



south carolina DEPARTMENT *of* PUBLIC SAFETY

PROTECT. EDUCATE. SERVE.

Office of Highway Safety and Justice Programs

SFY 2023-2024 SRO Program
Project Management Course

SFY 2023-2024 SRO Program Awards Summary*



Office of Highway Safety
and Justice Programs

10311 WILSON BLVD.
BLYTHEWOOD, SC 29016

- Award Period:
July 1, 2023 – June 30, 2024
- 401 state-funded SRO positions
- 110 participating law enforcement agencies
- \$41,739,098 in total awards

*July 1, 2023 award figures. Figures will increase throughout the award period with Open Solicitation additions.

June 16, 2023

Sheriff Philip Mark
Nottingham County Sheriff's Office
2 Livingstone Road
Saint Ann, SC 29999

RE: State School Resource Officer Program Award No. SR-121-N9999-24
Nottingham County SRO Program

Dear Sheriff Mark:

I am pleased to provide you with an award in the amount of \$83,777 for the above-referenced project. To complete the contract for this award, it is necessary for you, as the Implementing Law Enforcement Agency Head, to return the signed award no later than August 15, 2023.

The Office of Highway Safety and Justice Programs (OHSJP) offers awardees the option to use electronic or digital signatures to execute OHSJP award documents. Signed award documents may be emailed to the OHSJP at SROprogram@scdps.gov.

Copies of the Request for Payment/Quarterly Fiscal Report Forms are attached. The financial reports should be completed by the law enforcement agency for each calendar quarter ending date and are due 30 days after the end of the quarter.

A copy of the SRO Quarterly Report Form is also attached. The SRO Quarterly Report should be completed by the school district for each calendar quarter ending date and is also due 30 days after the end of the quarter.

Please contact your [assigned program coordinator](#) if you have any questions regarding this award.

Sincerely,

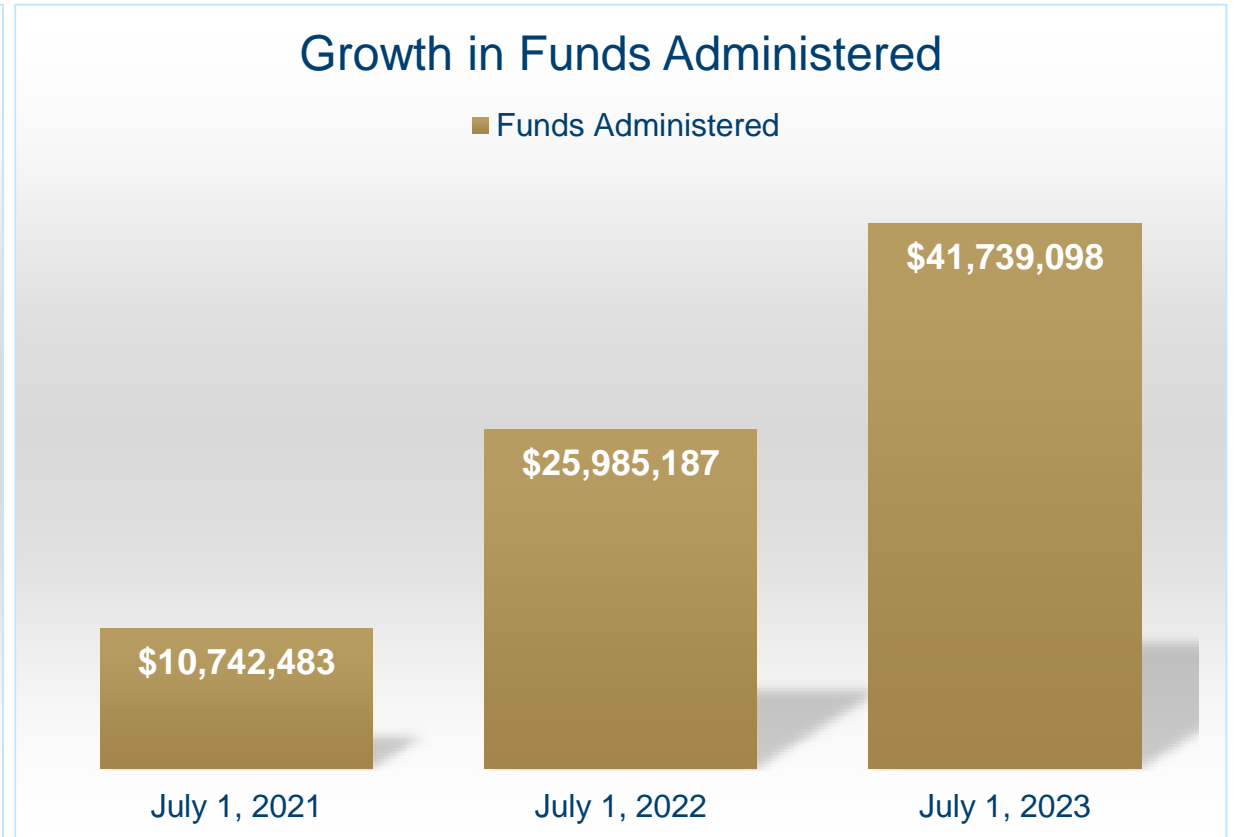
A handwritten signature in blue ink that reads "Phil Riley".

Phil Riley
Director

Attachments

c: School District Superintendent
Official File

School Resource Officer (SRO) Program



SRO Program Staff Contacts

School Resource Officer Program
Post Office Box 1993
Blythewood, SC 29016
803-896-8714 Fax
SROProgram@scdps.gov

Mike Tucker, Program Manager
803-896-9958 Office
803-213-9485 Cell
MichaelTucker@scdps.gov

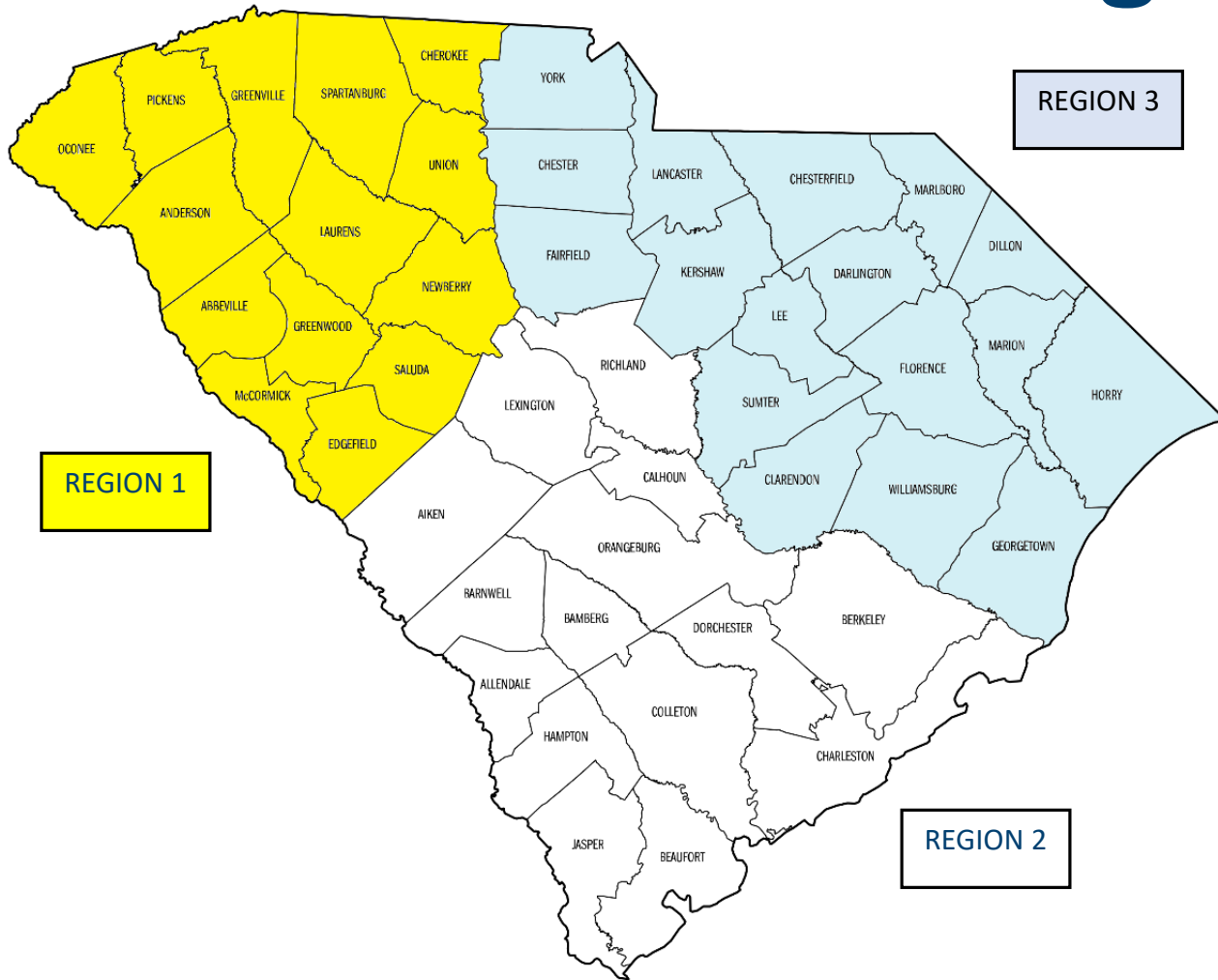
Kayla Boston, Admin. Asst.
803-896-8707 Office
KaylaBoston@scdps.gov

Rick Shell, Program Coordinator
803-896-8709 Office
803-922-4659 Cell
RichardShell@scdps.gov

Jonathan Taylor, Program Coordinator
803-896-8397 Office
803-348-1901 Cell
JonathanTaylor@scdps.gov

Laura Krautler, Program Coordinator
803-896-2356 Office
839-228-3130 Cell
LauraKrautler@scdps.gov

SRO Program Regions



REGION 3

Region 1 Coordinator

Rick Shell

Counties:
 Abbeville
 Anderson
 Cherokee
 Edgefield
 Greenville
 Greenwood
 Laurens
 McCormick
 Newberry
 Oconee
 Pickens
 Saluda
 Spartanburg
 Union

Region 2 Coordinator

Jonathan Taylor

Counties:
 Aiken
 Allendale
 Bamberg
 Barnwell
 Beaufort
 Berkeley
 Calhoun
 Charleston
 Colleton
 Dorchester
 Hampton
 Jasper
 Lexington
 Orangeburg
 Richland

Region 3 Coordinator

Laura Krautler

Counties:
 Clarendon
 Chester
 Chesterfield
 Darlington
 Dillon
 Fairfield
 Florence
 Georgetown
 Horry
 Kershaw
 Lancaster
 Lee
 Marion
 Sumter
 Williamsburg
 Marlboro
 York

REGION 2

Important Project Dates

This document was included in your award email.

