



## — MEMORANDUM —

To: School Resource Officer Grant Program Awardees  
From: Michael Tucker, SRO Program Manager  
Date: August 6, 2024  
Subject: Notification of Personnel Assignments and Updates

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 23, 2024 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 August 6, 2024 – 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**EXAMPLE OF SPECIAL CONDITION #11 SRO ASSIGNMENTS THAT ARE OUT OF DATE AND REQUIRE CORRECTION**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 Sassafras

**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](mailto: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, 2024 – JUNE 30, 2025**

**Note that if an SRO’s name is in Green Font in the Special Condition #11 Table, the SCDPS has received documentation of completion of the SRO Course.**

PAL SAMPLE #1

**TO CORRECT INITIAL ASSIGNMENTS REPORTED IN SPECIAL CONDITION #11**

**(YOUR AGENCY'S LETTERHEAD)**

**(Date)**

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-X0000-25

**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, 2024, Bobby Jones retired and this position became vacant.  
Effective May 2, 2024, 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, 2024, Justin Turner was transferred from this position.  
Effective June 2, 2024, Ren Zelman was assigned to this position. She is scheduled to attend the October 21 - November 1, 2024 SRO Course at the SCCJA.

**SC Public Charter School District, Bridges Preparatory School:**

Effective December 2, 2023, Larry Sassafras was transferred from this position.  
Effective December 3, 2023, 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

PAL SAMPLE #2

**TO REPORT CHANGES IN ASSIGNMENTS DURING THE AWARD PERIOD**

**(YOUR AGENCY'S LETTERHEAD)**

**(Date)**

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-X0000-25

**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, 2024, James Smith resigned and this position became vacant.  
Effective October 30, 2024, 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, 2024, Susan Purling was transferred from this position.  
Effective October 30, 2024, Chester McGee was assigned to this position and he is scheduled to attend the October 21 - November 1, 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