



SCHOOL RESOURCE OFFICERS AND INVESTIGATIONS AT CHICAGO PUBLIC SCHOOLS



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INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive provides guidelines for:

- A. the selection, training, assignment, responsibilities, evaluations, and data regarding the activities of school resource officers (SRO).
- B. Department members assigned to patrol or conduct preliminary or follow-up investigations in Chicago Public Schools, school campuses, or adjacent Board of Education properties (school grounds, playgrounds, etc.) during the time period when the school is in session.
- C. using designated police office spaces in schools.
- D. contacting the Chicago Public Schools Emergency Control Center.

II. GENERAL INFORMATION

- A. The Chicago Police Department is:
 - 1. committed to working with Chicago Public Schools to enforce the law and protect students, employees, guests, property, and the school community.
 - 2. dedicated to providing the highest quality of school resource officers to promote safer schools and safer students by using specific selection, training, assignment, and evaluation processes.
- B. The Chicago Board of Education has a policy of fully cooperating with law enforcement personnel conducting law enforcement investigations within Chicago Public Schools, school campuses, or adjacent Board of Education properties during hours while classes are in session.

REMINDER: Chicago police officers, including trained school resource officers, are authorized to enter and remain in school facilities and properties to enforce the law and protect students, employees, guests, and property.

- C. Department members are reminded:
 - 1. school officials have the responsibility to:
 - a. provide for the safety and well-being of all students in their care.
 - b. maintain order within the classrooms, in school buildings, and on school grounds.
 - c. manage and administer student discipline and subsequent disciplinary actions.

NOTE: Department members will NOT engage in the administration of discipline or involve themselves in disciplinary or classroom disorder situations unless required to prevent criminal activity or to protect students, employees, guests, or property.

- d. **NOT** contact CPD merely to request removal of a disruptive student from school in a non-emergency situation.

2. the Department has the responsibility to address and respond to:
 - a. public safety concerns.
 - b. criminal activity, violence, and other law-enforcement-related incidents.
 - c. concerns of the school community through a comprehensive and cooperative problem-solving process.
- D. The Department will designate a supervisor to be the Department's school resource officer coordinator who will ensure consistency with the SRO role and responsibilities throughout Department operations.
- E. For disputes between Chicago Public School officials and Department members, Department members will call the Chicago Board of Education Office of School Safety and Security (OSSS) for guidance.
- F. The Chicago Public Schools Student Safety Center is available as a resource to Department members and will be contacted consistent with Item IX of this directive.

III. SELECTION OF SCHOOL RESOURCE OFFICERS

- A. School resource officers (SRO) will provide valuable resources to school staff members, foster positive relationships with students, develop strategies to resolve problems affecting students, and protect all students.
- B. Department members who are seeking selection to work as a school resource officer must:
 1. demonstrate a commitment to working with Chicago Public Schools to enforce the law, protect students, employees, guests, property and the school community;
 2. be a sworn Department member below the rank of sergeant;
 3. maintain full-duty status;
 4. have a minimum of three years continuous service, or at least two years continuous service with written justification for the assignment;

NOTE: Written justification may include previous work experience with youth or a college degree relating to youth.
 5. have an acceptable medical roll, disciplinary history, and attendance record;
 6. have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive titled "**Performance Evaluations of All Sworn Department Members below the Rank of Superintendent**" for each of the last two evaluations; and
 7. if currently appointed to a D-2 or D-2A grade, be willing to resign status and pay and accept D-1 status.
- C. Members who meet the above criteria and are seeking selection to work as a school resource officer will complete and submit a To-From-Subject Report to their district commander and submit a resume that includes any additional skills or experience for selection consideration, including the following factors, if applicable:
 1. previous experience working with youth in a learning environment (e.g., coaching youth league or youth group leader);
 2. current district-level field experience, including demonstrating a working knowledge of:
 - a. Department directives;
 - b. juvenile laws; and
 - c. Chicago Public Schools Student Code of Conduct Manual;
 3. quality report writing skills;

4. detail oriented and effective communication skills;
5. bilingual or multilingual;
6. ability to problem-solve in a team environment; and
7. ability to work safely, effectively, and build positive relationships with students, parents, guardians, and school personnel.

