



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

**Office *of* Highway Safety and Justice Programs**

**SFY 2025-2026 SRO Program**  
**Project Management Course**





# SRO Program Summary

SRO Program Manager Mike Tucker, Presenter



# SFY 2025-2026 SRO Program Awards Summary

- Award Period:  
July 1, 2025 – June 30, 2026
- 488 state-funded SRO positions
- 120 participating law enforcement agencies
- \$55,492,786 in total awards



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

Office of Highway Safety  
and Justice Programs

10311 WILSON BLVD.  
BLYTHEWOOD, SC 29016

## Award Letter Example

July 28, 2025

Mr. Brian Moon  
County Administrator  
Abbeville County  
903 West Greenwood St  
Abbeville, South Carolina 29620

RE: SFY 25-26 School Resource Officer Program SR-001-C0100-26  
Continued funding for six positions, and one new position requested

Dear Mr. Moon:

I am pleased to provide you with a grant in the amount of \$532,340 for the above-referenced grant project. To complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to sign the grant award within 30 days. Your signature affirms your acceptance of the grant and its associated conditions.

Please refer to the attached special conditions for additional information for instructions regarding how to submit your signed award and other required documents.

Congratulations on your agency's award! Our staff looks forward to working with you. Please reference your special conditions for your assigned Program Coordinator's contact information and contact them if you have any questions.

Sincerely,

Phil Riley  
Director

#### Attachments

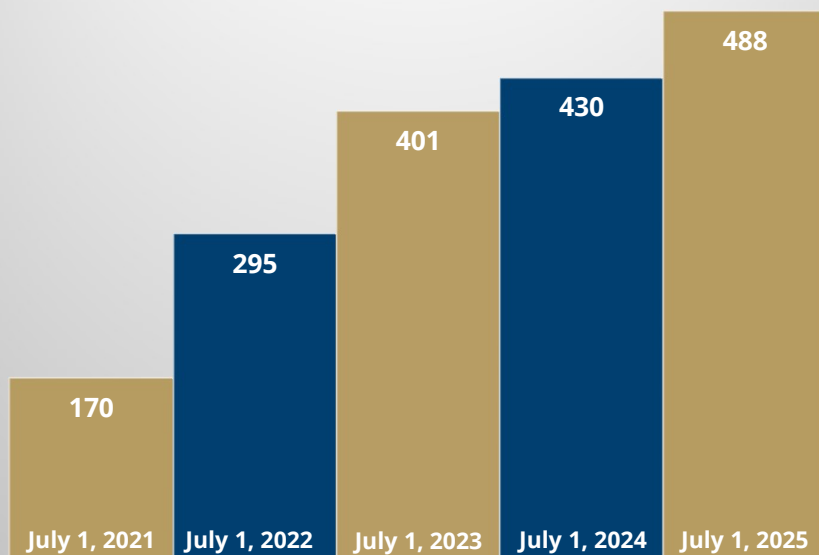
c: Captain Patrick Thompson, Project Director  
SFY 25-26 School Resource Officer Program Official File  
School District Superintendent(s)

SCDPS.SC.GOV

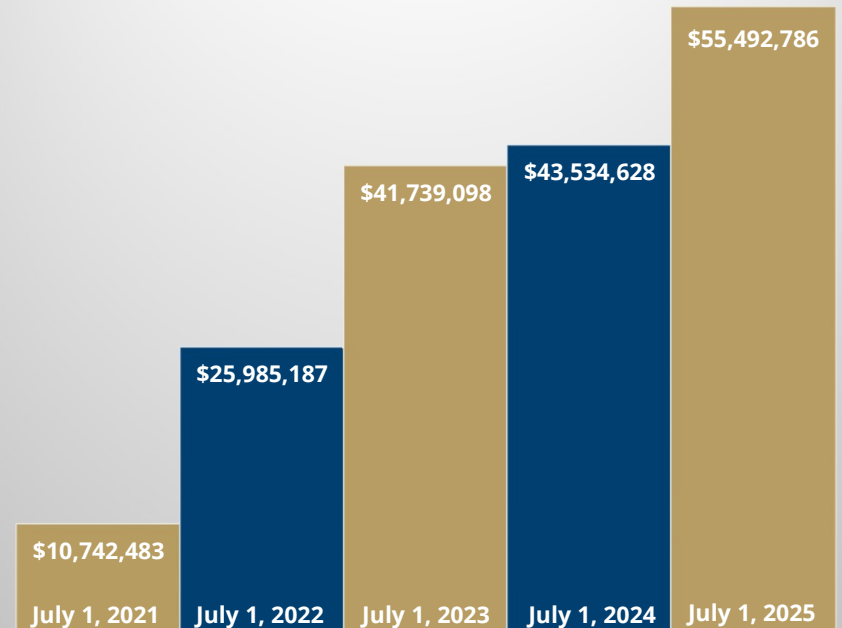


# School Resource Officer (SRO) Program

State-Funded SRO Positions



State Funds Awarded





# SRO Program Staff Contacts (Programmatic)

School Resource Officer Program  
Post Office Box 1993  
Blythewood, SC 29016  
803-896-8714 Fax  
[SROProgram@scdps.gov](mailto:SROProgram@scdps.gov)

Mike Tucker, Program Manager  
803-896-9958 Office  
803-213-9485 Cell  
[MichaelTucker@scdps.gov](mailto:MichaelTucker@scdps.gov)

Vacant, Admin. Asst.  
803-896-8707 Office  
[SROProgram@scdps.gov](mailto:SROProgram@scdps.gov)

SRO Program Web Page is <https://scdps.sc.gov/ohsjp/school-resource-officer-program>

Rick Shell, Region 1 Program Coordinator  
803-896-8709 Office  
803-922-4659 Cell  
[RichardShell@scdps.gov](mailto:RichardShell@scdps.gov)