- Outlines important dates
- All dates in **RED** have a due date
- Law enforcement agency does quarterly financial reports
- School districts do quarterly SRO reporting
- Not a substitute for reading and understanding Special Conditions

IMPORTANT PROJECT DATES

STATE-FUNDED SCHOOL RESOURCE OFFICER (SRO) PROGRAM SFY 2023-2024 SRO PROGRAM AWARDS

2023

- | | |
|---------------------|--|
| JULY 1 | Award period begins |
| **JULY 14 | Deadline for mandatory Project Management Course registration (See Special Condition #5) |
| **AUGUST 3 | Project Management Course at Seawells, Columbia, SC |
| **AUGUST 15 | Signed Award Acceptance and Certification Pages due |
| **OCTOBER 30 | Request for Payment/Quarterly Fiscal Report due (JUL 1 – SEP 30) |

2024

- | | |
|-----------------------|--|
| TBA-JANUARY | SFY 2024-2025 SRO Program Solicitation Workshop |
| **JANUARY 30 | Request for Payment/Quarterly Fiscal Report due (OCT 1 – DEC 31) |
| **TBA-FEBRUARY | SFY 2024-2025 SRO Program Application deadline |
| MARCH 31 | Notify OHSJP of any new SRO positions that remain unfilled along with status of efforts to fill the positions |
| **APRIL 30 | Request for Payment/Quarterly Fiscal Report due (JAN 1 – MAR 31) |
| MAY 5 | Revision/Extension request deadline. Extension required for equipment that is not anticipated to be received by June 30, 2024. |
| JUNE 30 | Award period ends |
| **JULY 30 | Final Request for Payment/Quarterly Fiscal Report due (APR 1 – JUN 30)
Property Control Form deadline |

****All due dates listed in red require attention and MUST be completed by the due date.**



Documents Required by specified date to accept award

SRO Program Documents required by specified date to accept award

Per Special Condition #6:
Submit a copy of the Award document signed by the Head of the Implementing Law Enforcement Agency (Sheriff, Director, or Chief).

*August 15, 2023 due date for awards issued at start of SFY. See award letter for awards issued later through the Open Solicitation.

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS
POST OFFICE BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

A W A R D

Implementing Agency: Nottingham County Sheriff's Office
School District(s): Nottingham County School District
Award Period: 07/01/2023 – 06/30/2024 Date of Award: June 16, 2023
Amount of Award: \$83,777 Award Number: SR-121-N9999-24

In accordance with the provisions of the South Carolina Appropriations Act, and on the basis of the application submitted, the South Carolina Department of Public Safety (SCDPS) hereby awards to the foregoing implementing agency state funds shown above, for the project specified in the approved application and within the purposes and categories authorized.

Payment of Funds: Funds will be disbursed to the implementing agency (according to the project budget) upon receipt of evidence that funds have been invoiced and products received or that funds have been expended (e.g., invoices, contracts, itemized expenses, etc.). A copy of the grant application, which includes the approved budget is available on www.scdpsgrants.com for the awardee's use in completing the request for payment forms.

The award shall become effective, as of the date of the award, upon the return of this form to the Office of Highway Safety and Justice Programs (OHSJP) signed by the Implementing Law Enforcement Agency Head in the space provided below. This award must be accepted no later than August 15, 2023, and such quarterly and other reports required by the SCDPS must be submitted in accordance with the terms and conditions set forth in the application and the special conditions attached to the award.

ACCEPTANCE FOR THE AWARDEE

ACCEPTANCE FOR THE SCDPS



Philip Mark, Sheriff
Nottingham County Sheriff's Office



Phil Riley, Director
Office of Highway Safety and Justice Programs

SRO Program Documents required by specified date to accept award

Per Special Condition #7:
Submit a copy of the Project Director Certification Page of the award with the Project Director's electronic or scanned signature.

*August 15, 2023 due date for awards issued at start of SFY. See award letter for awards issued later through the Open Solicitation.

Certification by Project Director

CERTIFICATION BY PROJECT DIRECTOR *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other state or federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the fiscal terms and conditions of this award application; that costs incurred prior to award approval may result in expenses being absorbed by the awardee; and, that the receipt of funds through the OHSJP will not supplant state or local funds.

Prefix: Mr.

Name: Robin Hood

Suffix:

Title: Chief Inspector

Agency: Nottingham County Sheriff's Office

Mailing Address: 2 Livingstone Road

City: Saint Ann

State: SC

9 Digit Zip: 29999

(Area) Phone Number: (803) 555-1212

(Area) Fax Number: (803) 555-5555

E-Mail Address: rhood@sherwoodforest.sc.gov

Signature: 

Bonded: yes no

* NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AGENCY HEAD CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT OHSJP APPROVAL.

SRO Program Documents required by specified date to accept award

Per Special Condition #8:
Submit a copy of the Financial
Officer Certification Page of the
award with the Financial Officer's
electronic or scanned signature.

*August 15, 2023 due date for awards issued at
start of SFY. See award letter for awards issued
later through the Open Solicitation.

Certification by Financial Officer

CERTIFICATION BY FINANCIAL OFFICER *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other state or federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Awardee to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this award application; and, that the receipt of funds through the OHSJP will not supplant state or local funds.

Prefix: Mr.

Name: John Prince

Suffix:

Title: County Treasurer

Agency: Nottingham County

Mailing Address: 10 Nottinghamshire Way

City: Sherwood Forest, SC

State: SC

9 Digit Zip: 29911

**(Area) Phone
Number:** (803) 555-1516

(Area) Fax Number: (803) 555-5556

E-Mail Address: PrinceJohn@Nottingham.sc.gov

Signature: 

Bonded: yes no

* NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AGENCY HEAD CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT OHSJP APPROVAL

SRO Program Documents required by specified date to accept award

Per Special Condition #9:
Submit a copy of the Law Enforcement Agency Head Certification Page of the award with the Law Enforcement Agency Head's (Sheriff, Director, or Chief) electronic or scanned signature.

*August 15, 2023 due date for awards issued at start of SFY. See award letter for awards issued later through the Open Solicitation.

Certification by Law Enforcement Agency Head

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other state or federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; and, that the receipt of funds through the OHSJP will not supplant state or local funds.

I further affirm that this law enforcement agency is in a position to hire or fill the requested SRO position(s) within 90 days of the date of award and maintain it/them throughout the award period.

Prefix: Mr.

Name: Philip Mark

Suffix:

Title: Sheriff

Agency: Nottingham County Sheriff's Office

Mailing Address: 2 Livingstone Road

City: Saint Ann

State: SC

9 Digit Zip: 29999

(Area) Phone Number: (803) 555-1212

(Area) Fax Number: (803) 555-5555

E-Mail Address: pmark@sherwoodforest.sc.gov

Signature: *Philip Mark*

Bonded: yes no

* NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AGENCY HEAD CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT OHSJP APPROVAL.



Award Special Conditions

SRO Program Award Special Conditions

- Special Condition #1
 - Sets due date for submissions
 - Provides signature information
 - Provides contact information
- Special Condition #2
 - All awards have been funded
- Special Condition #3
 - Advises that award may be different than amount requested
- Special Condition #4
 - Designates the award period
- Special Condition #5
 - Provides information on Project Management Course attendance

SPECIAL CONDITIONS

IMPLEMENTING AGENCY: Nottingham County Sheriff's Office

SCHOOL DISTRICT: Nottingham County School District

AWARD NUMBER: SR-121-N9999-24

AWARD DATE: June 16, 2023

1. All information required by these Special Conditions must be submitted to the South Carolina Department of Public Safety (SCDPS) Office of Highway Safety and Justice Programs (OHSJP) no later than August 15, 2023, unless otherwise specified.

The OHSJP allows awardees the option to use electronic or digital signatures to execute OHSJP award documents. Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature image applied to the PDF, or a digital credential). See the attachment entitled "OHSJP Electronic and Digital Signature Tutorials for Adobe Acrobat Reader" if additional information is needed.

Copies of signed documents are to be forwarded via email to the School Resource Officer (SRO) Program at SRProgram@scdps.gov. Please contact your [assigned SRO Program Coordinator](#) for further clarification.

2. This award is contingent upon approval and availability of funds from the state funding source.
3. Please note that the budget pages may have been changed to reflect the current approved award. Please reprint those pages for your files.
4. The award period is from July 1, 2023 – June 30, 2024.
5. No later than July 14, 2023, register the Project Director and the Financial Point of Contact for a mandatory Project Management Course that will be conducted at Seawells, 1125 Rosewood Drive, Columbia, SC on August 3, 2023. Use the following link or QR code to register:

<https://www.surveymonkey.com/r/SROPWC>



SRO Program Award Special Conditions

- Special Conditions 6 through 9
 - Requires submission of the documents covered in the previous section
 - Award document signed by the Head of the implementing Law Enforcement Agency
 - Signed Project Director Certification Page
 - Signed Financial Officer Certification Page
 - Signed LE Agency Head Certification Page

SPECIAL CONDITIONS

6. Submit a copy of the Award document signed by the Head of the Implementing Law Enforcement Agency (Sheriff, Director, or Chief).
7. Submit a copy of the Project Director Certification Page of the award with the Project Director's electronic or scanned signature.
8. Submit a copy of the Financial Officer Certification Page of the award with the Financial Officer's electronic or scanned signature.
9. Submit a copy of the Law Enforcement Agency Head Certification Page of the award with the Law Enforcement Agency Head's (Sheriff, Director, or Chief) electronic or scanned signature.

SRO Program Award Special Conditions

- Special Condition #10
 - Requires a Memorandum of Understanding (MOU) between the School District and the Law Enforcement Agency
 - Must comply with 43-210 of the SC Code of State Regulations
 - Must not be contrary to the award's Terms and Conditions or any Special Condition
 - Must keep a valid copy of the MOU on file with OHSJP

43-210 (V) Memorandum of Understanding

Prior to placing a school resource officer at a school or in a district office, a memorandum of understanding must be executed between the school district, and the employing local law enforcement agency. The role of the school district, individual schools, local law enforcement agency, school administration, and the school resource officer shall be clearly defined in the memorandum of understanding. The role of the school resource officer must clearly be defined pursuant to S.C. Code Ann 5-7-12 and in the memorandum of understanding. The provisions of this regulation and Regulation 43-279 must be included in the memorandum of understanding.

The school district shall provide the school administration with a copy of the memorandum of understanding, and review it with the school administration and with the school resource officer prior to the start of every school year.

