at their designated school.
 - d) When necessary, the SRO may arrest, detain and or hold suspects in-custody as prescribed by law and Department policy.
 - e) Some serious crimes require specialized expertise or logistical support to investigate. Under these circumstances, an appropriate detective will be assigned as the case officer. The SRO will then assist the detective, and function as the liaison between the victim, the school staff, and the Police Department.
 - f) The SRO can address parking and traffic concerns that affect the school and surrounding community.
 - g) The SRO may conduct and or coordinate traffic enforcement details to encourage compliance with State and local traffic laws.
 - h) The SRO will coordinate with school staff to promote crime prevention programs and enhance the police/community relationship with the surrounding neighborhoods. This may be accomplished through foot, bicycle and vehicle patrol of the school grounds and adjacent areas.
 - i) The SRO will work with the High Schools to address truancy issues. The High Schools participate in the truancy prevention program called "Courts Unified Truancy Suppression" (CUTS).
2. Teacher: As a teacher, the SRO can present a diverse curriculum in the area of Law-Related Education (LRE) to the students, parents and the staff. LRE includes classes in the areas of personal safety, wellness, and criminal and traffic law.
3. Counselor: As a counselor, the SRO can act as an advisor, mentor and mediator to students, parents and staff. They use their professional experience to counsel and educate people on law-related issues. When a higher level of expertise is required, the SRO can refer the person seeking aid or guidance to the appropriate agency or resource.

B. SRO DUTIES AND RESPONSIBILITIES

The following are the primary duties and responsibilities of the SROs.

1. Conduct classroom instruction (if applicable) on prevention and education on appropriate subjects to high school students, faculty, and staff, in accordance with the SRO and Department mission statements, utilizing approved lesson plans.
2. Take appropriate action for any on-sight situations requiring police attention.
3. Act as a liaison and resource between the law enforcement community, other governmental agencies and the school.

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4. Interacting with students to promote and reinforce the development of basic life skills and personal control and responsibility for one's actions.
5. Conduct investigations involving school or students. The main function of the SRO is to be on campus during school hours.
6. The SRO may participate in school conferences, especially when potential delinquency is a factor. The SRO may have input into intervention and preventive strategies and community resources available.
7. Participate in special assignments related to Departmental activities such as point control for major events.
8. Inform the school administration of current student criminal involvement and criminal trends that affect the safe environment of the school, as needed. It is also recommended that the SRO maintain a relationship with the assigned Juvenile Probation Officer for their school, and obtain a list of juvenile probationers.
9. Perform preventive patrol for students in route to and from school. Attention will be directed to observations pertinent to the safety and well-being of children.
10. Interact with uniform patrol in order to share information and work together on matters of mutual concern.
11. Attend special events as necessary to interact and prevent problems.
12. Participate in various Department-sponsored and endorsed activities that foster a positive relationship between the students and the SRO.
13. Maintain contact with the SRO Supervisor in order to facilitate administrative needs.
14. Attend scheduled meetings of all assigned SROs that may be established by the supervisors for information exchange and resolution of special problems.
15. Attend monthly SRO meetings with the SRO Supervisor. These will be held on the SRO's campus and will rotate each month.
16. Patrol cars or vans can be used for transporting students in accordance with Department Policy and supervisor approval.

VII. SCHOOL ENFORCEMENT

A. SEARCHES

The School Resource Officer must follow Departmental Policy and respect the School's policy in conducting searches. The rules of criminal evidence apply in school exactly the same as they apply under normal circumstances.

1. The school administration cannot be used as an agent to search a student's locker.
2. The school administrator has the authority to search a locker prior to you knowing a crime has been committed. Once you are aware of the crime situation, you must brief the SRO Supervisor and obtain a search warrant for a student's locker.
3. Unless EXIGENT CIRCUMSTANCES EXIST, or you have CONSENT, get a warrant.

B. CRITERIA FOR EMERGENCY / NON-EMERGENCY CALLS

The criteria set forth are designed as a guide. In most cases, the SRO will take disposition of a call for service on their designated campus.

1. For all situations that require immediate police response, the SRO designated schools should call 9-1-1 and then call the SRO. Listed below are some examples of situations that require an immediate police response:
 - a) Immediate life-threatening emergency
 - b) Large or serious fight in progress

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- c) Unruly crowds
 - d) Disruptive parent who will not leave or calm down
 - e) Bomb threats
 - f) Child abuse (in progress and welfare of child)
 - g) Crime in progress where the protection of evidence is essential, or the apprehension of the violator is possible
 - h) Safety hazards (i.e., chlorine, natural gas leaks)
2. For those situations that require police services but do not require an immediate response, the school should call the SRO assigned to the school. If the SRO is not able to respond, the school should call for an on-duty patrol officer. Listed below are some examples of situations:
- a) Students who are found to be in possession of illegal contraband or drugs, and the item has been confiscated (contraband must be placed into evidence the same day)
 - b) Mandatory Reporting Law (A.R.S. 13-3620)
 - c) Burglary (where the school is the victim and evidence may be present)
 - d) Vehicle burglaries with the victim standing by
 - e) Assaults (with serious injury)
3. For the following situations that require police services but where time is not of the essence, the school should call the SRO assigned to the school and advise them of the situation. The SRO can then take the information for the police report the next time the SRO is on the campus.
- a) Theft (no suspects, no witnesses)
 - b) Assaults (which are over and under control with little or no injury, or where students have already been sent home, no suspects, no witnesses.)
 - c) Threats or intimidation (no suspects, no witnesses.)
 - d) Criminal damage (no suspects, no witnesses)
 - e) And any other incident of a minor nature, status offense, City Code violation, etc.

C. SRO WORK HOURS

SRO work hours are varied according to individual school needs.

1. Work schedules should remain flexible based upon the needs of the school on any given day/event.
2. Officers are encouraged eat lunch on campus during their lunch break, which will be factored into their eight-hour work day.
3. SROs are required to obtain prior approval from a supervisor on any overtime. This can be accomplished by calling or e-mailing the SRO Supervisor.
4. Although not mandatory, SROs are encouraged to take vacation or attend trainings when school is not in session.
5. During extended school breaks (ie. winter, summer break), SROs will be assigned to duties assigned by the SRO Supervisor. These duties may include the Teen Academy, or temporary assignment in the patrol division.
6. When sick leave/family sick leave is necessary, the SRO must inform the Principal by telephone or contact the attendance office personnel to relay that information prior to the start of school (preferably one hour prior.) The SRO must also notify the SRO Supervisor per Department Policy.

D. CELLULAR PHONE USE

All School Resource Officers will be assigned and issued a Departmental cellular telephone.

1. The Principal should be informed that the cell number is confidential and not to be released to any office staff, teachers, or parents without the SRO's permission.
2. Each call received by the SRO should be answered as soon as possible.
3. Students will not be given the SRO's cellular telephone number.