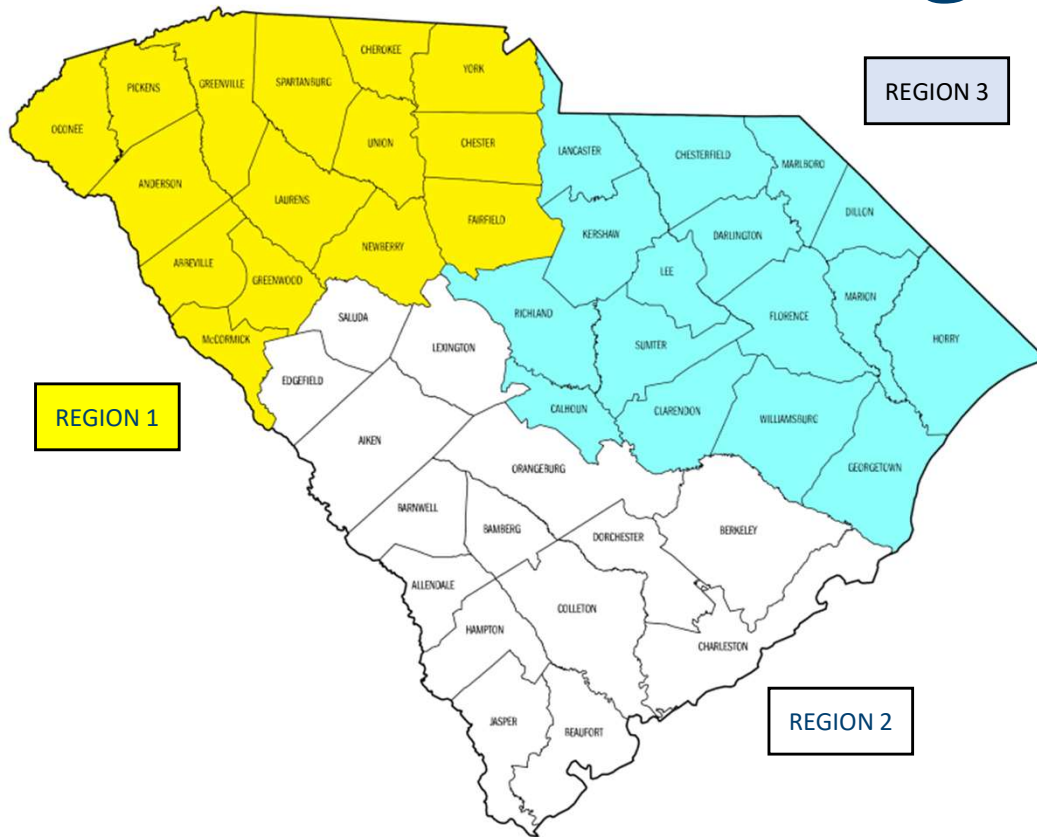
Jonathan Taylor, Region 2 Program Coordinator  
803-896-8397 Office  
803-348-1901 Cell  
[JonathanTaylor@scdps.gov](mailto:JonathanTaylor@scdps.gov)

Laura Krautler, Region 3 Program Coordinator  
803-896-2356 Office  
839-228-3130 Cell  
[LauraKrautler@scdps.gov](mailto:LauraKrautler@scdps.gov)

A fourth region program coordinator will be added in the future. At that time, a new region map and assignments will be distributed.



# SRO Program Regions



REGION 3

## Region 1

Rick Shell  
(803) 922-4659

Counties:  
Abbeville  
Anderson  
Cherokee  
Chester  
Fairfield  
Greenville  
Greenwood  
Laurens  
McCormick  
Newberry  
Oconee  
Pickens  
Spartanburg  
Union  
York

## Region 2

Jonathan Taylor  
(803) 348-1901

Counties:  
Aiken  
Allendale  
Bamberg  
Barnwell  
Beaufort  
Berkeley  
Charleston  
Colleton  
Dorchester  
Edgefield  
Hampton  
Jasper  
Lexington  
Orangeburg  
Saluda

## Region 3

Laura Krautler  
(839) 228-3130

Counties:  
Calhoun  
Chesterfield  
Clarendon  
Darlington  
Dillon  
Florence  
Georgetown  
Horry  
Kershaw  
Lancaster  
Lee  
Marion  
Marlboro  
Richland  
Sumter  
Williamsburg

REGION 2



# Important Project Dates

This document is available on the [SRO Program web page](#).

- 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 2025-2026 SRO PROGRAM AWARDS

#### 2025

JULY 1	Award period begins
<b>**AUGUST 29</b>	Deadline for submitting signed award acceptance and certifying signatures of the Project Director, Financial Officer, Law Enforcement Agency Head, and Official Authorized to Sign (See Special Condition #1)
<b>**OCTOBER 9</b>	Project Management Course attendance by Project Director and Financial Point of Contact
<b>**OCTOBER 30</b>	Request for Payment/Quarterly Fiscal Report due (JUL 1 – SEP 30)

#### 2026

TBA-JANUARY	SFY 2026-2027 SRO Program Solicitation Workshop
<b>**JANUARY 30</b>	Request for Payment/Quarterly Fiscal Report due (OCT 1 – DEC 31)
<b>**TBA-FEBRUARY</b>	SFY 2026-2027 SRO Program Application deadline
<b>**APRIL 30</b>	Request for Payment/Quarterly Fiscal Report due (JAN 1 – MAR 31)
MAY 1	Revision/Extension request deadline. Extension required for equipment that is not anticipated to be received by June 30, 2026.
JUNE 30	Award period ends
<b>**JULY 30</b>	Final Request for Payment/Quarterly Fiscal Report due (APR 1 – JUN 30)

**\*\*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

Special Condition #1 requires the following documents to be uploaded into [IntelliGrants](#) within 30 days of the award date

- Signed Award Document
- Signed Certification Form for
  - Official Authorized to Sign
  - Law Enforcement Agency Head
  - Financial Officer
  - Project Director

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

### GRANT AWARD

Subgrantee: Abbeville County  
Project Title: Continued funding for six positions, and one new position requested  
Grant Period: 07/01/2025 - 06/30/2026  
Date of Award: July 28, 2025  
Amount of Award: \$532,340

Grant No.: SR-001-C0100-26

Award  
Document  
Example

In accordance with the provisions of the SFY 25-26 School Resource Officer Program on the basis of the application submitted, the South Carolina Department of Public Safety (SCDPS) hereby awards to the foregoing Subgrantee a grant in the amount shown above, for the project specified in the approved version of the application and within the purposes and categories authorized for the SFY 25-26 School Resource Officer Program.

This grant is subject to the special conditions and any applicable terms and conditions associated with the award.

This agreement shall become effective, as of the date of the award, upon the submission of this form to the Office of Highway Safety and Justice Programs signed by the Official Authorized to Sign in the space provided below. This award must be accepted within thirty (30) days from the date of the award, and any reports or supporting documentation required by the South Carolina Department of Public Safety must be submitted in accordance with program requirements.