SRO Program Award Special Conditions

- Special Conditions #11
 - Lists the schools that have been awarded a state-funded SRO position
 - Award funds are for the position at the listed schools
 - SRO Name is based on Personnel Assignment Letters (PAL) received as of date of the Special Conditions
 - Date is reflected in notice below the table
 - Contact SRO Program Coordinator if any discrepancies
 - SRO Name in **GREEN** font indicates evidence of SRO Course completion documentation is on file with OHSJP

SPECIAL CONDITIONS

6. Submit a copy of the Award document signed by the Head of the Implementing Law Enforcement Agency (Sheriff, Director, or Chief).
7. Submit a copy of the Project Director Certification Page of the award with the Project Director's electronic or scanned signature.
8. Submit a copy of the Financial Officer Certification Page of the award with the Financial Officer's electronic or scanned signature.
9. Submit a copy of the Law Enforcement Agency Head Certification Page of the award with the Law Enforcement Agency Head's (Sheriff, Director, or Chief) electronic or scanned signature.
10. The law enforcement agency and school district must comply with the Regulation 43-210 of the South Carolina Code of Regulations pertaining to a Memorandum of Understanding (MOU) between the school district and the employing law enforcement agency. The MOU must not contain anything contrary to the Terms and Conditions of this award or these Special Conditions.
11. This award and project costs defined in the approved application are only applicable to the agency's state-funded SRO positions listed below unless the OHSJP is notified of a reassignment in accordance with Special Condition #12.

School District	School Name	SRO Name
Nottingham	Lady Marian Academy of the Arts	Vacant
Nottingham	Sherwood Forest Elementary School	John Little
Nottingham	Sherwood Forest High School	Tucker Friar
Nottingham	Sherwood Forest Middle School	Will Scarlet

Immediately contact your [assigned SRO Program Coordinator](#) if the above does not reflect the June 16, 2023 assignment status of your state-funded SRO positions.

SRO Program Award Special Conditions

- Special Condition #12 requires:
 - Personnel Assignment Letter (PAL) be submitted within 15 days of personnel change (will discuss PAL in detail later)
- Special Condition #13 requires:
 - Documentation of completion of or enrollment in SRO Basic Course
- Special Condition #14 requires:
 - State-funded SRO be assigned to one school
 - Must be present during normal school hours
- Special Condition #15 requires notice to OHSJP if position is vacant for 90 days

SPECIAL CONDITIONS

12. Within 15 days of an assignment change related to a state-funded SRO position, a Personnel Assignment Letter (PAL) is required to keep the OHSJP and Grants Accounting informed of SRO assignments at each school awarded a state-funded SRO. PAL samples and instructions are provided in the award packet for guidance. The PAL must be submitted, as follows, on agency letterhead signed by the Project Director and Law Enforcement Agency Head (Sheriff, Director, or Chief) with the affected school district(s) copied. Forward PALs to SROprogram@scdps.gov copying your [assigned SRO Program Coordinator](#) and the school district.
13. When a new officer is assigned to one of the above schools, include with the PAL evidence of completion (or enrollment status in a future class) of a Basic SRO training course as provided or recognized by the National Association of School Resource Officers (NASRO) or the South Carolina Criminal Justice Academy (SCCJA). Evidence of completion includes a copy of the course completion certificate or a Student Session Transcript from the SCCJA ACADIS portal. If an officer completes the SRO Basic Course after submission of the required PAL, submit evidence of completion within 15 days of finishing.
14. This award is to pay for the cost of a law enforcement officer(s) that shall serve as a full-time SRO assigned exclusively to one of the above school(s) within the school district. Absent extenuating circumstances, the state-funded SRO must be at the assigned school during normal school hours. Extenuating circumstances includes illness or other authorized leave, attendance of training required to maintain the SRO's law enforcement commission, required court attendance, a natural disaster, or a declared state of emergency. Every attempt should be made to schedule training, annual leave, or compensatory time off during normal school breaks.
15. If an awarded SRO position remains vacant for more than 90 days, the law enforcement agency must immediately provide the OHSJP notice of the extended vacancy and include what actions are being conducted to fill the vacancy. Notice must be sent, via email, to SROProgram@scdps.gov with your [assigned SRO Program Coordinator](#) copied.

SRO Program Award Special Conditions

Special Conditions 16 through 20 are financial requirements and will be discussed in detail during financial portion of this course.

- 16 – Preapproval in writing prior to obligating award funds
- 17 – Request For Payment (RFP) requirements
- 18 – Supporting Documentation

SPECIAL CONDITIONS

16. All purchases must be approved by the SCDPS in writing **prior** to obligating award funds. Email requests to purchase to SROAccountingTeam@scdps.gov.
- The SCDPS recommends procurement of approved and budgeted equipment items through State Purchasing (General Services) under a state contract, if available.
 - All purchases must follow state procurement guidelines.
 - Refer to the Equipment Procurement Administrative Procedures outlining state requirements located on the Division of Procurement Services website, <https://www.procurement.sc.gov/>.
 - Police Vehicles and all other equipment items identified in the grant budget are encouraged to be purchased during the first quarter of the award period. If the awardee is unable to purchase items in the first quarter of the grant period, a written justification will be provided to the SCDPS for review via email at SROAccountingTeam@scdps.gov.
17. Payment of Funds and Payment Schedule:
- Reimbursement for equipment for a vacant position will not be made until the vacancy is filled and the required Personnel Assignment Letter is received by the OHSJP.
 - Payment of funds will be made on a reimbursement basis. If an agency has a financial hardship that justifies payment in advance, a written request stating the justification of need for an advance payment may be forwarded to SROAccountingTeam@scdps.gov for consideration.
 - Request For Payment/Quarterly Fiscal Report (RFP) must be submitted at least quarterly, but may be submitted at more frequent intervals at the discretion of the awardee. At the minimum, an RFP will be submitted for the following intervals:
- | | |
|-------------------------------|-------------------|
| PERIOD: | SUBMIT BY: |
| July 1 – September 30, 2023 | October 30, 2023 |
| October 1 – December 31, 2023 | January 30, 2024 |
| January 1 – March 31, 2024 | April 30, 2024 |
| April 1 – June 30, 2024 | July 30, 2024 |
18. All charges for personnel must be accompanied by timesheets and payroll reports generated by the agency's accounting system. A universal timesheet is available if your agency does not provide one. Additional supporting documentation regarding salary and fringe benefits expenditures shall be made available to the SCDPS, upon request.

SRO Program Award Special Conditions

Financial related Special Conditions (continued)

- 19 – Overtime, bonuses, or leave without pay not reimbursable
- 20 – Property Control Forms
 - Required for
 - Individual items with a minimum cost of \$2,500
 - Sensitive items regardless of cost (Weapons, Laptops, Radar, Ballistic Items, and Portable Radios)

SPECIAL CONDITIONS

19. Award funds are not to be used for overtime, bonuses, or leave without pay. If these expenses are incurred, they must be identified and excluded from the reimbursement request. The implementing law enforcement agency should explore alternative funding sources to provide these additional benefits or compensation to their School Resource Officer.
20. A Property Control Form for each individual item with a minimum cost of \$2,500 and any sensitive items must be submitted with the corresponding Request for Payment. Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.
21. All training that grant-funded personnel wish to attend that will be paid for with grant funds, including registration, lodging, meals, or mileage, must receive prior written approval by submitting the training request form with an attached copy of the agenda. Submit via email to SROprogram@scdps.gov with your [assigned SRO Program Coordinator](#) copied.
22. The implementing law enforcement agency must keep each school district up to date on SRO assignments within the school district regardless of funding source.
23. Each school district will provide a consolidated end of quarter report of SRO assignments regardless of funding source or law enforcement agency. A link to the end of quarter report is available at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>. The end of quarter report should be submitted by the school district to SROProgram@scdps.gov as follows:

<u>FOR THE PERIOD ENDING:</u>	<u>SUBMIT BY:</u>
September 30, 2023	October 30, 2023
December 31, 2023	January 30, 2024
March 31, 2024	April 30, 2024
June 30, 2024	July 30, 2024
24. In addition to the above reporting requirements, the implementing law enforcement agency may be subject to additional reporting requirements regarding this award. The OHSJP will provide additional notice, if applicable.

SRO Program Award Special Conditions

- Special Condition #21 requires:
 - Prior approval of [Training Request Form](#) for any training utilizing award funds
- Special Condition #22 requires:
 - The law enforcement agency to keep the school district(s) up to date on all SRO assignment regardless of funding source
- Special Condition #23 provides school districts with [Proviso 63.9 SRO reporting](#) requirements.

SPECIAL CONDITIONS

19. Award funds are not to be used for overtime, bonuses, or leave without pay. If these expenses are incurred, they must be identified and excluded from the reimbursement request. The implementing law enforcement agency should explore alternative funding sources to provide these additional benefits or compensation to their School Resource Officer.
20. A Property Control Form for each individual item with a minimum cost of \$2,500 and any sensitive items must be submitted with the corresponding Request for Payment. Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.
21. All training that grant-funded personnel wish to attend that will be paid for with grant funds, including registration, lodging, meals, or mileage, must receive prior written approval by submitting the training request form with an attached copy of the agenda. Submit via email to SROprogram@scdps.gov with your [assigned SRO Program Coordinator](#) copied.
22. The implementing law enforcement agency must keep each school district up to date on SRO assignments within the school district regardless of funding source.
23. Each school district will provide a consolidated end of quarter report of SRO assignments regardless of funding source or law enforcement agency. A link to the end of quarter report is available at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>. The end of quarter report should be submitted by the school district to SROProgram@scdps.gov as follows:

<u>FOR THE PERIOD ENDING:</u>	<u>SUBMIT BY:</u>
September 30, 2023	October 30, 2023
December 31, 2023	January 30, 2024
March 31, 2024	April 30, 2024
June 30, 2024	July 30, 2024
24. In addition to the above reporting requirements, the implementing law enforcement agency may be subject to additional reporting requirements regarding this award. The OHSJP will provide additional notice, if applicable.

SRO Program Award Special Conditions

- Special Condition #25 covers vehicle requirements if awarded
 - Typical LE vehicle used by the agency
 - Fully-marked vehicle
 - External roof mount light bar
 - Standard agency graphics
 - Full color or contrasting graphics
 - No subdued or “ghost” graphics
 - “School Resource Officer” clearly legible in any size letters **OR** “SRO” in four inch letters on each rear quarter panel area

SPECIAL CONDITIONS

25. The following applies to patrol vehicles purchased with SRO Program funds:

- a. Must be a vehicle type typically used in the ordinary course of performing routine patrol/SRO duties for the implementing law enforcement agency.
- b. If not otherwise clearly identified with “School Resource Officer” in any size lettering, the vehicle must have “SRO” on each rear quarter panel area of the vehicle, which must be a minimum of four inches in height.
- c. Must have an **external** light bar with blue lights affixed to the top of the vehicle.
- d. Must be fully-marked with full color agency graphics in a similar manner as the regular fully-marked patrol vehicles of the implementing agency. Lettering must clearly contrast with the vehicle’s color. “Ghost graphics” are not authorized.
- e. Must affix any OHSJP-required and supplied decals as instructed.
- f. Must be assigned to a state-funded SRO for the useful life of the vehicle, a minimum of six years.
- g. Lighting, graphics, or window tinting not standard to normal patrol vehicles of the implementing law enforcement agency, with the exception of lettering “School Resource Officer”, “SRO” or OHSJP-required decals, are not allowable.
- h. Permanent school-specific graphics on the patrol vehicle are not authorized. Temporary (e.g. magnetic) school graphics/logo provided by a funding source other than this award may be utilized on the patrol vehicle with the authorization of the law enforcement agency head.

