

ACCOUNTABILITY AND REPORTING CHECKLIST

Monitoring a School Resource Officer's (SRO) ongoing engagement requires comprehensive data collection by school districts on a regular basis. The following checklist provides a quick reference to the minimum tracking requirements:

- SRO activity for each school site, including any of the following:
 - Arrest
 - By City Police on the school sites for school related offenses.
 - By City Police on school sites for non-school related offenses.
 - By City Police off school sites for school related offenses.
 - Ticket, Citation, or Summons
 - Search and/or Search & Seizure
 - Questioning
 - Delinquency Petition
 - Referral
 - Suspension, Expulsion, or Other
- For each activity, the following data should be collected:
 - Student Data
 - Age (Grade Level)
 - Race/Ethnicity
 - Gender
 - Disability status
 - Event date
 - School Site
 - School Official taking report
 - Activity, including relevant details to further disposition of the matter
 - Disposition
- For each matter, the disposition should also include a referral to any of the following, if applicable:
 - Probation Officer
 - Wellness Center
 - Medical Facility
 - Tutor
 - Mentor
 - Other community support group
- Complaints made against SROs should include:
 - Date filed
 - SRO Name
 - Resolution, including one or more of the following:
 - Additional training
 - Suspension
 - Termination
 - Other