

The 2016 School Resource Officer (SRO) job task analysis officially began March 23rd, 2016 with the initial panel of twelve (12) Subject Matter Experts (SME) meeting in Columbia at the SC Criminal Justice Academy. These selected SROs were brought together to develop a foundation of broad functional areas and job tasks for the School Resource Officer discipline. The forum was guided by Jennifer Tatum, Kathy Danielsen, and Cliff Miller.

Initial Agency Panel Members

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| Eric Bonnett | Hampton County SO |
| Dwayne Robinson | Chester County SO |
| D. W. Swinson | Lexington County SO |
| Moses Brown | Wagener PD (SCASRO) |
| Ryan Owens | Georgetown County SO |
| Jimmy Reed | Columbia PD |
| Jennifer Hoffer | Horry County PD |
| Timothy Lee | York County SO |
| Josh Johnson | Horry County PD |
| Leslie Hargrove | Charleston PD |
| Michael Harrington | Georgetown County SO |
| Stacy Loadholt | SCASRO |

SCCJA Members

Jennifer Tatum
Kathy Danielsen
Cliff Miller
Devon Hughes
Ed Lopes

On April 11th, 2016, surveys based on three functions and identified job tasks were emailed to approximately 1,187 SROs for input, change, and/or confirmation (via Survey Monkey). These questionnaires requested opinions on frequency, criticality, operating levels, and associated function area of each proposed task. 423 surveys were completed and returned (36%).

On Tuesday, July 26th, a second and final panel of Subject Matter Experts convened to finalize the School Resource Officer job task analysis. Based on survey results, locations, and organizational size; 30 agencies were invited to attend and provide further input into the specified curriculum. Twenty-one (21) agencies were represented at the one day workshop.

The forum was guided by Jennifer Tatum, Kathy Danielsen, and Cliff Miller. During the finalization of the task analysis, the committee thoroughly discussed and then added two tasks that had not been mentioned in the process; training on social media / forms of electronic communication and how to properly manage the LGBT (Lesbian, Gay, Bisexual, and Transgender) community.

Agency Panel Members

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| Darren Payne | Simpsonville PD |
| Ryan Anderson | Camden PD |
| Sandra Proude | Charleston PD |
| Keith Crosby | Colleton County SO |
| Tommy Demby | Chesterfield County SO |
| Jacqueline Mathis | Duncan PD |
| Dave Prescott | Fort Mill PD |
| Corey Brown | Greenville County SO |
| Ryan Bolding | Laurens PD |
| Ron Byrd | Lexington County SO |
| Carl Stokes | Marion PD |
| George Godfrey | Richland County SO |
| Moses Brown | Wagener PD and SCASRO Representative |
| Phillip Muckelvaney | North Charleston PD |
| Thomas Jones | Rock Hill PD |
| Renee Elrod | Pickens PD |
| Mark Dorsey | Bluffton PD |
| James Barr | Summerville PD |
| Peter Schmid | Sumter PD |
| Mathew Altman | Hanahan PD |
| Christopher Crouch | Saluda County SO |

SCCJA Members

Jennifer Tatum
Kathy Danielsen
Cliff Miller
Eric Brown
Devon Hughes

PROPOSED JOB FUNCTIONS

1. Law Enforcement Officer

Maintain a safe and secure environment conducive to an educationally stimulating atmosphere. Attempt to prevent criminal activities and disturbances at the school and react professionally when criminal situations arise. Develop positive supporting relationships with his/her students.)

2. Law-Related Educator

Promote the knowledge, skills, and values students must have in order to function effectively in a society defined by its democratic institutions, pluralism, and the rule of law. Develop the active knowledgeable citizens a democratic society requires: those who can understand, live in and contribute positively to the civic communities to which they belong.

3. Law-Related Counselor/Ambassador

Serve as a resource to the students, their parents, and the school faculty. Refer persons in need to appropriate agencies that can assist them. Build relationships with students, community members and school administration.

PROPOSED JOB TASKS

1. Address crime and disorder problems, gangs and drug activities affecting or occurring in or around a school.
2. Develop or expand crime prevention efforts for students by educating and training students in conflict resolution, peer mediation, crime awareness and safety.
3. Assist in the identification of physical changes in the environment that may reduce crime in or around the school.
4. Mentor students as counselors and role models.
5. Complete and/or review a comprehensive emergency plan for assigned school(s).
6. Understand and have the ability to make recommendations regarding a Memorandum of Understanding (Agreement) between the agency and the district.
7. Review the Memorandum of Understanding (Agreement) with the school administrator on an as needed basis.
8. Receive training in positive intervention, cultural diversity, de-escalation and crisis prevention.
9. Receive training and recognize behavioral issues with special needs students.

10. Take law enforcement action as required, to include all crimes and emergency situations.
11. Consult with the principal in developing plans for school sponsored events and assist with securing officers when needed for school functions.
12. Serve as a resource for teachers, parents and students.
13. Maintain and provide proper reporting to school administrators of crimes occurring on school grounds and of student detentions or arrests on or off campus.
14. Educate and provide counseling to students related to law enforcement issues or crime prevention.
15. Provide guidance on ethical issues in a school setting and explain the law enforcement role in society.
16. Familiarize yourself with all community agencies and make referrals to agencies when necessary.
17. Assist in scheduling the drug detection dog based on district and departmental policies.
18. Be available to parents, students, and faculty members for conferences for the purpose of assisting them with problems of a law enforcement or crime prevention nature.
19. Collaborate with other agencies (e.g., law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
20. Investigate potential campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or referring to an outside agency for resolution.
21. Patrol school facilities (e.g., grounds, roads, buildings, adjacent areas, etc.) for the purpose of providing administrative visibility, maintaining security and deterring crimes.
22. Investigate suspicious persons in and around the school(s).
23. Report any road and weather condition that may affect, disrupt, or require a change in the transportation schedules or routine operation of the District.
24. Assist other law enforcement agencies on campus.
25. Assist school staff in emergency situations.
26. Maintain confidentiality.
27. Maintain a high level of ethical behavior.
28. Receive training in student involved disturbances on school buses.
29. Receive training on social media and other forms of electronic communication.
30. Receive training on how to handle the LGBT community.