26. Final award revisions or extensions are requested to be submitted by the 60th day before the close of the project year listed on the grant award documents.

27. Some programmatic and/or financial changes resulting from adjustments to the approved grant budget have been addressed within the grant and revised accordingly to reflect the approved grant budget; however, additional changes may be required.

SRO Program Award Special Conditions

- Miscellaneous Special Conditions:
 - Special Condition #24 allows OHSJP to require additional reporting requirements
 - Special Condition #26 requests that revisions or extensions be requested by April 30th
 - 60 days prior to end of award
 - Later the request = Increased chance of denial
 - Special Condition #27 notes that revisions may be required to meet program requirements

SPECIAL CONDITIONS

25. The following applies to patrol vehicles purchased with SRO Program funds:

- a. Must be a vehicle type typically used in the ordinary course of performing routine patrol/SRO duties for the implementing law enforcement agency.
- b. If not otherwise clearly identified with "School Resource Officer" in any size lettering, the vehicle must have "SRO" on each rear quarter panel area of the vehicle, which must be a minimum of four inches in height.
- c. Must have an external light bar with blue lights affixed to the top of the vehicle.
- d. Must be fully-marked with full color agency graphics in a similar manner as the regular fully-marked patrol vehicles of the implementing agency. Lettering must clearly contrast with the vehicle's color. "Ghost graphics" are not authorized.
- e. Must affix any OHSJP-required and supplied decals as instructed.
- f. Must be assigned to a state-funded SRO for the useful life of the vehicle, a minimum of six years.
- g. Lighting, graphics, or window tinting not standard to normal patrol vehicles of the implementing law enforcement agency, with the exception of lettering "School Resource Officer", "SRO" or OHSJP-required decals, are not allowable.
- h. Permanent school-specific graphics on the patrol vehicle are not authorized. Temporary (e.g. magnetic) school graphics/logo provided by a funding source other than this award may be utilized on the patrol vehicle with the authorization of the law enforcement agency head.

26. Final award revisions or extensions are requested to be submitted by the 60th day before the close of the project year listed on the grant award documents.

27. Some programmatic and/or financial changes resulting from adjustments to the approved grant budget have been addressed within the grant and revised accordingly to reflect the approved grant budget; however, additional changes may be required.

SRO Program Award Special Conditions

Special Conditions Checklist

- Top portion addresses mandatory documents required to accept and activate the award
- Bottom portion shown here addresses actions required during the award period
- The checklist is not a substitution for reading and understanding the Special Conditions



Notifications or other important events to be made during award period to SROProgram@scdps.gov unless noted otherwise:

1. **No later than July 14, 2023**, register the Project Director and Financial Point of Contact to attend the Project Management Course scheduled for **August 3, 2023** (See Special Condition #5)
2. Submit new or updated MOU within 30 days of execution (See Special Condition #10)
3. Submit a PAL and copy the school district within 15 days of filling vacant SRO position or reassignment of SRO (See Special Condition #12)
4. Submit evidence of completion (or enrollment in future class) for Basic SRO Training Course with PAL when assigning a new SRO (See Special Condition #13)
5. Submit notice of any awarded SRO position that remains vacant for more than 90 days (See Special Condition #15)
6. Submit requests to purchase to SROAccountingTeam@scdps.gov and receive approval **prior** to obligating award funds (See Special Condition #16)
7. Submit Request For Payment/Quarterly Fiscal Report (RFP) to SROAccountingTeam@scdps.gov at the end of each quarter (See Special Condition #17)
8. Submit a Property Control Form for award funded equipment (over \$2,500) or sensitive items to SROAccountingTeam@scdps.gov (See Special Condition #20)
9. Submit a Training Request Form and receive approval **prior** to obligating award funds (See Special Condition #21)
10. School District submits quarterly SRO Report (See Special Condition #23)
11. Submit final award revision or extension requests prior to 60 days before the end of the award period (see Special Condition #26)

***This page is to assist the awardee in complying with the award's Special Conditions and does not relieve the awardee from reviewing, understanding, and complying with the Special Conditions on the previous pages. If there are any discrepancies on this page and the Special Conditions, the Special Conditions are to be followed.**

SRO Program Award Special Conditions

Special Conditions Sign-Off Sheet

- **For SRO Program Use Only**
- Program Coordinator signs off on mandatory items for award acceptance:
 - #5 Project Management Course
 - #6 Signed Award Letter
 - #7 Signed Project Director Certification
 - #8 Signed Financial Officer Certification
 - #9 Signed Law Enforcement Agency Head Certification

SPECIAL CONDITIONS			
IMPLEMENTING AGENCY:	Nottingham County Sheriff's Office		
SCHOOL DISTRICT:	Nottingham County School District		
AWARD NUMBER:	SR-121-N9999-24		
AWARD DATE:	June 16, 2023		
FOR SRO PROGRAM USE ONLY			
NO.	ASSIGNED TO	CLEARED BY	DATE
1	NA		
2	NA		
3	NA		
4	NA		
5	Assigned PC		
6	Assigned PC		
7	Assigned PC		
8	Assigned PC		
9	Assigned PC		
10	NA		
11	NA		
12	NA		
13	NA		
14	NA		
15	NA		
16	NA		



Personnel Assignment Letter (PAL)

SRO Program Personnel Assignment Letter (PAL)

Please keep in mind when completing a PAL that it has the following purposes related to the maintenance of a state-funded SRO Master List:

1. Provides a timely report of SRO changes at a school with a state-funded SRO
2. Provides accurate dates so a complete chronological record exists
3. Provides information on an officer's SRO Course completion status

Guinyard Butler Middle School	John Holston	7/1/2021	4/31/2022	
Kelly Edwards Elementary	Geoffrey Allen	10/21/2019-05/19/2023	Erica McRae	
Macedonia Elementary-Middle School	Kathleen Gunnells	05/20/2023-05/30/2023	Vacant	
Williston Elko Middle School	Jesse Reed	06/01/2023-Present	Geoffrey Allen	
Batesville-Leesville Elementary School	Wallace Middleton			
Batesville-Leesville Primary School	Shane Shuler			
Broad River Elementary School	Vacant	Pending		
Cocoa Elementary School	Vacant	Pending		

SRO Program Personnel Assignment Letter (PAL)

- PAL Procedure change highlights for SFY 23-24
 - Initial PAL at start of award period no longer required
 - LE Agency reviews SRO assignments in Paragraph 11 of Special Conditions. If correct, no further action required until a change occurs
 - If incorrect, then contact your SRO Program Coordinator
- PALs submitted during the year only for changes in assignments



south carolina
DEPARTMENT of PUBLIC SAFETY
PROTECT. EDUCATE. SERVE.

— MEMORANDUM —

To: School Resource Officer Grant Program Awardees
From: Michael Tucker, SRO Program Manager
Date: June 16, 2023
Subject: Notification of Personnel Assignments and Updates (SFY 23-24 PROCEDURE CHANGE)

Attached are two samples of the Personnel Assignment Letter (PAL). Per the Special Conditions of the award, a PAL is required if a correction is needed to the current assignments listed in Special Condition #11 and any subsequent action(s) of grant-funded personnel, during the award. An updated PAL is required within 15 days of a change in grant-funded personnel. The PAL must contain the following information:

IF NEEDED FOR UPDATE OF ASSIGNMENT LISTED IN SPECIAL CONDITION #11 – SEE SAMPLE #1 (PAL due no later than August 15, 2023 unless an updated PAL was completed under the previous award – if so confirm with your [assigned SRO Program Coordinator](#) that a new PAL is not required):

1. Must be typed on your agency's letterhead
2. Include the date
3. Include the grant award number
4. The Head of the Agency *and* the Project Director must sign the PAL.
5. In the Subject line, state that the PAL is for Correction of Assignment(s) listed in Special Conditions
6. List the school and school district, then **starting with the SRO named in the Special Conditions** list chronologically the name(s) **and dates of assignment for each subsequently assigned SRO**. Note for each SRO if they have completed an SRO Basic Course, or if not, when they are/will be scheduled to attend. If not previously provided, attach a copy of the SRO Course certificate or ACADIS transcript.

FOR PERSONNEL ASSIGNMENT UPDATES OCCURRING ON OR AFTER JULY 1, 2023 – SEE SAMPLE #2 (PAL due no later than 15 days after the personnel action):

- 1-4 Same as above
5. In the Subject line, state that the PAL is for Personnel Assignment Update During Award Period
6. List each school and school district that has a state-funded SRO assignment change. Include the date the assigned SRO is leaving. If a new SRO is being assigned within 15 days of the previous SRO leaving include the new SROs information and assignment date, otherwise, note that the position is vacant. Do not forward prior to any effective date.

Should you have any questions regarding the Personnel Assignment Letter format, please contact your [assigned SRO Program Coordinator](#).

EXAMPLE OF SPECIAL CONDITION #11 SRO ASSIGNMENTS THAT ARE OUT OF DATE AND REQUIRE CORRECTION

11. This award and project costs defined in the approved application are only applicable to the agency's state-funded SRO positions listed below unless the OHSJP is notified of a reassignment in accordance with Special Condition #12.

School District	School Name	SRO Name
Hankerson School District	Main Street Elementary School	Bobby Jones
Charter Institute at Erskine	Buffalo Montessori School	James Smith
Limestone Charter Association	American Leadership Academy	Susan Purling
SC Public Charter School District	Bridges Preparatory School	Larry Sassafra

Immediately contact your [assigned SRO Program Coordinator](#) if the above does not reflect the June 16, 2023 assignment status of your state-funded SRO positions.

12. Within 15 days of an assignment change related to a state-funded SRO position, a Personnel Assignment Letter (PAL) is required to keep the OHSJP and Grants Accounting informed of SRO assignments at each school awarded a state-funded SRO. PAL samples and instructions are provided in the award packet for guidance. The PAL must be submitted, as follows, on agency letterhead signed by the Project Director and Law Enforcement Agency Head (Sheriff, Director, or Chief) with the affected school district(s) copied. Forward PALs to SROprogram@scdps.gov copying your [assigned SRO Program Coordinator](#) and the school district.
13. When a new officer is assigned to one of the above schools, include with the PAL evidence of completion (or enrollment status in a future class) of a Basic SRO training course as provided or recognized by the National Association of School Resource Officers (NASRO) or the South Carolina Criminal Justice Academy (SCCJA). Evidence of completion includes a copy of the course completion certificate or a Student Session Transcript from the SCCJA ACADIS portal.