D. District commanders will:

1. identify members under their command who are selected to work and be trained as school resource officers using the criteria outlined in Item III-B and III-C of this directive.
2. coordinate with CPS principals in the selection of the SRO.
3. **have final authority over selection of SROs and management of the SRO assignments for their district.**
4. ensure a district sergeant or other appropriate supervisor has been assigned the responsibility to supervise and manage the SROs for their district.
5. coordinate with the Education and Training Division to ensure Department members selected to work as SROs and SRO supervisors receive the appropriate training.

IV. TRAINING OF SCHOOL RESOURCE OFFICERS (SRO)

A. Department members who have been selected to work as school resource officers (SRO) and SRO supervisors will receive specialized initial and annual refresher training including but not limited to:

1. school-based legal topics;
2. child sex crimes and abuse preliminary investigations;
3. cultural competency;
4. problem-solving;
5. de-escalation techniques;
6. use of restorative approaches, including the available community resources and alternative response options.
7. childhood and adolescent development;
8. crisis intervention;
9. disability and special education issues;
10. strategies that create respectful and positive interactions with students, including but not limited to student groups:
 - a. with limited English proficiency;
 - b. who are lesbian, gay, bisexual, transgender, queer or questioning, and intersex (LGBTQI); and
 - c. experiencing homelessness.
11. response options for school safety threats;
12. Chicago Public Schools Student Code of Conduct Manual.

B. The Deputy Chief, Education and Training Division, will ensure that:

1. training curriculum is developed:
 - a. in accordance with the criteria listed in this directive;
 - b. with input from the Bureau of Patrol and current SROs, when appropriate.
2. designated Department members are trained as required.

- C. District commanders will ensure school resource officers under their command are appropriately trained consistent with the criteria set forth above.

V. ASSIGNMENT OF SCHOOL RESOURCE OFFICERS (SRO)

- A. The selection, replacement, or removal of a Department member working as an SRO from a particular assignment will be determined by the district commander, in consultation with CPS officials.
- B. District commanders will ensure that the Department members selected to work as SROs and SRO supervisors:
 - 1. are assigned the responsibility to patrol specific schools and locations, as determined by the district commander and in consultation with CPS officials.
 - 2. actively engage the school community and:
 - a. provide for the safety and security of CPS students, employees, guests, and property.
 - b. participate in comprehensive and cooperative problem-solving processes, including engaging in pro-active strategies to reduce crimes and combat emerging and chronic crime and disorder issues.
 - c. respond to crimes and calls for service within Chicago Public Schools, school campuses, or adjacent Board of Education properties consistent with this directive and the Department directive titled "**Preliminary Investigations.**"
 - d. may participate in extra-curricular activities, meetings with school administrators, and the school community after school hours, upon notification and approval of the district commander or designee.
 - 3. maintain a visible presence at their assignment while assisting in fostering a positive learning environment and engaging in positive interactions with students.
- C. The Chicago Police Department will maintain patrols of trained school resource officers dedicated to respond to crimes, calls for service, and other law-enforcement-related incidents within Chicago Public Schools, school campuses, or adjacent Board of Education properties during hours while classes are in session. Department members working as SROs will:
 - 1. as their primary function, respond to crimes, calls for service, and other law-enforcement-related incidents within Chicago Public Schools, school campuses, or adjacent Board of Education properties.
 - a. SROs will contact the Office of Emergency Management and Communications in all emergency situations to ensure proper notification and recording of the incident.
 - b. When safe and feasible, any Department response will attempt to minimize any disruption to the school's normal operations.
 - 2. spend their tours of duty visiting assigned schools.
 - 3. meet with principals and other CPS personnel to determine if any law-enforcement-related incidents are occurring and take the appropriate action.
 - 4. achieve maximum visibility by engaging in both vehicular and foot patrol in and around school property, especially at student arrival and dismissal time.
- D. At the Chicago Public School's request, the Department may assign SRO-trained members to fixed posts inside select CPS high schools. SRO-trained members assigned to a fixed post at a CPS high school will:
 - 1. spend their tours of duty at their assigned Chicago Public School facility, unless otherwise directed by a supervisor.

2. respond to crimes, calls for service, and other law-enforcement-related incidents in their assigned schools.
 - a. SROs will contact the Office of Emergency Management and Communications in all emergency situations to ensure proper notification and recording of the incident.
 - b. When safe and feasible, any Department response will attempt to minimize any disruption to the school's normal operations.
3. meet with principals and other CPS personnel to determine if any law-enforcement-related incidents are occurring and take the appropriate action.
4. achieve maximum visibility by engaging in foot patrol in and around their assigned school, especially at student arrival and dismissal time.