### ACCEPTANCE FOR THE SUBGRANTEE

### ACCEPTANCE FOR THE SCDPS

\_\_\_\_\_  
Mr. Brian Moon, County Administrator  
Abbeville County

\_\_\_\_\_  
Phil Riley, Director  
Office of Highway Safety and Justice Programs



## Award Acceptance/Certifications

## 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 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 grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: **Patrick Thompson** Title: **Captain** Organization: **Abbeville County Sheriffs Office**

Signature: \_\_\_\_\_

## 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 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 Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: **Darren Maddox** Title: **Grant Manager** Organization: **Abbeville County**

Signature: \_\_\_\_\_

## Certification by Law Enforcement Agency Head

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 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; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other 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 180 days of the date of award and maintain it/them throughout the award period.

Name: **Marvin Watson** Title: **Sheriff** Organization: **Abbeville County Sheriffs Office**

Signature: \_\_\_\_\_

## Example of Certifications Form

This form is included in the award package OR can be printed from the Award Acceptance/Certifications Form (see next slide)

Consists of two pages with Certification of Project Director, Financial Officer, and Law Enforcement Agency Head on the first page and Certification by Official Authorized to Sign on the second page

Scan all signatures into one document and upload into *Intelligrants* (see next slide)

## 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 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; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: **Brian Moon** Title: **County Administrator** Organization: **Abbeville County**

Signature: \_\_\_\_\_



# How to upload Award Acceptance/Certifications

SR-001-C0100-26

Sums & Recs ☒

▼ Award Requirements

Award Package

Special Conditions ☐

Special Conditions Action Items ☒

**Award Acceptance/Certifications** ☒

▼ Revision

## Award Acceptance/Certifications

### Instructions:

- All required fields marked with an \*.
- Select the **SAVE** button to save information on each page.
- Save at least every 30 minutes to avoid losing data.
- To access the next or previous page, select the **NEXT FORM** or **PREVIOUS FORM** button below.

-----Click here – Step 1

Certification by Project Director

**Scroll down page to**

Certifying Signatures Upload: **← Certifying Signatures Upload: – Step 2**

Please print/download the form above, obtain the appropriate signatures of the certifying officials listed, and upload the signed document(s) here. If any of the individuals above have changed, please submit a revision request to update the information and the form will be automatically updated.



# How to upload Award Acceptance/Certifications

## Certifying Signatures Upload:

Please print/download the form above, obtain the appropriate signatures of the certifying officials listed, and upload it. If the information has changed, please submit a revision request to update the information and the form will be automatically updated.

Browse Drag Files Here

completed grant ...  
135.79 KB

## Signatures Provided in Upload (Check all that apply)

<input checked="" type="checkbox"/>	Patrick Thompson
<input checked="" type="checkbox"/>	Darren Maddox
<input checked="" type="checkbox"/>	Marvin Watson
<input checked="" type="checkbox"/>	Brian Moon

## Award Acceptance Upload:

In order to validly accept your award, obtain the appropriate signature of the Official Authorized to Sign on the Grant A signed document here. If the Official Authorized to Sign has changed, please submit a revision request.

Browse Drag Files Here

sign acceptance l...  
44.56 KB

**Step 3 Browse**  
or drag scanned  
certification →  
page document  
with signatures

**Step 5 Browse**  
or drag scanned  
signed Award  
Document →

**Step 4 Check**  
boxes for each  
signature in  
document from  
Step 3 (should  
be all boxes)

After uploading documents and saving the page, you should be able to open documents by clicking on their name



# How to upload Award Acceptance/Certifications

SR-084-C3501-26

Status History

Attachment Repository

Modification Summary

Document Validation

Print Document

Document Messages

▼ Status Options

Submit Required Signatures

▼ Related Documents

## Document Landing Page

### Instructions:

- View document details.

#### Template

SFY 25-26 School Resource Officer Program

#### Document Name

SR-005-C11-25

#### Organization

ME Test Org

#### Instance

SFY 25-26 School Resource Officer Program

#### Document Status

Certifying Signatures Submitted

#### Your Role

DPS Grants Accounting Manager, DPS Program Manager

**Note Document Status Change after submission**

## Step 6

**Click on Submit Required Signatures**

SRO Program staff will review the uploaded documents and, if correct, will change the Document Status to Award Accepted





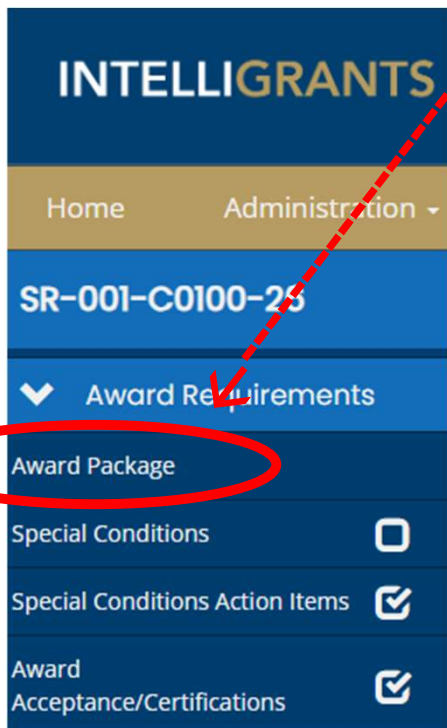
# Award Special Conditions

Region 3 SRO Program Coordinator Laura Krautler, Presenter



# SRO Program Award Special Conditions

Clicking on Award Package will give you a document with the following items:



- **Award Letter**
- **Award Document**
  - Requires Signature of Official Authorized to Sign (County Administrator, City/Town Administrator, or City/Town Mayor)
- **Special Conditions**
- **Terms and Conditions**
- **Award Acceptance/Certifications Form**
  - Requires Signature of:
    - Project Director
    - Financial Officer
    - Law Enforcement Agency Head (Sheriff, Director, or Chief)
    - Official Authorized to Sign (County/City/Town Administrator or Mayor)



# SRO Program Award Special Conditions

- **Special Condition #1**
  - Sets time frame for submissions for award acceptance (covered in previous slides)
  - Provides detail instructions for submissions in new *IntelliGrants* system
- **Special Condition #2**
  - Identifies and provides contact information for your SRO Program Region Coordinator
- **Special Condition #3**
  - Is an availability of funds statement
- **Special Condition #4**
  - Advises that approved award may have changes from the original application request
- **Special Condition #5**
  - Identifies the award period (7/1/25 – 6/30/26)

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

IMPLEMENTING AGENCY: Abbeville County Sheriffs Office

SCHOOL DISTRICT(S): Abbeville

GRANT NUMBER: SR-001-C0100-26

AWARD DATE: July 28, 2025

1. In addition to the Grant Award document, a form certifying the signatures of the Project Director, Financial Officer, Law Enforcement Agency Head, and Official Authorized to Sign were contained in the emailed award package. Copies of signed documents and any of the below Special Conditions requiring action on behalf of the subgrantee must be submitted via *IntelliGrants* upload at [www.scdps.intelligrants.com](http://www.scdps.intelligrants.com). Documents requiring signatures must be submitted in *IntelliGrants* within 30 days of the award date.