SEE PAL SAMPLE #1 FOR CORRECTIONS TO THE ABOVE ASSIGNMENTS UPON RECEIPT OF THE SPECIAL CONDITIONS

SEE PAL SAMPLE #2 FOR REASSIGNMENTS DURING THE AWARD PERIOD OF JULY 1, 2023 – JUNE 30, 2024

**PAL SAMPLE #1
TO CORRECT INITIAL ASSIGNMENTS REPORTED IN SPECIAL CONDITION #11**

(YOUR AGENCY'S LETTERHEAD)

July 1, 2023

South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
Attn: _____, SRO Program Coordinator
P.O. Box 1993
Blythewood, SC 29016

SRO Program Award # SR-000-X0000-24

RE: **Correction of Assignment(s) Listed in the Special Conditions**

Dear SRO Program Coordinator:

I affirm the following corrections to the state-funded SRO assignments listed in Special Condition #11 of the above award:

Hankerson School District, Main Street Elementary School:

Effective March 31, 2023, Bobby Jones retired and this position became vacant. Effective May 2, 2023, Justin Turner was assigned to this position. He has completed the NASRO SRO Course and a copy of his completion certificate is attached. Effective June 1, 2023, Justin Turner was transferred from this position. Effective June 2, 2023, Ren Zelman was assigned to this position. She is scheduled to attend the July 17 – 28, 2023 SRO Course at the SCCJA.

SC Public Charter School District, Bridges Preparatory School:

Effective December 2, 2022, Larry Sassafra was transferred from this position. Effective December 3, 2022, Bridget Kelley was assigned to this position. She has completed the SCCJA SRO Course and a copy of her Acadis transcript was previously provided.

Sincerely,

(Signature of Project Director)

(Typed or Printed Name of Project Director)

(Signature of Head of Agency)

(Typed or Printed Name of Head of Agency)

Cc: School District Superintendent

SRO Program Personnel Assignment Letter (PAL)

- SRO assignment changes during the award period must be reported within 15 days of the change.
 - On agency letterhead
 - Include effective date when prior SRO left position
 - Include effective date when new SRO was assigned or position became vacant
 - Include SRO Course status and documentation as appropriate
 - Signed by both the Project Director and the LE Agency Head
 - School District copied (in email also)

PAL SAMPLE #2

TO REPORT CHANGES IN ASSIGNMENTS DURING THE AWARD PERIOD

(YOUR AGENCY'S LETTERHEAD)

October 30, 2023

South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
Attn: _____, SRO Program Coordinator
P.O. Box 1993
Blythewood, SC 29016

SRO Program Award # SR-000-X0000-24

RE: **Personnel Assignment Update during the Award Period**

Dear SRO Program Coordinator:

I affirm the following state-funded SRO assignments have occurred regarding the above award:

Charter Institute at Erskine, Buffalo Montessori School:

Effective October 15, 2023, James Smith resigned and this position became vacant.
Effective October 30, 2023, Susan Purling was assigned to this position. She has completed the NASRO SRO Course and a copy of her certificate was previously submitted.

Limestone Charter Association, American Leadership Academy:

Effective October 29, 2023, Susan Purling was transferred from this position.
Effective October 30, 2023, Chester McGee was assigned to this position and he is scheduled to attend the June 17-28, 2024 SRO Course at the SCCJA.

Sincerely,

(Signature of Project Director)

(Typed or Printed Name of Project Director)

(Signature of Head of Agency)

(Typed Name of Head of Agency)

Cc: School District Superintendent



Training Request Form

SRO Program Training Request Form

- Must be approved in advance by your assigned Program Coordinator
- Only for state-funded SROs utilizing award funds
- Upon completion of training, provide SRO Program with copies of certificates or continuing education credits



Office of Highway Safety and Justice Programs
SRO Program Training Approval Request (Rev. 3/23)

Grant Number:

Course Provider:

Agency Name:

Course Location:

Course Begin Date:

Course End Date:

Name of Course:

As a reminder, requests for training not involving grant funds do not need prior approval. Any certificates received from training classes should be submitted. It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

NAMES OF STATE-FUNDED SCHOOL RESOURCE OFFICERS ATTENDING

SRO Name	Assigned School	SRO Name	Assigned School
----------	-----------------	----------	-----------------

Project Director

Date

SRO Program Training Request Form

- Current version does not require travel cost information
 - It is the responsibility of the awardee to ensure that there are adequate funds available
- Attach a copy of agenda and/or description that includes cost of registration or other fees
- Required regardless if course is on a budget line or in the budget narrative of approved award



Office of Highway Safety and Justice Programs
SRO Program Training Approval Request (Rev. 3/23)

Grant Number:

Course Provider:

Agency Name:

Course Location:

Course Begin Date:

Course End Date:

Name of Course:

As a reminder, requests for training not involving grant funds do not need prior approval. Any certificates received from training classes should be submitted. It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

NAMES OF STATE-FUNDED SCHOOL RESOURCE OFFICERS ATTENDING

SRO Name	Assigned School	SRO Name	Assigned School
----------	-----------------	----------	-----------------

Project Director

Date



Award Monitoring

SRO Program Award Monitoring

- Each school with a state-funded SRO is subject to an annual unannounced site monitoring visit by your SRO Program Coordinator
- SRO Program Coordinators are Class 1 LE Officers and will be in uniform during school visits
- Visits will be during normal school hours attempting to avoid peak activity hours



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs SRO Program Site Monitoring (School Supplemental Report)

GENERAL

Award No.:

Time and Date Monitored:

Program Coordinator:

Person(s) Interviewed:

SCHOOL WITH STATE-FUNDED SRO

Name of School:

School District:

Principal:

Phone #/Email:

School Hours:

of Students:

Are there any plans to change enrollment size in the future? Yes No

1. Has the SRO Program been provided with a copy of the Memorandum of Understanding (MOU) between the school district and the law enforcement agency?
 Yes No Comments:
2. Has the school district provided the school administration with a copy of the MOU pursuant to SCDE Regulation 43-210?
 Yes No Comments:
3. Is the SRO present during normal school hours?
 Yes No Comments:

SCHOOL ADMINISTRATION COMMENTS

SRO Program Award Monitoring

- SRO Program Coordinator will check in with the School's Main Office
 - Checks on MOU status
 - Ascertains if SRO is present during normal school hours
 - Documents any School Administration comments
- If SRO is present
 - Documents name and agency of the SRO

AWARD – FUNDED PERSONNEL

Name	Law Enforcement Agency
<p>1. Does the most recently submitted Personnel Assignment Letter (PAL) support the above assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:</p> <p>2. Is the assigned officer a commissioned law enforcement officer (check one): <input type="checkbox"/> Class 1 <input type="checkbox"/> Advanced Class 3 <input type="checkbox"/> Neither, explain:</p> <p>3. Completion of a recognized SRO Basic Course (check one): <input type="checkbox"/> SCCJA <input type="checkbox"/> NASRO <input type="checkbox"/> Neither, explain:</p> <p>4. Has documentation of completion of a recognized SRO Basic Course been provided to the SRO Program? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, provide future attendance date:</p> <p>5. Did the school district or school administration review the Memorandum of Understanding (MOU) with the assigned officer prior to the start of the school year pursuant to 43-210 SC Code of Regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:</p>	

STATE-FUNDED TRAINING DURING AWARD PERIOD

Course Name	Date	Location
<p>Was a training request form submitted and approved prior to each state-funded training event? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:</p>		

SRO Program Award Monitoring

- If SRO is present (continued)
 - Documents whether latest PAL on file supports SRO on duty
 - Reviews SRO's Law Enforcement certification status
 - Reviews SRO's completion of SRO Basic Course status
 - Reviews state-funded equipment and sensitive items subject to property control

EQUIPMENT AND SENSITIVE ITEMS SUBJECT TO PROPERTY CONTROL

Item Description	Serial Number
------------------	---------------

SRO VEHICLE PRESENT DURING VISIT

Year	Make	Model	Tag#	Last 4 of VIN	Mileage
------	------	-------	------	---------------	---------

Was the above vehicle clearly visible to the public? Yes No If No, explain:

Is the above vehicle state-funded? Yes No If yes, complete the following:

1. Is it a vehicle type typically used in the ordinary course of performing routine patrol/SRO duties for the implementing law enforcement agency?
 - a. Yes No If No, explain:
2. Is vehicle identified as an SRO vehicle? (check one or more)
 - a. Clearly marked (any size letters) with "School Resource Officer" incorporated into agency graphics
 - b. "SRO" in four inch high letters on each rear quarter panel
 - c. Neither, explain:
3. Are any SRO Program required and provided decals affixed as instructed?
 - a. Yes No N/A
4. Does the vehicle have full color (not ghost) agency graphics contrasting with the vehicle's color?
 - a. Yes No If no, explain:
5. Does the vehicle have an external light bar affixed to the top of the vehicle?
 - a. Yes No If No, explain:
6. Are there any non-standard components or graphics?
 - a. Yes No If Yes, explain:

SRO Program Award Monitoring

- Documents any relevant comments from the SRO
- Documents a school summary with any relevant comments from the SRO Program Coordinator
- When site visits for each school that the agency has a state-funded position at are completed, preliminary findings will be provided to the agency

SRO COMMENTS

SCHOOL SUMMARY/PROGRAM COORDINATOR COMMENTS

X

Program Coordinator

THIS CONCLUDES THE SUPPLEMENTAL SCHOOL SITE MONITORING REPORT FOR

School Name

Law Enforcement Agency

Monitor Date

SRO Program Award Monitoring

- LE Agency Monitoring Visit
 - Your SRO Program Coordinator will contact the Agency's Project Director to schedule a visit date at the location of the award files
 - Scheduled date will be at least 14 days in the future
 - SRO Program Coordinator will send a confirmation email with the time, date, location, and preliminary findings of school visits



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs SRO Program Site Monitoring Report (LE Agency)

GENERAL

Award No.:

Time and Date Monitored:

Program Coordinator:

Person(s) Interviewed:

IMPLEMENTING AGENCY

Name:

Physical Address:

Project Title:

Project Director:

Phone #/Email:

STATE – FUNDED SCHOOLS AND ASSIGNED SROS

Name of School (attach supplemental report for each)	School District	Assigned SRO
--	-----------------	--------------

AWARD FILE

1. Is the LE Agency maintaining a physical award file?
 Yes No If no, explain or provide corrective action taken:
2. Is the Award File kept in an organized manner?
 Yes No If no, explain or provide corrective action taken:
3. Are previous year Award File(s) available for review?
 Yes No If no, explain or provide corrective action taken:

SRO Program Award Monitoring

- During the agency visit
 - Award file will be reviewed
 - Any inventory discrepancies related to items subject to property control will be addressed
 - Project implementation and performance will be reviewed
 - Any findings and/or recommendations will be addressed

EQUIPMENT AND SENSITIVE ITEMS (LIST ON INDIVIDUAL SCHOOL SITE MONITORING REPORTS)

1. Can the LE Agency provide copies of invoices of Equipment and Sensitive Items purchased with award funds since the last site monitoring visit? If yes, attach copies to this report.
 Yes No If no, explain or provide corrective action taken:
2. Has the agency submitted a Property Control Form for each item? If yes, attach copies to this report.
 Yes No If no, explain or provide corrective action taken:
3. Is all Equipment and Sensitive Items purchased with the current year award funds accounted for?
 Yes No If no, explain or provide corrective action taken:
4. Has any Equipment or Sensitive Items purchased in prior award years been removed from service, disposed of, or otherwise not in the possession of a state-funded SRO?
 Yes No If yes, list and explain justification:
5. Does the LE Agency have a process in place to track subsequent transfers of state-funded Equipment or Sensitive Items from one state-funded SRO to another state-funded SRO?
 Yes No Comments:

PROJECT IMPLEMENTATION

1. Have all special conditions of the grant award been met?
 Yes No If No, list each special condition number and description.
2. Are there any state-funded SRO position vacancies? Yes No If yes, quantity:
If yes, how have any been vacant for over 90 days? Yes No If yes, quantity:
If vacancy over 90 days old exists, explain efforts taken to fill:
3. Briefly summarize the progress and present status of the project. If the project was not implemented within 90 days, state why.