NOTE: The Department will limit fixed-post deployments within Chicago Public Schools to CPS requests, emergency situations, or when deemed necessary by the Chief, Bureau of Patrol or designee.

VI. PERFORMANCE EVALUATIONS

- A. School resource officers will be evaluated at least once per year as delineated in the Department directive titled "**Performance Evaluations of All Sworn Department Members below the Rank of Superintendent.**"
- B. Evaluating supervisors may consider the following criteria:
 1. use of skills and techniques outlined in the SRO training, including but not limited to the use of de-escalation techniques and alternative response options; and
 2. feedback from school personnel.

VII. INVESTIGATION RESPONSIBILITIES

- A. During any investigations at a Chicago Public School, Department members will:
 1. conduct themselves within the school environment in such a manner as to minimize negative impact on the classroom learning process.
 2. only use force that is objectively reasonable, necessary, and proportional based on the totality of the circumstances, consistent with the Department directive titled "**Use of Force.**"
 3. request relevant information from school officials regarding student's disabilities, impairments, or other behavioral modification plan, such as an Individualized Education Program (IEP).
 4. if the student is the victim or witness to a crime and needs to be interviewed on a non-emergency basis, ensure the interview is conducted in a manner that is least disruptive to the educational and administrative process.
 5. if the student is suspected of a criminal offense, ensure the student:
 - a. is not under Department control until arrested and placed into custody.
 - b. will not generally be detained in the school's designated police office space, and only be detained in the school's designated police office space consistent with Item VIII of this directive.

REMINDER: Department members are reminded when dealing with students or other community members who may have citizenship status concerns that it is the policy of the Chicago Police Department that, pursuant to federal law, the enforcement of immigration law rests with the federal government and not with the state or local police. Department members will continue to follow the procedures outlined in S06-14-03 "**Responding to Incidents Involving Citizenship Status**," including compliance with the provisions of the City of Chicago's Welcoming City Ordinance.

B. In cases other than an emergency, a Department member conducting a preliminary or follow-up investigation in a Chicago Public School during a time period when school is in session will:

1. proceed directly to the administrative office upon entry to a school and report to the responsible school official.
2. notify the school resource officers assigned to the school, if applicable.
3. describe the member's purpose for entering the school and request to interview a named student or other identified individual.
4. request relevant information from school officials regarding student's disabilities, impairments or other behavioral modification plan, such as an Individualized Education Program (IEP).
5. allow the school principal or designee a reasonable amount of time to notify the parent or guardian of the student prior to beginning the interview, unless there is an emergency.

NOTE: The investigating Department member will inform the school principal or designee when circumstances warrant that this notification should not be made, including when a parent or guardian might be the subject of the criminal investigation. If there is a disagreement concerning the notification, the investigating Department member will request a supervisor to respond to the scene.

6. postpone the interview of the named student temporarily pending a prompt response by the parent or guardian to the school, when appropriate.
7. when a parent or guardian is not available, request that the principal make a reasonable effort to ensure that a school social worker, school nurse, school guidance counselor or other mental health professional is present during the interview process.
8. permit the school principal or designee to be present in the room in the school during the interview of the student whenever the parent or guardian cannot be notified, are unavailable to promptly respond to the school, or are potentially the subject of the criminal investigation.

NOTE: The school principal or designee will not be permitted to interfere with the interview or investigative process. If there is a disagreement concerning the interview, the investigating Department member will request a supervisor respond to the scene.

C. School officials are responsible for:

1. abiding by the Chicago Public Schools Student Code of Conduct Manual.
2. verifying the official identification of a Department member who enters a school for the purpose of interviewing or arresting a student.
3. providing to Department members relevant information regarding student's disabilities, impairments, or other behavioral modification plan, such as an Individualized Education Program (IEP), when available.
4. providing the parent or guardian with a prompt notification whenever a Department member requests to interview or take a student in a school into custody.