- Upon login, any Agency Administrator, Agency Certifying Official, or Agency Contributor *IntelliGrants* users assigned access to the agency's grant application should click on the appropriate application in the "My Tasks" section. The application will be in "Certifying Signatures Required" status.
- Locate the blue "Forms" menu on the left-hand side of the screen and begin scrolling towards the bottom. In the "Award Requirements" section, click the form entitled "Award Acceptance/Certifications". It is on this page that you will upload the appropriate signature pages in the designated areas. Once all certifying signatures, including the Grant Award document, have been uploaded, click "Submit Certifying Signatures" from the "Status Options" section of the Forms menu to submit your signature documents.
- From the same "Award Requirements" section of the Forms menu mentioned above, click the form entitled "Special Conditions Action Items". It is on this page that you will upload the appropriate documentation pertaining to any required action items as indicated in your special conditions below.

Please contact your assigned Program Coordinator if you have any questions or require technical assistance. Staff are available and happy to assist you in navigating this new process.

2. Your assigned Program Coordinator is Richard Shell. They can be contacted at [richardshell@scdps.gov](mailto:richardshell@scdps.gov) or (803) 896-8709 if you have any questions or require technical assistance.
3. This award is contingent upon approval and availability of funds from the state funding source.
4. The approved application included in the award package may have changes from the original application that was submitted. These changes may include budget pages that may have been changed to reflect the current approved award. Please reprint those pages for your files.
5. The award period is from July 1, 2025 – June 30, 2026.



# SRO Program Award Special Conditions

- **Special Condition #6**
  - Requires attendance of any announced mandatory Project Management or *IntelliGrants* Course
- **Special Condition #7**
  - Requires maintaining a current copy of an MOU in *IntelliGrants* between the School District and LE Agency (Next slide has more information)
  - Revised MOUs need to be uploaded within 30 days of change or signatory
- **Special Condition #8**
  - Lists your schools awarded a state-funded SRO position

6. The Project Director and the Financial Point of Contact must attend all mandatory Project Management and *IntelliGrants* Courses that are scheduled during the award period. Notice of courses will be provided in advance by your Program Coordinator.
7. In the "Award Requirements" section of the Forms menu, click the form entitled "Special Conditions Action Items" and upload a copy of the Memorandum of Understanding (MOU) between the School District and the Law Enforcement Agency that complies with Regulation 43-210 of the South Carolina Code of Regulations in *IntelliGrants*. An updated copy must also be uploaded within 30 days of a change to the MOU or the change of any signatory. The MOU must not contain anything contrary to the Terms and Conditions of this award or these Special Conditions.

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

8. This award and project costs defined in the approved application are only applicable to the agency's state-funded SRO positions assigned to the below schools.

School District	School Name	SID#
Abbeville	Abbeville County Career Center	160995
Abbeville	Cherokee Trail Elementary	160018
Abbeville	Diamond Hill Elementary	160019
Abbeville	John C. Calhoun Elementary	160007
Abbeville	Long Cane Primary	160020
Abbeville	Westwood Elementary (Abbeville)	160017



# SRO Program Award Special Conditions

## South Carolina Code of Regulations Section 43-210 School Resource Officers

### Paragraph (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 Condition #9**
    - Requires submission of a Personnel Assignment Letter (PAL) within 15 days of a vacancy or assignment change
  - **Special Condition #10**
    - Requires notice of assigned officer's completion (or enrollment and subsequent completion) of a NASRO or SCCJA SRO Basic Course
  - **Special Condition #11**
    - Requires state-funded SROs to be assigned to their school full-time
    - Requires state-funded SRO to be physically present at assigned school during normal school hours absent defined extenuating circumstances
9. Within 15 days of a vacancy or an assignment change related to a state-funded SRO position at one of the above schools, a Personnel Assignment Letter (PAL) is required to keep the OHSJP and Grants Accounting informed of SRO assignments. PAL samples and instructions will be emailed separately 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 affected school district(s). During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
  10. 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. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
  11. 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.



# SRO Program Award Special Conditions

- **Special Condition #12**
    - Requires notice to the SRO Program if an awarded state-funded SRO position is vacant for more than 180 days
  - **Special Condition #13 - 16**
    - Are related to Grants Accounting and will be covered later in this course during the Financial portion
  - **Special Condition #17**
    - Requires a Property Control Form for
      - Individual items with a minimum cost of \$2,500, or
      - Items deemed sensitive including
        - Weapons
        - Laptops
        - Radar
        - Portable radios (walkie talkies)
        - Ballistic items (body armor, shields, etc.)
12. If an awarded SRO position remains vacant for more than 180 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](mailto:SROProgram@scdps.gov) with your assigned SRO Program Coordinator copied. State-funded SRO positions that remain vacant for more than 180 days are subject to losing funding. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
17. 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. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.



# SRO Program Award Special Conditions

- **Special Condition #18**

- Requires submission and approval of a Training Request Form prior to any award-funded training (more details later in this presentation)

- **Special Condition #19**

- Requires the law enforcement agency to keep their school district(s) up to date on **ALL** SRO assignments regardless of funding source

- **Special Condition #20**

- Requires school districts submit a Quarterly SRO Report of SRO assignments regardless of funding source

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

18. 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](mailto:SROprogram@scdps.gov) with your [assigned Program Coordinator](#) copied. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
19. The implementing law enforcement agency must keep each school district up to date on SRO assignments within the school district regardless of funding source.
20. 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 on the SRO Program website 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](mailto:SROProgram@scdps.gov) as follows. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.