SRO Program Award Monitoring

- After the agency visit
 - Correspondence documenting the visit or a Final Findings Report will be forwarded to the agency
 - If a Corrective Action Plan (CAP) is required, it will be due 30 days after the Final Findings Report is issued

PROJECT IMPLEMENTATION

1. Have all special conditions of the grant award been met?
 Yes No If No, list each special condition number and description.
2. Are there any state-funded SRO position vacancies? Yes No If yes, quantity: If yes, how have any been vacant for over 90 days? Yes No If yes, quantity: If vacancy over 90 days old exists, explain efforts taken to fill:
3. Briefly summarize the progress and present status of the project. If the project was not implemented within 90 days, state why.

COMMENTS

PROJECT SUMMARY

- Satisfactory
- Unsatisfactory
- Suggest re-monitoring (provide brief explanation)

X

Program Coordinator

X

Program Manager

THIS CONCLUDES THE SRO PROGRAM SITE MONITORING REPORT FOR

Law Enforcement Agency

Monitor Date

SRO Program Award Monitoring

- Findings Report
 - If there are any possible award non-compliance issues observed, the SRO Program Coordinator will issue a Preliminary Findings Report prior to the agency visit
 - After the agency visit, any identified revisions needed will be made and a Final Findings Report will be issued with any instructions required for a CAP



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs SRO Program Site Monitoring Findings Report

GENERAL

Findings Report Type: Programmatic Financial Programmatic and Financial
Findings Report Status: PRELIMINARY FINAL **Date of this Status Report:**

Award No.:

Agency Visit Time/Date:

Project Title:

Law Enforcement Agency:

Street Address:

City, State, and Zip Code:

SECTION 1: FINDINGS

In reference to the attached school Site Monitoring Report(s), the following Findings were made with a synopsis provided of the relevant portion of the related Terms and Conditions, Special Conditions, or Solicitation requirements.

SECTION 2: RECOMMENDATIONS

SECTION 3: CORRECTIVE ACTION PLAN

A FINAL Findings Report will be forwarded to the law enforcement agency after reviewing the Preliminary Findings Report with the agency and a Corrective Action Plan (CAP) must be submitted to the OHSJP within 30 days of the FINAL Findings Report date if the Final report contains any findings or recommendations. Pursuant to the Monitoring Findings above, the awardee must create a CAP that describes how the agency intends to correct and ensure future compliance with the program requirements related to each of the above Findings, if any. Additionally, the CAP must indicate the agency's response to any recommendations listed in SECTION 2 of the Findings Report. The CAP must be on agency letterhead, signed by the Project Director, Financial Officer, and the Law Enforcement Agency Head.

SRO Program Award Monitoring

- If a Corrective Action Plan (CAP) is required
 - The agency will forward a CAP to their SRO Program Coordinator within 30 days of the issuance of a Final Findings Report
 - The CAP
 - Must address each finding and recommendation
 - Be signed by the Law Enforcement Agency Head, Financial Officer, and Project Director

[YOUR AGENCY LETTERHEAD]

July 26, 2023

[Your Program Coordinator], Program Coordinator
School Resource Officer Program
SC Department of Public Safety
10311 Wilson Blvd.
Blythewood, SC 29016

Re: Award SR-121-N9999-24 Final Findings Report dated 07/21/2023
Corrective Action Plan (CAP)

Dear [Your Program Coordinator],

The following is a formal response and Corrective Action Plan (CAP) regarding the above Final Findings Report.

Finding (1) Failure to provide accurate SRO assignment information for a state-funded SRO position.
Response: In the future, the Nottingham County Sheriff's Office will ensure that accurate state-funded SRO assignment information will be included with any SRO Program application or Personal Assignment Letter. In regards to assignments to the state-funded SRO position at the Sherwood Forest Elementary School, we are providing the following chronological historical accounting of assignments and vacancies. Any conflicting information previously submitted can be disregarded.

Sherwood Forest Elementary School Assignments (July 1, 2021 to Present)		
FROM	TO	NAME
July 1, 2021	March 01, 2022	John Little
March 02, 2022	December 18, 2022	Vacant
December 19, 2022	June 1, 2023	Tucker Friar
June 2, 2023	Present	Vacant

If there are any questions or additional information required with the actions listed in this Corrective Action Plan, please feel free to contact us.

Philip Mark, Sheriff
Nottingham County Sheriff's Office
Law Enforcement Head

Robin Hood, Chief Inspector
Nottingham County Sheriff's Office
Project Director

John Prince, CFO
Nottingham County
Project Financial Officer

SRO Program Inventory Control



Office of Highway Safety and Justice Programs SRO Program School Equipment Inventory List

Agency Name:

Name of School:

Agency Address:

School Address:

AWARD FUNDED EQUIPMENT SUBJECT TO PROPERTY CONTROL FORM (\$2,500 or more item cost or sensitive item)

Description	Serial #	Award# (Purchased from)	PCF*	Physically Inspected by	Date Inspected
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

*Check if Property Record Control Form on is on file. Physically Inspected by = Name of SRO Program Coordinator who inspected the item.

- To the left is an example of an inventory list utilized by your SRO Program Coordinator
 - The LE Agency must also have a process in place for tracking the current person in possession of each item
- State-funded equipment subject to Property Control Record Form
 - Individual items costing \$2,500 or more
 - Weapons, laptops, ballistic protection, radar, and portable radios regardless of cost



Revision and Extension Requests

SRO Program Revision and Extension Requests

The screenshot displays the SCDPS GRANTS application interface. At the top, there is a header for the South Carolina Department of Public Safety. Below the header, there are navigation links for Resources, User Profile, and Admin Menu. The main content area is titled "GRANT APPLICATION" and features a sidebar with various sections: Overview, Project Details, Law Enforcement Agency Details, Budget, Budget Narrative, Terms & Conditions, Certification by Project Director, Certification by Financial Officer, Financial Point of Contact, Certification by Law Enforcement Agency Head, Documents, and Revisions. The "Revision History" section is highlighted, showing a "Revise" button to start a new revision. Below this, "Version 2" is listed with a link to "View Errata (1 to 2)" and "Agency Notes" stating a change in staff. "Approvals" are listed for Kashawwna Kennedy, Jonathan Taylor, Michael Tucker, and Holly Ehney. "Version 1" is also listed with links to "View Errata (0 to 1)" and "View Application". At the bottom, there is an "ACTIONS" section with "Print" and "Cancel" buttons, each with a description of its function.

For information on navigating the revision process in SCDPS Grants see the slides starting at #16 in the [SCDPS Grants Presentation](https://scdps.sc.gov/sites/scdps/files/Documents/ohsjp/cjgp/SCDPS%20Grants%20Presentation-Jan%202022.pdf) at

<https://scdps.sc.gov/sites/scdps/files/Documents/ohsjp/cjgp/SCDPS%20Grants%20Presentation-Jan%202022.pdf>

- Prior to submitting a revision
 - Contact your Program Coordinator for program related changes including change in quantity of item
 - Contact Grants Accounting for finance related changes including the need to move surplus funds to an underfunded existing line item
 - Personnel – Salaries funds are restricted and cannot be moved to other Categories



SRO Program Related Laws

SRO Program Related Laws

Proviso 63.9, SC Appropriations Act

- Moved SRO Program from Department of Education to Department of Public Safety in July 2021
- Eligible Public and Charter Schools can be awarded a state-funded full-time certified SRO
- Poorer school districts prioritized
- LE Agency reimbursed directly
 - Salary, Fringe, Training, and Equipment
- School District required to do a quarterly SRO Report

63.9. (DPS: School Safety Program) Funds appropriated for the School Safety Program and School Resource Officers in this act shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts, including the South Carolina Public Charter School District and schools authorized by an institution of higher learning, that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the districts indicator of ability to pay with districts of the lowest index of taxpaying ability receiving priority consideration. Districts, in collaboration with a local law enforcement agency of its choosing, must apply for funding through the department. In making awards the department shall provide funding directly to the local law enforcement agency to pay for the cost of the law enforcement officer that shall serve as a full time school resource officer. Unexpended funds may be carried forward and expended for salaries, equipment, and training. School district superintendents shall provide to the department at the end of each quarter the number of full and part-time school resource officers that currently serve schools in their respective districts, regardless of the fund sources supporting those officers.

SRO Program Related Laws

§5-7-12, SC Code of Laws

- SROs have statewide jurisdiction in connection with a school activity or school-sponsored event
- Covered by workers' compensation same as in sworn jurisdiction
- School Resource Officer defined and includes
 - Completion of NASRO or SCCJA SRO Basic Course

SECTION 5-7-12. School resource officers; procedures for certain arrests; jurisdiction; employment rights.

(A) The governing body of a municipality or county may upon the request of another governing body or of another political subdivision of the State, including school districts, designate certain officers to be assigned to the duty of a school resource officer and to work within the school systems of the municipality or county. The person assigned as a school resource officer shall have statewide jurisdiction to arrest persons committing crimes in connection with a school activity or school-sponsored event. In all circumstances in which a school resource officer arrests a student for a misdemeanor offense, the officer may issue a courtesy summons to appear to a student involved in the particular incident in connection with a school activity or school-sponsored event. Notwithstanding another provision of law, a student arrested for a misdemeanor offense by a school resource officer must have a bond hearing in magistrates court within twenty-four hours of his arrest. When acting pursuant to this section and outside of the sworn municipality or county of the school resource officer, the officer shall enjoy all authority, rights, privileges, and immunities, including coverage under the workers' compensation laws that he would have enjoyed if operating in his sworn jurisdiction.

