

GUIDELINES AND PROCEDURES FOR PREVENTION RESOURCE OFFICERS

1. PRO must adhere to all established PRO guidelines.
2. PRO must be a current, state certified police officer with at least one year of field/road experience and employed by a law enforcement agency, the county or the city.
3. PRO must be a child advocate, must enjoy working with youth and be willing to do so.
4. PRO must complete required DJCS training and be certified as a PRO before entering the school. This training is provided on an annual basis.
5. DJCS requires grant funded sub grantees to assign one, full-time PRO officer per school. PRO must maintain an office in the assigned school and be present in that school at least 35 hours per week.
6. PRO will be stationed in a West Virginia Public school. Grant funds may only be utilized to fund officers placed in middle or high schools. It is encouraged, but not required, for the officer to occasionally visit the elementary school and establish communication with the teachers, administrators and students. These visits are in addition to the required 35 hours.
7. PRO function is not disciplinary. PRO is assigned to the school to provide prevention, mentoring, and safety. However, PRO should be involved in any incidents requiring legal action.
8. PRO must be available to facilitate at least one non-traditional educational class per week.
9. PRO must maintain facilitation resources, materials, lesson plans, and attendance for all classes facilitated.
10. Prior to the officer entering the school, grantee must submit to DJCS an Agreement between Law Enforcement and the County Board of Education.
11. PRO must be aware of and adhere to all school policies and school laws. PRO must follow the Law Enforcement Code of Conduct as well as the Teacher's Code of Conduct at all times.
12. PRO must maintain a resource list containing the names and numbers of services available to youth, the school, and community.
13. During school hours, PRO will directly report to the principal of the school the PRO is stationed in as well as their law enforcement supervisor.
14. PRO will be assigned to a Regional Liaison Officer. PRO must be in contact with Liaison monthly.
15. PRO must attend and present the PRO program at the first Faculty/Senate Meeting prior to the first day of school and must attend Faculty/Senate Meetings on a regular basis.
16. PRO must be familiar with and adhere to confidentiality requirements.

17. The PRO will adhere to all state, federal, board of education or other requirements concerning the confidentiality of a student. This includes, but is not necessarily limited to, HIPPA, confidentiality of the names of juveniles involved as victims, juveniles involved as suspects or persons of interest in the investigation or prosecution of juvenile or criminal statutes. The PRO will ensure that any confidential information is in a secure location and not accessible by others.
18. PRO must maintain and update annually a copy of the illustrated physical layout to the school they are stationed in. These current blueprints must be in a secure area in the office of the PRO as well as on file with the head of the law enforcement department which employs the PRO, as well as with WV State Police, Sheriff's Department, and all local law enforcement.
19. PRO must have a copy, be familiar with, and participate in the execution of the school crisis plan. This plan must be updated annually and kept in a secure area in the office of the PRO as well as on file with the head of the law enforcement department which employs the PRO, as well as with WV State Police, Sheriff's Department, and all local law enforcement.
20. PRO must maintain a written evacuation plan. This plan must be updated annually and kept in a secure area in the office of the PRO as well as on file with the head of the law enforcement department which employs the PRO, as well as with WV State Police, Sheriff's Department, and all local law enforcement.
21. PRO must maintain individual and group files representing every incident reported. PRO must ensure that any student files that they maintain are kept in a secure manner to protect the confidentiality of those students.
22. PRO must develop a Planning and Evaluation Team with key community members for the purpose of resource sharing and networking. The P&E team must meet at least every other month. Minutes from the meetings are to be submitted to DJCS.

REQUIRED PROCEDURES FOR GRANT FUNDED PRO'S:

- A. The PRO shall not function as school disciplinarian, or safety officer, except in cases of emergency. This includes the officer being directly involved in the incident or a crime has been committed. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school or be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by the law.
- B. The PRO shall remain an employee of the city or county law enforcement agency and will be directly accountable to their law enforcement supervisor as well as the principal of the school.
- C. The PRO will work in conjunction with the school principal and other school staff in formulating programs, activities, safety, criminal apprehension and interdiction (prohibition forbidden), as well as serve as liaison between the school and the department.

- D. PRO shall report directly for duty to the school building during assigned work times.
 - 1. The PRO will work a flexible eight-hour schedule and should attend extracurricular activities, but shall have the option to attend as needed.
 - 2. If overtime is necessary for activities to fulfill the PRO's overall goals and objectives, it must receive prior approval from the direct supervisor.
- E. PRO shall maintain an office/workspace in the school.
- F. The PRO will attempt to accommodate the requests from the school staff that are appropriate for the position and do not conflict with the police department policy or procedures.
 - 1. The PRO will provide instruction to students in various aspects of law enforcement and legal education as requested and supervised by the teacher.
 - 2. The PRO will abide by County School Board policies and school laws that relate to a Prevention Resource Officer unless they conflict with existing departmental policy.
 - 3. The PRO will consult with the school principal and staff to determine job functions for the position. These functions cannot conflict with police department policy and procedures or school laws and policies.
 - 4. The PRO will be required to attend Faculty/Senate Meetings regularly and is also encouraged to attend PTO meetings.
 - 5. The PRO shall consult and coordinate all instructional activities and programs through the principal.
- G. The Law Enforcement Agency shall select an officer to serve in the capacity of PRO, as per their hiring procedures.
- H. PRO will not perform duties that fall within the realm of existing school personnel, such as the principal, counselors or truancy officers. **The PRO will acknowledge the principal as the administrative leader of the school.**
- I. PRO will attempt to identify and prevent delinquent behavior through informal counseling and referral to existing school or community resources.

- J. The PRO will foster a better relationship between students, teachers, and police officers. Public relations will be a critical part of the PRO's job; however, the role must be carefully balanced against the traditional law enforcement function.
1. The PRO will provide information about crime prevention.
 2. The PRO will be aware of and adhere to existing referral services and will be able to address problems by utilizing available resources.
 3. The PRO will be aware of substance abuse programs and will work with the school to reduce problems with drugs, alcohol, and violence prevention. The PRO will also work in coordination with the Safe and Drug Free School Coordinator.
 4. The PRO will provide assistance and support to crime victims at the school.
 5. The PRO will serve in the role of facilitator in regard to concepts and structure of the law.

***DJCS strongly recommends the PRO to wear a uniform and a gun while on duty on the school campus. National Training Programs encourage the weapon for the safety of the officers as well as students.