### **FOR THE PERIOD ENDING:**

September 30, 2025  
December 31, 2025  
March 31, 2026  
June 30, 2026

### **SUBMIT BY:**

October 30, 2025  
January 30, 2026  
April 30, 2026  
July 30, 2026



# SRO Program Award Special Conditions

- **Special Condition #21**
    - Allows OHSJP to require additional reporting requirements
  - **Special Condition #22**
    - Defines the requirements for state-funded patrol vehicles (SRO branding next slide)
  - **Special Condition #23**
    - Requires revisions or extension requests to be submitted 60 days prior to the end of the award period
  - **Special Condition #24**
    - Allows for corrections of any scrivener's errors
21. In addition to the above reporting requirements, the implementing law enforcement agency or school district may be subject to additional reporting requirements regarding this award. The OHSJP will provide additional notice, if applicable.
  22. 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.
  23. 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.
  24. 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.



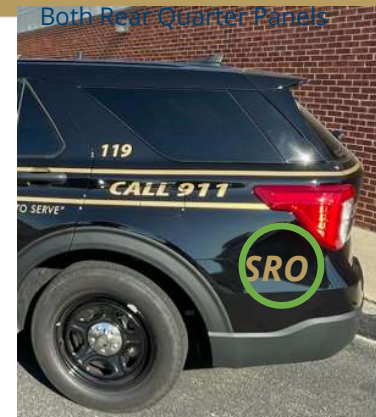
**Existing non-conforming graphics:** 25(b) If not otherwise clearly identified with "School Resource Officer" in any size lettering, the vehicle must have "SRO" on each rear quarter panel area of the vehicle, which must be a minimum of four inches in height



"School Resource Officer" legible in any size letters on sides is also an option rather than 4" SRO



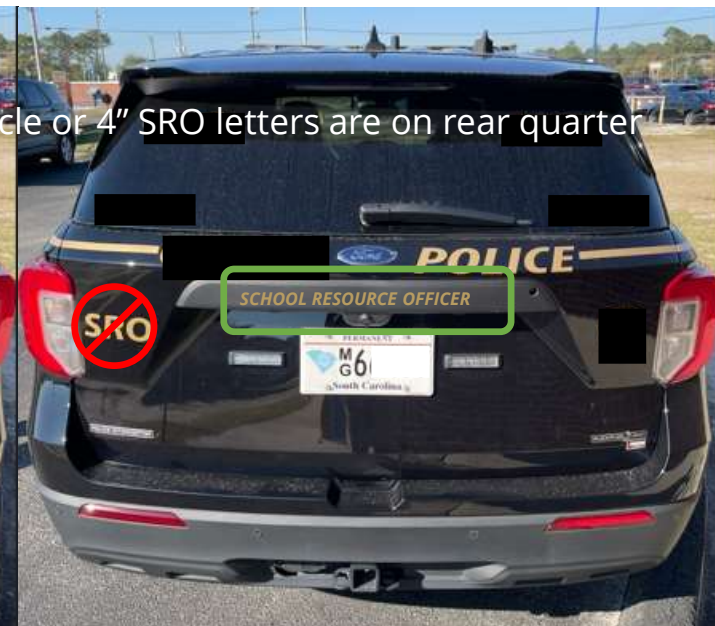
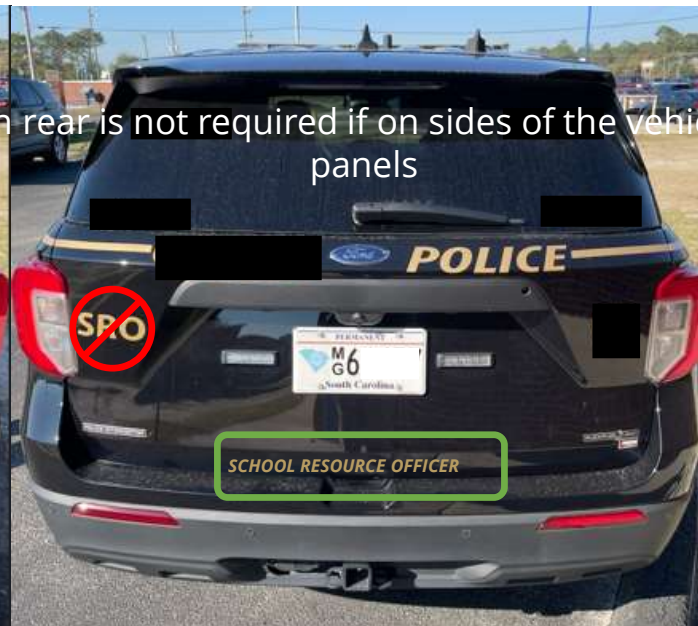
Acceptable: SRO 4 inch letters  
Both Rear Quarter Panels



Acceptable: SRO 4 inch letters  
Both Rear Quarter Panel Area



In lieu of SRO in 4 inch letters on both rear quarter panel areas, below are examples of having "School Resource Officer" clearly identifying the vehicle in any size lettering:





# SRO Program Terms and Conditions

The award's Terms and Conditions are typically less detailed than the Special Conditions, but should be reviewed completely.

Some items that are more detailed or not included in the Special Conditions are:

- #8 Conflicts of Interest
- #9 Use of State-Funded Resources
- #16 School Resource Officer Compensation
- #29 Suspension or Termination of Funding