(B) For purposes of this section, a "school resource officer" is defined as a person who is a sworn law enforcement officer pursuant to the requirements of any jurisdiction of this State, who has completed the basic course of instruction for School Resource Officers as provided or recognized by the National Association of School Resource Officers or the South Carolina Criminal Justice Academy, and who is assigned to one or more school districts within this State to have as a primary duty the responsibility to act as a law enforcement officer, advisor, and teacher for that school district.

SRO Program Related Laws

43-210, SC Code of Regulations

Regulation 43-210 has the following Sections:

<https://www.scstatehouse.gov/coderegs/Chapter%2043.pdf>

- I. Expectations for SROs in SC Public Schools
- II. SRO Defined (Refers to 5-7-12)
- III. Role of the SRO
- IV. Procedures
- V. Memorandum of Understanding





Preparing for the SRO Program SFY 24-25 Solicitation

Preparing for the SRO Program SFY 24-25 Solicitation

- SFY 24-25 SRO Program Solicitation will be released in January 2024
- SFY 24-25 SRO Program Application Workshop will be virtual and occur near time of solicitation release. Watch for notice.
- SFY 24-25 SRO Program Application will have a February 2024 deadline approximately 45 days after the solicitation opens
- Some things to think about
 - Do you have a public or charter school in your jurisdiction without funding for an SRO or opening in 2025
 - Do you know the SFY 24-25 annual salary and fringe amounts that you need to request for each state-funded SRO
 - Any cost of living or step plan increases during SFY 24-25



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Financial Services

Grants Accounting Staff Contacts

School Resource Officer Program
Post Office Box
1993 Blythewood, SC 29016
SROAccountingTeam@scdps.gov

Holly Ehney, Senior Accountant
803-896-8426 Office
HollyEhney@scdps.gov

Ashley Glivens, Grants Accountant
803-896-7944 Office
AshleyGlivens@scdps.gov

Kashawanna Kennedy, Grants Accountant
803-896-8422 Office
KashawannaKennedy@scdps.gov

Marvin Price, Grants Accountant
803-896-8414 Office
MarvinPrice@scdps.gov



Financial Requirements and Procedures

Terms & Conditions

Awardees are responsible for all Terms and Conditions of the grant, so please read before submitting. Please submit all inquires to SROAccountingTeam@scdps.gov.

- Audit Requirements
- Non-Supplanting Agreement
- Contract Approval Requirements
- Sole Source
- Obligation of Grant Funds
- Utilization and Payment
- Recording & Documentation
- Financial Responsibility
- Program Income
- Retention of Records
- Property Control – Use and Disposition



Purchases



Goods & Services
Contract Search



Information
Technology
Contract Search



Daily Fuel Prices

What is a statewide "term" contract?

A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and

- These contracts can be established only by one of the state's chief procurement officers.
- Use of "term" contracts is mandatory for all "governmental bodies," as that term is defined in the Procurement Code.

For additional tips, see the attached FAQ.

▶ [FAQ](#)

Who can use our statewide contracts?

Generally, any of the following entities can purchase through statewide contracts awarded by Procurement Services. Any special limitations will be addressed in the contract.

- State government, including any department, commission, council, board, bureau, committee, institution, college, university, technical school, agency or other establishment of state government.
- Political Subdivisions, including all counties, municipalities, school districts, public service or special purpose districts, and any units thereof which are authorized to procure.

How can I get approval?

The General Assembly defines which entities are eligible to participate, not Procurement Services. However, we may be able to assist you in determining which applicable statutory definitions. Determining whether your entity is a county, municipality, or school district is usually straight forward. Determining whether a special purpose district can be more complicated. If you do not know, you can submit a letter of request. The following attachments provide additional guidance.

▶ [Requesting Guidance](#)

▶ [FAQ - Eligibility](#)

Procurement

State Contract is the preferred method of procuring items.

<https://www.procurement.sc.gov/contracts>

Procurement

Purchases under \$10,000.00

- Small purchases not exceeding \$10,000 can be made without securing multiple competitive quotations if the prices are considered fair and reasonable, however, at least one written quote is required.
- The request must be annotated “Price is fair and reasonable” and must be signed by the buyer.
- Multiple quotes, though not required, are often used to demonstrate that a price is “fair and reasonable.”
- Purchases must be distributed equitably among qualified suppliers.

Procurement

Purchases \$10,000.01 to \$25,000

- Three written quotes from qualified vendors must be made for purchases not on State Contract that are greater than \$10,000 but not in excess of \$25,000.
- You must receive and retain in the purchase file at least three bona fide, responsive, and responsible quotes.
- The written request for quotes must include a purchase description.
- Purchases must be distributed equitably among qualified suppliers.
- Purchases cannot be artificially divided in order to avoid competition.
- Meaning you can not submit two or more requisitions to the same or similar vendors in order to avoid competitive bid requirements.
- If 3 quotes cannot be obtained, must solicit in SCBO (No Bid responses are not acceptable)

Procurement

Advertised Small Purchases \$25,000.00 to \$100,000

- Purchases \$25,000 to \$100,000 not on State Contract will need to be advertised for at least 7 business days.
 - The solicitation must be advertised publicly in an appropriate widely distributed publication. At a minimum, the advertisement must contain (1) a description of the goods or services to be acquired, (2) how to obtain a copy of the solicitation, (3) when and where responses are due, and (4) the place of performance or delivery.
 - The advertisement must be published with adequate notice in advance of the due date to allow for response by the prospective vendors, and in no case should notice be less than 7 days prior to the due date.
 - A copy of the written solicitation and written quotes or proposals must be retained in the purchase file.
- SCBO
 - Go to <https://scbo.sc.gov/>
 - Click on SCBO
 - Click on Create A SCBO Advertisement

Approvals

Contact SROAccountingTeam@scdps.gov for approval before proceeding with all purchases regardless of amounts. Failure to submit purchases for approval could prevent reimbursement.

All quotes should be sent in during their validity period

Obtain approval by submitting a quote, estimate, or shopping cart to SROAccountingTeam@scdps.gov

Email Example:

We're requesting approval to purchase the below items for grant SR-**-*****-24:

From Santee Automotive (quote is attached) -

2022 Dodge Durango in the amount of \$54,587.83

Procurement

File Retention

The Procurement file must contain, at a minimum, copies of all quotes or proposals received, copies of written solicitations or written requests for quotations, copies of all written communications and e-mails related to the purchase, and a copy of the purchase order if a purchase order was used.

The Procurement file must be retained for three years after the date of the last payment is made or longer if the grant specifies a longer retention schedule.



Request for Payment/Quarterly Fiscal Report

Request for Payment/Quarterly Fiscal Report

REPORTING PERIOD	DUE DATE
July 1 – September 30, 2023	October 30, 2023
October 1 – December 31, 2023	January 30, 2024
January 1 – March 31, 2024	April 30, 2024
April 1 – June 30, 2024	July 30, 2024 Final Report

All Request for Payment must be sent to SROAccountingTeam@scdps.gov

- Request for payments will be made on a reimbursable basis.
- Extension request for Request for Payment due dates may be submitted for consideration by sending an email to SROAccountingTeam@scdps.gov.
- No purchases or salaries may be reimbursed outside of you grant year.

Request for Payment Page 1

1. GENERAL INFORMATION		Request for Payment Number: _____		
Subgrantee Name: _____		County No: _____		
Address: _____		Period Ending Date: _____		
Project Title: _____		Grant Period: _____		
Grant Number	Payment Type*	Grant Type:	Reimbursable	
	<small>*I-Interim Payment, F-Final Payment, Automatic Deobligation</small>			
2. BUDGET CATEGORIES				
	USE WHOLE DOLLARS ONLY			
	EXPENDITURES THIS PERIOD		TOTAL EXPENDITURES TO DATE	
	Grantor Amount	Total	Grantor Amount	Total
Personnel				
Contractual Services				
Travel				
Equipment				
Other				
3. TOTAL COSTS:	-	-	-	-
4. PROJECT INCOME:				
5. UNPAID OBLIGATIONS:				
6. CERTIFICATION				
I certify that this is a correct statement of project costs for the period identified above and that the appropriate documentation to support these costs is attached. Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.				
Project Director Signature			Date	
OFFICE OF SCHOOL RESOURCE PROGRAM USE ONLY:				
Account Number	Object	\$ Approved Amount	Vendor No.	
SRO Program Grants Administration Accountant			SRO Program Grants Senior Accountant	
Date			Date	

SECTION 1 -- GENERAL INFORMATION: Self-Explanatory

SECTION 2 -- SALARY/FRINGE REIMBURSEMENT REQUEST
EXPENDITURES THIS PERIOD

For Personnel, the Grantor Amount reflected in this section must be the same as the total amount on Page 2.

Equipment and Other, the Grantor Amount reflected in this section must be the same as the total amount for the corresponding budget category on Page 4.

TOTAL FRINGE EXPENDITURES TO DATE

This section should reflect a cumulative summary of all transactions which have occurred from the beginning of the project through the current claim period. (It should include the expenditures and hours for this claim.)

The Project Director must be the one to sign your Request for Payment

Request for Payment

Page 2 – Personnel

Summarize the amount requested in the “Salary Fringe Payment This QTR” field on page 1 of the RFP form on this page.

Add the name of each SRO (you do not need to fill out one page per Officer)

Add Job Title

Add number of regular hours being requested by the agency (the total of hours being claimed, not the full time policy)

Add the Hourly Rate of the Officer

Add Base Salary for period

Add Fringe Benefits for period

Summarize the total salary and fringe for period

SUBGRANTEE NAME:			GRANT NO.			RFP NO.		
CLAIM PERIOD:	FROM:	TO:	PAYMENT FREQUENCY:	WEEKLY	BIWEEKLY	MONTHLY		
PAY PERIOD DATES COVERED:								

Full Time Hours Performed By:	Job Title	Total Hours Requested	Hourly Rate	Salary for Period Covered	Fringe Benefits**	Total Salary for Full Time Hours Worked
						0
						0
				TOTALS	-	-

Request for Payment

Page 3 – Fringe Breakdown

Subgrantee Name:				
Grant No.:				
Name of Employee Performing Work:				
Please submit one form per officer/persons performing duties				

Fringe Benefits Breakdown		
Type	Rate	Amount
FICA and Medicare		\$
Retirement		\$
Worker's Comp		\$
Unemployment		\$
Health		\$
Dental		\$
Preretirement Death Benefit		\$
Accidental Death Benefit (LE)		\$
Other (detailed below)		
Long-term Disability		\$
Short-term Disability		\$
Accidental Death/Dismemberment		\$
Vision		\$
Total Fringe Benefits*		\$

Fringe Benefits Breakdown per Officer that is being submitted in the current RFP

Employer Contributions generally based off of percentage: Worker's Compensation, FICA, and Retirement

Employer Contributions generally based off of monthly payments to insurance: Health, Dental, Accidental Death

Request for Payment

Documentation Requirements

Submit copies of timesheets and detailed payroll reports generated by your agency's accounting system for the period requested for reimbursement.

