

		Policy & Procedures			No. 1.42	
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CALEA STANDARDS

44.2.4

I. Background

As part of its youth services programs, the Canton Police Department's Adopt-A-School (AAS) Program maintains a police presence in the Town of Canton's public elementary schools.

II. Policy

The Adopt-A-School Program shall function according to the guidelines delineated in this policy.

The AAS Program shall consist of a team of officers that are each assigned to a specific elementary school in town; one officer per school. They are assigned to perform specialized functions within their designated schools, but most importantly to serve as a liaison between the police department and the school's administration and student body.

44.2.4

The AAS Team shall be a component of the Family Services Unit (FSU) and shall be under the direction of the FSU Supervisor.

III. Goals

The goals of the AAS Program are to:

- Streamline police services in the schools
- Enhance school safety
- Provide appropriate safety training for students
- Provide positive role models for students
- Establish close working relationships between officers and school staff, and
- Create positive relations between the Department, school staff, students and their families.

IV. Guidelines

The Adopt-A-School Program shall operate as follows:

- An AAS Officer will be assigned an elementary school of their own. He/she will be responsible for performing AAS functions at his/her school while school is in session.
- Officers will perform their regular AAS duties in addition to regular patrol. Officers are encouraged to stop into their designated school while on shift, as often as possible.
- An AAS Officer must get prior approval by the FSU Supervisor prior to working any overtime (for example, attending a field trip with the students).
- AAS Officers will work in conjunction with the School Resource Officers and the Juvenile Detective.

V. AAS Officer Responsibilities 44.2.4

AAS Officers are responsible for:

- Acting as Department liaison to their school, its students, parents and staff;
- Developing a good working relationship with school administrator and staff;
- Preparing and presenting safety-related programs at their school;
- Providing regular safety checks at their school while on duty;
- Addressing crime and disorder problems that adversely affect the proper learning environment of their schools;
- Assisting in crime prevention activities that may reduce crime in or around their school;
- Participating in activities such as having lunch with students, assisting at recess periods, etc.;
- Attending school social and sporting events, school council and PTO meetings as necessary; and
- Assisting in the investigation of crimes committed by any person(s) within their school or on school property.

VI. Classes

All safety programs taught by AAS Officers will follow a curriculum approved by the ASS Coordinator and will include a lesson plan.

All programs presented by AAS Officers must also receive prior approval by the school principal.

VII. Routine Notifications

Whenever an officer submits a report that involves an elementary school or a youth that he/she has determined is a student at a particular elementary school, the officer will forward a copy of the report to the AAS Officer assigned to that school.

VIII. Emergency Notifications

The Department recognizes that AAS Officers are a unique resource regarding their assigned school and the school's staff and students.

Whenever a serious critical incident occurs at a school to which an AAS Officer is assigned, the Shift Supervisor shall immediately notify the appropriate AAS Officer of the incident and request he/she respond to the scene. The AAS Officer shall respond whenever possible, reporting to the Incident Commander and providing all possible assistance.

IX. Compensation

AAS Officers will receive overtime pay or compensatory time for any AAS work performed outside of their daily scheduled shift.

X. Available Positions

When an opening becomes available for an AAS Officer's position, a notification will be made to the entire department. Officers working any combination of day shifts will be eligible to send a letter of interest to the FSU Supervisor for consideration. The FSU Supervisor will make his/her recommendation to the Chief. The Chief will make the final decision on which officer to choose as the replacement.