## SRO PROGRAM – STATE FISCAL YEAR 2025-2026 AWARD TERMS AND CONDITIONS

- 1. Availability of Funds:**  
This award is contingent upon the availability of funds approved by the statutory governing body for those funds. For state funds, availability is controlled by the South Carolina Appropriation Act.
- 2. Correspondence:**  
All correspondence to the State Funding Agency (SFA), regardless of the medium (paper, email, facsimile, etc.), must include either the application number, or in the case of an award, the award number to which the correspondence refers.
- 3. Non-Supplanting Agreement:**  
The implementing law enforcement agency shall not use award funds to supplant state or local funds or other resources that would otherwise have been made available for this program.
- 4. Regulatory Compliance:**  
The awardee will comply with all applicable federal or state statutes, regulations, policies, and rules.
- 5. Project Implementation:**  
The implementing law enforcement agency agrees to implement this project as follows:
  - a) Assign a qualified law enforcement officer (LEO) to a new state-funded school resource officer (SRO) position within 180 days of the effective date of the position being awarded. A qualified LEO is an Advanced Class 3 officer that meets all Law Enforcement Training Council (LETC) and South Carolina Criminal Justice Academy (SCCJA) requirements to serve as an SRO or any Class 1 officer. Assignment of personnel or personnel assignment changes will be reported to the SRO Program as specified in the award's special conditions.
  - b) Within 90 days of assignment, enroll any newly assigned officer who has not completed the basic course of instruction for SROs in a basic SRO course as provided or recognized by the National Association of School Resource Officers (NASRO) or the SCCJA. Within 15 days of completion of the course, the awardee shall provide the South Carolina Department of Public Safety (SCDPS) Office of Highway Safety and Justice Programs (OHSJP) a copy of the course completion certificate or a Student Session Transcript from the SCCJA ACADIS portal.
  - c) The SRO Program must be notified in accordance with the award's special conditions if there is any delay in being able to meet either of the above implementation requirements.
  - d) State-funded SRO positions that remain vacant for more than 180 days are subject to being transferred to a school in a school district that has a lower Index of Taxpaying Ability (ITA) or to another law enforcement agency (LEA) that has jurisdiction at the school.
- 6. Allowable Costs:**  
The allowability of costs incurred under this award shall be determined in accordance with the guidelines outlined in the award's solicitation document and application workshop to determine necessary, reasonable, allocable, and allowable costs consistent with policies, rules, and regulations conforming to limitations or exclusion of costs as set forth in applicable statutes, the Appropriation Act and its provisos. Indirect costs, overtime, bonuses, and purchases or training outside the award period are not allowable.
- 7. Audit Requirements:**  
All awards are subject to financial and compliance audits by state and/or SCDPS employees. All documents associated with the grant project must be made available at any time for inspection by the SCDPS or their designated representatives. All financial records, supporting documents, statistical records, and all other records pertinent to an award must be retained for a period of three years from





# Personnel Assignment Letter (PAL)

Region 2 SRO Program Coordinator Jonathan Taylor, Presenter



# 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	4/31/2023
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)

- Upon receipt of Special Conditions:
  - 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: 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**

**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



# 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)

(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





# Training Request Form



# SRO Program Training Request Form

The Training Request Form is available on the SRO Program Webpage:

## SRO Program Links & Resources

### General Information:

- [SRO Program Coordinator's Assigned Counties](#) (REVISED July 2024)
- [SRO Program Accountant's Assigned Counties](#) (NEW July 2025)
- [Personnel Assignment Letter \(PAL\)](#)
- [Request For Payment \(RFP\)/Quarterly Fiscal Report Form \(with 2025 Mileage Rate\)](#)
- [Quarterly SRO Report \(completed by School District\)](#)
- [Training Request Form](#)
- [Property Control Form](#)
- [Sample Memorandum of Understanding \(MOU\)](#)



### Office of Highway Safety and Justice Programs SRO Program Training Approval Request (Rev. 2/2024)

Grant Number:		Course Provider:	
Agency Name:		Course Location:	
Course Begin Date:		Course End Date:	
Name of Course:			
Name and address of Hotel providing lodging:			

As a reminder, requests for training not involving grant funds do not need prior approval. Any training credit transcripts or certificates received from training classes must be submitted to [SROProgram@scdps.gov](mailto:SROProgram@scdps.gov) upon completion of training. It is the responsibility of the awardee to follow program requirements and to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

### COST ESTIMATES PER INDIVIDUAL STATE-FUNDED (SF) SRO

Category	Estimated Amount	Instructions/Notes
Registration		
Mileage		Do not duplicate mileage that will be included in monthly reimbursement.
Meals		Per State of SC Meal Reimbursement Guidelines – <a href="#">Link to Chart</a>
Lodging		Hotel Rate*: \$ <input type="text"/> GSA Rate: \$ <input type="text"/> <a href="#">GSA Rate Link</a>
Cost per SRO	0	*Exclude taxes and surcharges in Hotel Rate box but include in estimate
# of SF SROs		Include only State-Funded (SF) SROs in # of SF SROs box
TOTAL COST	0	

### NAMES OF STATE-FUNDED SCHOOL RESOURCE OFFICERS ATTENDING

SRO Full Name	Assigned School	SRO Name	Assigned School



# SRO Program Training Request Form

The Training Request Form is available on the SRO Program Webpage:

- Form requires Hotel information for lodging. **Third party vendors are not reimbursable**
- 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. 2/2024)

Grant Number:		Course Provider:	
Agency Name:		Course Location:	
Course Begin Date:		Course End Date:	
Name of Course:			
Name and address of Hotel providing lodging:			

As a reminder, requests for training not involving grant funds do not need prior approval. Any training credit transcripts or certificates received from training classes must be submitted to [SROProgram@scdps.gov](mailto:SROProgram@scdps.gov) upon completion of training. It is the responsibility of the awardee to follow program requirements and to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

## COST ESTIMATES PER INDIVIDUAL STATE-FUNDED (SF) SRO

Category	Estimated Amount	Instructions/Notes
Registration		
Mileage		Do not duplicate mileage that will be included in monthly reimbursement.
Meals		Per State of SC Meal Reimbursement Guidelines – <a href="#">Link to Chart</a>
Lodging		Hotel Rate*: \$ <input type="text"/> GSA Rate: \$ <input type="text"/> <a href="#">GSA Rate Link</a>
Cost per SRO	0	*Exclude taxes and surcharges in Hotel Rate box but include in estimate
# of SF SROs		Include only State-Funded (SF) SROs in # of SF SROs box
TOTAL COST	0	

## NAMES OF STATE-FUNDED SCHOOL RESOURCE OFFICERS ATTENDING

SRO Full Name	Assigned School	SRO Name	Assigned School



# 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
- 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
- Follow provided instructions
- If the school's assigned SRO changes after the forms approval, submission of a PAL will allow training reimbursement for the school's newly assigned SRO

Project Director Signature

Date \_\_\_\_\_

\*Note: This Form must be accompanied by an attached agenda or course description that includes the cost of registration or any other fees, from the Course Provider, in order to be processed.

FOR STATE USE ONLY

Request Status: ☐ Approved ☐ Denied

\_\_\_\_\_  
Program Coordinator Signature and Date

\_\_\_\_\_  
Grants Accounting Signature and Date

Instructions on How to Fill Out Training Request Form:

1. Attendees must be State-Funded SROs
2. All fields must be filled out within the Form
3. Please email your program coordinator the signed request **BEFORE** the training for approval along with the course agenda and/or description that includes the cost of registration or any other fees.