Salary documentation should show the salary, fringe, rate, hours worked, and employer contributions for each SRO on the award.

- Provide statement regarding agency's full time policy
- Worker's Compensation
- Health Premiums
- Police Retirement (PORS)

If your agency pays for the employee portion of fringes, the policy must be included in the back up documentation

E-mails and Excel sheets are generally not acceptable forms of documentation.

Request for Payment

Page 4 - Equipment

CATEGORIES	GRANTOR AMOUNT	QUANTITY	TOTAL
IV. EQUIPMENT: Itemize - DO NOT Use Brand Names. ITEM(S) MUST BE IN APPROVED GRANT BUDGET			
<u>ITEM</u>			
Vehicle	\$ 46,000.00	2	\$ 92,000.00
Body Armor	\$ 600.00	3	\$ 1,800.00
TOTAL EQUIPMENT:	\$ 46,600		\$ 93,800

Equipment(itemize) – Enter the amount of each item purchased in the approved budget in the corresponding columns.

Includes any individual item \$2,500 or over.

Sensitive items include weapons, laptops, radar units, portable radios, body armor, and ballistic shields.

Vehicle “packages” include accessories.

Computer “packages” include printer/acc.

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt or invoice reflecting a description of the item(s) purchased, approval for the purchase, the quantity and the cost.

Request for Payment Page 4 - Other

V. OTHER: (Itemize) ITEM(S) MUST BE IN APPROVED GRANT BUDGET				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL OTHER:	\$	-	\$	-

Other(itemize) - Enter the amount of each item purchased in the approved budget in the corresponding columns.

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt or invoice reflecting a description of the item(s) purchased, approval for the purchase, the quantity and the cost.

♦ NO MISCELLANEOUS ALLOWED

Request for Payment Page 5 – Travel Support

Reimbursement for travel expenses is restricted to only those individuals included in the currently approved award budget. The rate for mileage and meals must be consistent with what is in the approved award budget and the agency's policies and regulations.

This overview is not a substitute for reading and understanding the full travel reimbursement policies on the CG's Travel website.

The TRAVEL Support Document (Page 5 of the RFP Form) – is a tool for the School Resource Officer to keep track of travel his/her expenses. It must be submitted with signature of the SRO and Project Director.

DPS and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DPS travel reimbursement policies.

Awardees must follow the same travel rules that state employees follow when on official, approved travel status for DPS-related business. All registrations must be sent in for approval to SRORprogram@scdps.gov.

Similar documentation and receipts that state employees provide must be submitted in order to be reimbursed.

SRO Name:					DATE OF REQUEST							
AWARD NO.					REIMBURSEMENT PERIOD: (Month/YYYY)							
Date MM/DD/YY	DEP ARR	TIME	AM PM	Destination of Travel Departure/Arrival/Return Address	Auto Miles \$ 0.585	Per Diem	Meals	Lodging	Air Trans	Misc. Travel	Registration Fees	TOTAL PER DAY
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
												-
TOTALS MILES					0							
TOTAL COSTS PER CATEGORY					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL											\$ -	

Request for Payment

Page 5 – Travel Support

Lodging

Gracious International Inns 111 East 1st, Houston, TX. 77030 (713) 660-9379				
Guest Name Auditor, Ima		Folio Number	Page 1	
LBJ State Off. Bldg., 111 E. 17th		Suite Number	K1-7077	
Austin, Tx. 78774		Suite Type	1123	
Tx. Comptroller		No. of Guests	STQT	
		Rate	1	
		Account Number	80.00	
			JAM	
Arrive 10-Feb-03	Time 5:28	Depart 12-Feb-03	Time 7:23 AM	
Date	Description	Charges	Credits	
10-Feb-03R11123	Room Charge - Studio 1-4	80.00		
10-Feb-03T21123	State Occupancy Tax	4.80		
10-Feb-03T31123	City Tax	5.60		
10-Feb-03T41123	County Tax	3.20		
11-Feb-03R11123	Room Charge - Studio 1-4	80.00		
11-Feb-03T21123	State Occupancy Tax	4.80		
11-Feb-03T31123	City Tax	5.60		
11-Feb-03T41123	County Tax	3.20		
12-Feb-03MC 7:23	Paid-Mastercard XXXXXXXXXXXXX780		187.20	
Checked Out		0.00		

Verify lodging rates on the GSA website at <http://www.gsa.gov>

- Note: rates vary by location, use the zip code to best identify the rate category your hotel will fall under

- Lodging accommodation will be reimbursed for official award activity such as training and conferences.
- Awardee must be at least 50 miles from their assigned location.
- Note: Some hotels may say they have a “government” or “special” rate, but it may be higher than the official GSA rate. Please make it known that you are traveling on State business and are not a Federal employee when making reservations. Hotels are NOT required to match the GSA rate. The traveler will be responsible for any amount over the published GSA rate.

DOCUMENTATION REQUIREMENTS:

- A hotel folio must be submitted as back up documentation in order to be reimbursed. It must include the following:
- Hotel Name and Address, name of room occupant(s), dates of stay, amount charged for nightly rate by day, taxes and fees applicable by day, total amount charged, zero Balance
- Justification - if applicable

Request for Payment

Page 5 – Travel Support

Per Diem/Meals

Submit a copy of the agency’s internal travel approval reflecting the amount of funds disbursed to the person. The form must be signed by the employee’s supervisor or grant official. If the person is paid for actual expenditures for each meal, a copy of each receipt is required, and the grant cannot be charged at a “per diem” rate.

For meal reimbursement awardee must be at least 10 miles away from their headquarters and residence and the trip arrival and departures must meet the rules listed below:

DAILY	In-State	Out-of-State	Departure	Arrival
Breakfast	\$ 8.00	\$ 10.00		prior to 6:30 am prior to 1:30 pm*
Lunch	\$10.00	\$ 15.00		prior to 11:00 am prior to 8:30 pm
Dinner	\$17.00	\$ 25.00		prior to 5:15 pm after 8:30 pm
Maximum	\$35.00	\$50.00		prior to 6:30 am after 8:30 pm

- The time limitation for breakfast will not apply for overnight trips with early morning returns
- Receipts are not required per state requirements but may be required for local requirements
- The federal rates for meals and incidents rates do not apply to awardees being reimbursed with DPS Awards.
- One-day trip meals are NOT reimbursable in most cases. One-Day trip with no over-night stay, meals are not reimbursable unless the awardee is at least 10 miles from headquarters AND residence AND meet other requirements.

Request for Payment

Page 5 – Travel Support

Meals, Airfare, Other Transportation

Travel – Meals

- Meals included with registration fees or in lodging fees are not reimbursable unless a valid, written justification is provided to explain why the Awardee could not participate in the meal.
- Continental breakfasts and “receptions” are not considered meals.
- If the hotel provides a hot breakfast (including a hot protein like eggs, bacon, etc.) the Awardee cannot request a breakfast reimbursement.

Travel – Airfare

- Airfare requests for reimbursement must show the following:
 - Airfare rate/charges paid receipt
 - Airline baggage fees paid receipt
 - Flight itinerary
- No federal or state funds may be used to purchase first class airline tickets. An Awardee while traveling on business of the award is required to use the most economical mode of transportation.

Travel – Other Transportation

- A receipt may be required depending on the source of transportation.

Request for Payment

Page 5 – Travel Support Registration

Registration fees requests for reimbursement must include a paid receipt with the following detail:

- Event Name
- Dates and times
- Amount Paid
- The agenda
- Approval from SCDPS Programmatic

Request for Payment

Page 6 – Monthly Mileage Log

The Monthly Mileage log (Page 6 of the RFP Form) – is an optional tool for the School Resource Officer to keep track of travel his/her mileage. It must be submitted with signature of the SRO.

All requests for mileage reimbursement must include the following documentation:

- Employee Name
 - Vehicle year, make, model, and tag
 - Month(s) of travel
 - Month beginning mileage
 - Month ending mileage
 - Miles Traveled during that month
 - Mileage Reimbursement rate (must not exceed SC State employee reimbursement rate)
 - Total Reimbursement requested
- GSA mileage rates are set by the Internal Revenue Service to include all vehicle maintenance (insurance, depreciation, oil changes, etc.) and gas expenses that may be incurred.**

rev. 02/23	SCHOOL RESOURCE OFFICER (SRO) TRAVEL SUPPORT DOCUMENT				Page 6
Name:	Months Claimed:	Grant No.			
Vehicle Year:	Vehicle Model:	Vehicle Make:	Tag :		
Month Beginning Date	Month End Date	Month Beginning Mileage	Month Ending Mileage	Total Month Mileage	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Total Miles		Rate per Mile	Total Amount	\$ -	
"I hereby certify or affirm that the above vehicle information and mileage is true and incurred by me during my assignment as a state-funded School Resource Officer."		Certification: I certify that this is a correct statement of allowable travel cost for the period identified above and conforms with applicable local and grant regulations. This form is to be used for the sole purpose of the School Resource Officer (SRO) Program.			
Officer	Date	Project Director	Date		

Request for Payment Property Control Form

SOUTH CAROLINA										PAGE
DEPARTMENT OF PUBLIC SAFETY										
PROPERTY CONTROL RECORD FORM										
Provide an inventory of all assets designated as equipment, and any item capable of reassignment purchased with State funds during the life of the award. All items with a minimum cost of \$2,500 and any sensitive items must have a Property Control Form submitted with the corresponding Request for Payment. Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.										
AWARD NUMBER										
AWARDEE NAME AND ADDRESS										
PROJECT DIRECTOR NAME										
SCHOOL NAME										
NAME OF COUNTY OR CITY										
EQUIPMENT INFORMATION										
Item Description:										
Serial NO./ID NO.:					Asset No.:					
Date of Purchase:				Invoice No.:						
Total Cost:				Purchased by:						
Assigned to:				Vendor Name:						
Equipment location:										
Equipment Purpose:										

Each item of equipment acquired under the award must be reported on this form if the cost of the equipment is \$2,500 or more. Additionally, all sensitive items must be reported on this form. This form must be included with the corresponding Request for Payment. The Request for Payment will not be processed without this form.

Items deemed sensitive:

- Tasers
- Shotguns
- Rifles
- Handguns
- Computers (laptops, desktops, tablets)
- Radar
- Body Armor
- Portable Radios
- Smartphones



End of Presentation