5. making a reasonable effort to ensure that a school social worker, school nurse, school guidance counselor or other mental health professional is present during the interview process, when parent or guardian is unavailable.
 6. substituting for the parent or guardian during the interview of a student by a Department member whenever the parent or guardian of the student cannot be notified or are unavailable to respond to the school.
 7. notifying the parent or guardian of the student concerning the results of the interview of the student if they were not present.
 8. releasing a student to the custody of a Department member in all instances whenever the responsible Department member has reasonable grounds or probable cause to arrest a student for a violation of the law or when there is an outstanding arrest warrant for a student.
 9. for notifying the parent or guardian of the arrested student of the location of the police facility to which the student has been transported for further processing.
- D. Department members taking a student into custody will:
1. ensure there is probable cause present or an outstanding arrest warrant for a student.
 2. notify their supervisor of the circumstances of the arrest.
 3. prior to any custodial questioning of a juvenile arrestee who is under 18 years of age, ensure the Juvenile Miranda Warnings are given and the arrest is processed consistent with the Department directive titled "**Processing of Juveniles and Minors Under Department Control.**"

NOTE: Students who are 18 years of age or older are adults and will be processed consistent with the Department directive titled "**Processing Persons Under Department Control**" and, when appropriate, the Department directive titled "**Processing any Adult Arrested for a Juvenile Warrant or for an Offense Committed When He or She Was a Juvenile.**" Custodial questioning should be conducted consistent with the Department directive titled "**Custodial Interrogations.**"

4. advise the school principal or designee as to the location to which the student arrestee will be transported for further processing to facilitate a subsequent notification by the school principal or designee to the parent or guardian of the student.

REMINDER: Department members are reminded that school principals and staff do not have the authority to decide whether or not a student will be arrested.

VIII. DESIGNATED POLICE OFFICE SPACE

- A. Illinois Statutes 105 ILCS 5/10-20.64 and 105 ILCS 5/34-18.57, prohibit "student booking stations" in schools. These statutes define a student booking station as a building, office, room, or any space that regularly operates as a place of operation for the Department and at which students are:
 1. detained in connection with criminal charges, or allegations,
 2. taken into custody, or
 3. engaged with the Department in any process that creates a record of that contact.
- B. The statutes do **NOT** prohibit the establishment of any place operated by law enforcement personnel, school resource officers, or security personnel. The law concerns only places of detention and criminal processing, and will not infringe on the ability or capacity of law enforcement officers to perform their duties within schools, including interviewing of victims and witnesses.

- C. Department members will not detain or question a student suspected of a criminal offense in designated police office space. Students suspected of criminal activity may be detained in an alternative location within the school (e.g., principal's office).
- D. Students who are not accused of a crime may be interviewed in designated police office space. Victim and witness statements/interviews for a criminal investigation may be conducted in designated police office space.
- E. Brief detention in designated police office space is permitted if the suspected crime is an act of violence (e.g. battery, sexual assault, robbery) and the student must be isolated as a matter of public safety, but only if no other location is adequate.

IX. CHICAGO PUBLIC SCHOOLS STUDENT SAFETY CENTER

- A. Supervisors will ensure that notifications are made to the Chicago Public Schools Student Safety Center when:
 - 1. an arrest has been made within any Chicago Public School, school campus, or adjacent Board of Education property;
 - 2. an arrest has been made for a crime committed on or against Chicago Public School, school campus, or Board of Education property;
 - 3. Department members have entered or require entry into a closed and secured Chicago Public School building or Board of Education property for the purpose of checking the premises for any reason. Arrangements will be made for allowing access to the secured building or property; or
 - 4. Department members have entered a closed and secured Chicago Public School building, school campus, or Board of Education property and forced entry has been made.
- B. The arresting Department member will request that the school property security inspector designated for the particular school be contacted to sign the appropriate Court Complaint form, if applicable.

X. DATA REGARDING DEPARTMENT ACTIVITIES IN CHICAGO PUBLIC SCHOOLS

- A. The Department will maintain data on all crimes, arrest, and other reported incidents occurring at a Chicago Public School grounds or buildings.
- B. Statistical data may be analyzed to document SRO effectiveness, responsiveness to school community concerns, and achievement of goals and adjust strategies, if necessary.
- C. Area crime data may be analyzed to identify patterns related to crimes occurring in and around Chicago Public School buildings, school campuses, or Board of Education properties and to develop a comprehensive response to the identified pattern.

XI. OTHER EDUCATIONAL INSTITUTIONS

Crimes and calls for service at charter, parochial or other educational institutions will be handled in accordance with the directives titled "**Preliminary Investigations**" and "**Processing Juveniles and Minors Under Department Control.**"

Authenticated by: KC

Eddie T. Johnson
Superintendent of Police

T17-064 SDR/KT

PHONE BOOK ENTRIES:

1. **Chicago Board of Education Office of School Safety and Security (OSSS)**
773-553-3030
2. **Chicago Public Schools Student Safety Center**
(773) 553-3335