PLEASE NOTE:

- Requests for training not involving grant funds do not need prior approval.
- Any training credit transcripts or certificates received from training classes must be submitted to [SROProgram@scdhs.org](mailto:SROProgram@scdhs.org) upon completion of the training.
- It is the responsibility of the awardee to follow SRO Program requirements regarding training.
- It is the responsibility of the awardee and not the SRO Program to ensure that there are adequate funds budgeted in the grant to attend the training event.
- This approval is for programmatic purposes only.
- In the event that the Hotel rate (excluding taxes and surcharges) is higher than the GSA rate, the law enforcement agency may request approval for exceeding travel expense limits utilizing the form on the following page.



# SRO Program Training Request Form

- Page 3 is used when reimbursement is being requested in excess of the GSA lodging rate
- Form will populate related fields from the first page of the Training Request Form
- If request is being made to exceed GSA rates, it must be signed by the agency's Project Director **and** Agency Head (Sheriff, Chief, or Director)

## APPROVAL FOR EXCEEDING TRAVEL EXPENSE LIMITS\*

Provide below detailed itemized justification for exceeding lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate:

Full Name and Title of Traveling Employee(s)/Official(s): See attached Training Approval Request Form

Dates of Travel: Beginning  Ending

### Justification:

The GSA lodging rate for the training conference is \$  per night excluding taxes and surcharges. The requested hotel lodging rate is \$  per night excluding taxes and surcharges which is consistent with the training conference lodging rate of the host hotel and hotels in the surrounding area. Additional optional justification:

Due to the high seasonal demand and limited options, approval for exceeding travel expense limits for lodging is respectfully requested.

### Request Approval to Exceed Standard Travel Expense Limits:

Signature of Local Agency Project Director

Signature of Local Agency Head

Printed Name:

Printed Name:

Date:

Date:

### SCDPS OFFICIAL USE ONLY: Approval to Exceed Standard Travel Expense Limits:

Authorized Signature of OHSJP SRO Program

Authorized Signature of Grants Accounting

Printed Name :

Printed Name :

Date:

Date:

### \* Travel Costs:

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at [www.gsa.gov](http://www.gsa.gov). Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. For training conferences that are approved by the SRO Program, if hotel rates in the area exceed the GSA established rates then the agency may submit the "Approval for Exceeding Travel Expense Limits" form to the SCDPS prior to travel for consideration. Approval to exceed the GSA rate must also be in accordance with the individual agency's policies and procedures and must first be reimbursed by the agency prior to submission to the OHSJP for reimbursement.





# Award Monitoring

Region 1 SRO Program Coordinator Rick Shell, Presenter



# 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

**It is helpful if your state-funded SROs are advised in advance of their state-funding status and the annual unannounced visits. The SRO's can then make their school administration aware.**



South Carolina Department of Public Safety (Rev. 10-23)  
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:	Will there be any substantial change in enrollment next year? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			
2. Has the school district provided the school administration with a copy of the MOU pursuant to SCDE Regulation 43-210? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			
3. Is the SRO present during normal school hours? <input type="checkbox"/> Yes <input type="checkbox"/> 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

**AWARDED EQUIPMENT/SENSITIVE ITEMS SUBJECT TO PROPERTY CONTROL OR EQUAL TO (=2) OR BETTER EQUIPMENT IN POSSESSION OF SRO**

Item Description	=2 Cert?	Serial #	Award #
<p>Best practice is that all state-funded equipment awarded to a school remains at that school</p> <p>Better than or equal to certification is option of some items (contact your Program Coordinator)</p> <p><b>Vehicles and associated equipment cannot be transferred to another school without written approval from SRO Program Manager</b></p>			

## SRO VEHICLE PRESENT DURING VISIT

Year	Make	Model	Tag#	Last 4 of VIN	Mileage
Was the above vehicle clearly visible to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:					
Is the above vehicle state-funded? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:					
2. Is vehicle identified as an SRO vehicle? (check one or more)					
a. <input type="checkbox"/> Clearly marked (any size letters) with "School Resource Officer" incorporated into agency graphics					
b. <input type="checkbox"/> "SRO" in four inch high letters on each rear quarter panel					
c. <input type="checkbox"/> Neither, explain:					
3. Are any SRO Program required and provided decals affixed as instructed?					
a. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
4. Does the vehicle have full color (not ghost) agency graphics contrasting with the vehicle's color?					
a. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:					
5. Does the vehicle have an external light bar affixed to the top of the vehicle?					
a. <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:					
6. Are there any non-standard components or graphics?					
a. <input type="checkbox"/> Yes <input type="checkbox"/> 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, an agency site monitoring visit will be scheduled

## SRO COMMENTS

## SCHOOL SUMMARY/PROGRAM COORDINATOR COMMENTS

X

Program Coordinator

X

Program Manager

## 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 any adverse 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)**

(Rev. 10-23)

## 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 report for each)	School District	Check if PAL is up to date
		<input type="checkbox"/> Name/Tab for new row

## 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?  
☐ 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.

## RECOMMENDATIONS



# 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 SUMMARY

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

X

Program Coordinator

X

Program Manager

## AGENCY RECEIPT AND ACKNOWLEDGEMENT

Law Enforcement Agency

Project Director Name

I acknowledge receipt of this SRO Program Site Monitoring Report along with its attachments and recommendations.

Project Director Comments, if any (attach sheet if more room needed):

X

Project Director

Date:



# SRO Program Award Monitoring

- Findings Report
  - If there are any substantial 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:	<input type="checkbox"/> Programmatic	<input type="checkbox"/> Financial	<input type="checkbox"/> Programmatic and Financial
Findings Report Status:	<input type="checkbox"/> PRELIMINARY <input type="checkbox"/> 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



(Rev. 9-23)

[illegible]

**SC DEPARTMENT of PUBLIC SAFETY**

- 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 shows the 'Revision Request' form in the INTELLIGRANTS system. The header includes the logo and navigation links: Home, Administration, Searches, and Reports. The left sidebar contains a menu with categories like Attachments, Sums & Recs, Award Requirements, and Tools. The main content area is titled 'Revision Request' and includes instructions, a purpose selection section, a justification text box, and a document upload section.

