

# GENERAL ORDER



Title  
**MPD School Safety Division**

Topic/Number  
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## DISTRICT OF COLUMBIA

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### I. BACKGROUND

In accordance with the District of Columbia's "School Safety and Security Contracting Procedures Act of 2004," (hereinafter referred to as the Act) a School Safety Division has been established within the Metropolitan Police Department (MPD). The MPD School Safety Division shall provide oversight and management of security services in the District of Columbia Public School (DCPS) system. The School Safety Division, in partnership with the District of Columbia Public Schools, is committed to providing a safe and secure learning environment for every child enrolled in public schools throughout the District of Columbia.

The Division will also be responsible for the functional supervision of the School Resource Officers (SROs), and the School Resource Officer Coordinators (SROCs) that provide security and resources in select schools throughout the city.

### II. POLICY

The policy of the Metropolitan Police Department is, in partnership with DCPS, to help ensure that District of Columbia Public Schools are a safe haven for children by creating an effective school safety program by integrating security services into the general management of the school environment.

### III. REGULATIONS

- A. MPD School Security Division shall maintain functional supervision over School Resource Officer Coordinators and School Resource Officers. Functional supervision means that the MPD School Safety Division determines the content of the job description and how the duties are performed.

- B. The Regional Operations Command and Districts shall maintain operational supervision over the School Resource Officers when they are detailed to the District. SROs shall follow the directions of a district official. District Commanders are advised that the functions performed by the School Resource Officers while schools are in session are based on criteria developed in conjunction with DCPS. Any changes to these functions shall not be made without first consulting the School Safety Division.

#### **IV. PROCEDURAL GUIDELINES**

- A. The School Safety Division shall consist of the following personnel:
1. School Resource Officer (SRO) – an Officer of the Metropolitan Police Department assigned to the MPD's School Safety Division and detailed to a Police District. SROs shall take the lead in the daily delivery of security services and resources to a District of Columbia Public School on a full-time basis, with the specific duties of school safety planning/administration, enforcement activities, providing in-class criminal law and safety information, community policing, mentoring of students, and monitoring contractual security services.
  2. School Resource Officer Coordinator (SROC) – a Sergeant of the Metropolitan Police Department assigned to the MPD School Safety Division and detailed to a Police District. The SROC is responsible for the supervision of all SROs in his/her detailed district.
  3. School Security Division Area Coordinator (SSDAC) – a Lieutenant of the Metropolitan Police Department assigned to the MPD School Safety Division. The SSDAC is tasked with coordinating school safety activities within a Regional Operations Command (ROC), to include supervision of all SROCs within that region. The SSDAC is also responsible for providing technical assistance to the District Commander and Police Service Area (PSA) Lieutenants on school security matters, as well as monitoring school security activities undertaken by the SROCs and SROs.
  4. School Safety Division, Program Manager – a Captain of the Metropolitan Police Department assigned to the MPD School Safety Division who serves as the program manager. The program manager oversees the management of the school security program in the DCPS, including implementation of the school security contract; and coordinates regular reviews of the quality of school security provided by both contract and MPD personnel. The program manager also maintains files and support materials related to the operations of the school safety program, as well as SROCs reports on security program issues and deficiencies. Provides functional supervision over SSDAC, SROC, SRO to ensure efforts are supportive of the department's school security effort and reflects the policies and standards established for school security. Also oversees the provision of

identification and intervention of students involved in potential gang activity conducted by the contractual Gang Unit.

5. Office of Security Services, Assistant Chief – an Assistant Chief of the Metropolitan Police Department who oversees the MPD School Safety Division and management of the school security program in DCPS, to include the implementation of the school security contract. Serves as the department's advocate for an integrated approach to providing for school security throughout the system. Develops and maintains collaborative relationships with appropriate DCPS officials regarding school safety. Assists in the development of effective response protocols for disorder and crime incidents at schools, working closely with other senior MPD commanders. Conducts analysis of school security issues and patterns of problems across the city, to form the basis of developing new interventions and problem-solving activities.

B. The MPD School Safety Division shall:

1. Provide oversight of the MPD security guard contract for DCPS, in conjunction with the Contracting Officer's Technical Representative (COTR).
2. Ensure deficiency notices are completed by School Safety Division personnel and submitted according to protocol.
3. Direct all the work of contract security guard personnel, during hours determined by MPD and D.C. Public Schools (DCPS), based on the scope of the contract.
4. Work with principals to identify security issues and develop plans for addressing security gaps, such as manpower deployment plans, recommendations for school policies that impact safety and security, and recommendations for security technology acquisition and installation.
5. Develop security protocols and handbooks, with input from DCPS, to include:
  - a. Citywide security directives (Special Orders, SOP's, etc.); and
  - b. School specific safety plans.
6. Review and approve post orders and post shift assignments.
7. Work in partnership with DCPS and other stakeholders to identify DCPS students at risk of violence or the potential for violent conflict within the school.

8. Work with principals to develop emergency response plans and provide copies of the plans to Operational Services.
9. Ensure DCPS Command Center staff and school staff are informed of significant events in the school vicinity and events on school property in a timely manner.
10. Respond and conduct preliminary investigations and assist with follow-up investigations involving crimes in and around DCPS.
11. In coordination with DCPS, develop intervention and prevention programs.
12. Coordinate monthly reviews of the quality of school security provided by both contract and MPD personnel and take appropriate actions to correct noted deficiencies. The outcome of the monthly reviews shall be documented in a monthly report.

## **V. CROSS REFERENCES**

- A. Memorandum of Agreement (MOA) on School Safety Operations between DCPS and MPD
- B. Comprehensive Plan to Implement the School Safety Act of 2005 (May 2005)
- C. District of Columbia School Security Concept of Operations (February 21, 2005)
- D. General Order RAR-310.09 (Information Exchange Protocols Between District Personnel and School Safety Division)
- E. Standard Operating Procedures (Security Management of DC Public School Campuses)
- F. Standard Operating Procedures (Use of Force in DC Public Schools)
- G. Standard Operating Procedures (MPD School Resource Officers, Coordinators and School Safety Division Lieutenants Roles and Responsibilities)
- H. Standard Operating Procedures (Recovery of Evidence, Contraband and Property In and Around DCPS Campuses and School Facilities)
- I. Standard Operating Procedures (Code of Conduct for MPD DC Public School Contract Security Officers and Special Police Officers)
- J. Standard Operating Procedures (Handling Cases of Suspected Corporal Punishment in DC Public Schools)

- K. Standard Operating Procedures (Controlling Access to DC Government School Buildings)

//SIGNED//  
Charles H. Ramsey  
Chief of Police

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