**INTELLIGRANTS | Office of Highway Safety and Justice Programs**

Home Administration Searches Reports

**SR-001-C0100-26**

▼ Attachments

Attachments

▼ Sums & Recs

Sums & Recs

▼ Award Requirements

Award Package

Special Conditions

Special Conditions Action Items

Award Acceptance/Certifications

▼ Revision

Revision Request

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

## Revision Request

Instructions:

- All required fields are marked with an \*.
- Use the **SAVE** button to save information.
- Save at least every 30 minutes to avoid losing data.

Identify the Grant Revision Request purpose by checking one or more boxes below.

☐ Budget Revision

☐ Extension of Grant Term

☐ Programmatic Revision

Revision Justification:

Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

Form/Document Upload(s):

Use this section if providing additional justification or documents for the above request(s).

Attachment Description:

## Steps:

- Go to "Revision Request" Form
- Check box(es) identifying revision purpose(s)
- Add revision justification to text box
- Upload any supporting documentation (optional)
- See Revision workflow on next slide



# SRO Program Revision and Extension Requests

**INTELLIGRANTS** | Office of Highway Safety and Justice Programs

HomeAdministration -Searches -Reports -

SR-001-C0100-26

▼ Attachments

Attachments

▼ Sums & Recs

Sums & Recs

▼ Award Requirements

Award Package

Special Conditions

Special Conditions Action Items

Award Acceptance/Certifications

▼ Revision

Revision Request

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

## Revision Request

Instructions:

- All required fields are marked with an \*.
- Use the **SAVE** button to save information.
- Save at least every 30 minutes to avoid losing data.

Identify the Grant Revision Request purpose by checking one or more boxes below.

☐ Budget Revision

☐ Extension of Grant Term

☐ Programmatic Revision

Revision Justification:

Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

Form/Document Upload(s):

Use this section if providing additional justification or documents for the above request(s).

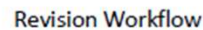
Attachment Description:

Revisions and Extension requests should be submitted prior to 60 days from end of award period

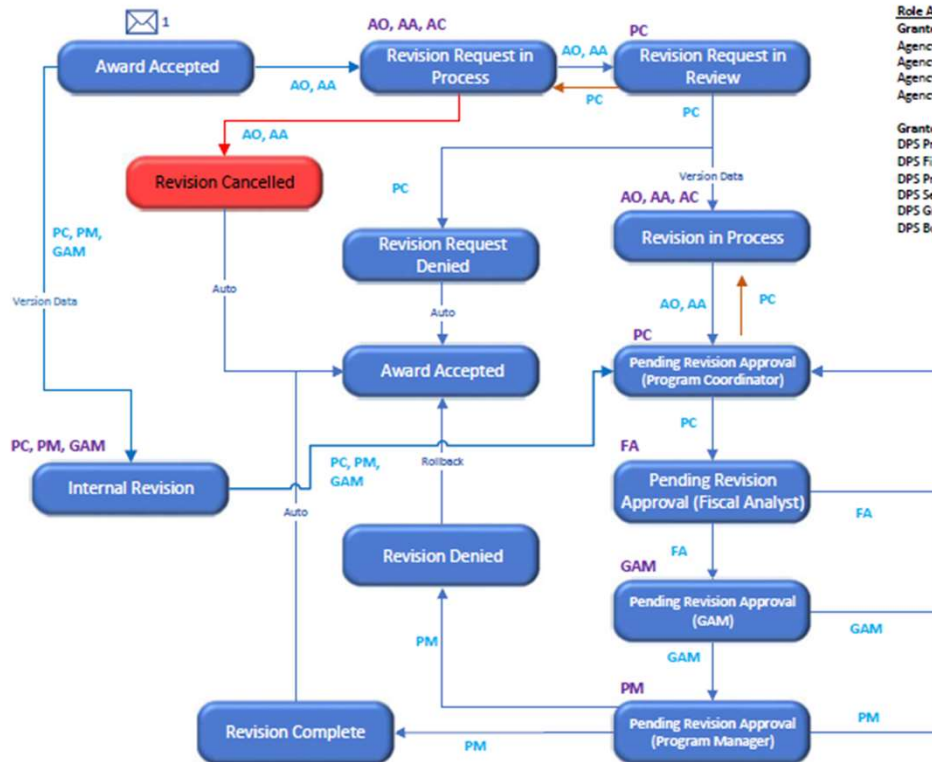
Budget revisions cannot change the total amount of the award that must remain the same (no more/no less)



# SRO Program Revision and Extension Requests



Purple roles view in "My Tasks"



Revisions and Extension requests should be submitted prior to April 30, 2026





# SRO Program Related Laws

SRO Program Manager Mike Tucker, Presenter



# SRO Program Related Laws

## Proviso 63.8, SC Appropriations Act

- Eligible Public and Charter Schools can be awarded a state-funded full-time certified SRO
- School districts prioritized based on Index of Taxpaying Ability (ITA)
- LE Agency reimbursed directly
  - Salary, Fringe, Training, and Equipment
- School District required to do a quarterly SRO Report
- **Governor vetoed Paragraph (B) that was added in the 2025-26 Appropriations Act**

**63.8.** (DPS: School Safety Program) (A) 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, or private companies, as authorized, 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.

**~~(B) Only school districts in Tier IV counties may be authorized by the department to use private companies to hire certified Class I law enforcement officers to serve as school resource officers.~~**

(C) The Department of Education shall transfer any fund balance to the Department of Public Safety by August 15.



# 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

## §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 26-27 Solicitation



# Preparing for the SRO Program SFY 26-27 Solicitation

- An Open Solicitation is in effect until the SFY 26-27 SRO Program Solicitation is released in Jan/Feb 2026
- SFY 26-27 SRO Program Application Workshop will be virtual and occur near the time of the solicitation release. Watch for notice.
- SFY 26-27 SRO Program Application will have a Feb/Mar 2026 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 Fall of 2026



# Preparing for the SRO Program SFY 26-27 Solicitation

- Between now and January, do your homework for the 26-27 application
  - Compensation – Annual Salary/Fringe
    - What is the average annual salary of your locally-funded SROs OR;
    - If no locally funded SROS, what is the average annual salary of your non-supervisory patrol officers
    - What is the actual annual salary of each existing state-funded SRO
      - Are there any pending step increases between July 1, 2026 and June 30, 2027 for your existing state-funded SROs
    - Are there any across the board salary increases anticipated between July 1, 2026 and June 30, 2027
    - Do you anticipate any increase in fringe benefit (insurance, etc.) costs between July 1 2026 and June 30, 2027
  - Will you have any equipment needing replacement during SFY 26-27





# Questions?