(YOUR AGENCY’S LETTERHEAD)

**February 14, 2022**

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

Attn: Trevon Fordham, SRO Program Coordinator

P.O. Box 1993

Blythewood, SC 29016

SRO Program Award # -

RE: Personnel Assignment Letter: State-Funded SRO Positionfor (insert School District),

 (insert School Name)

Dear Mr. Fordham:

# EXAMPLE #1 – (INITIAL HIRE)

On January 16, 2022, John “Duke” Wayne was hired to the position of School Resource Officer for the above school. Mr. Wayne is a new hire.

# EXAMPLE #2 – (INITIAL ASSIGNMENT)

On January 16, 2022, John “Duke” Wayne was assigned to the position of School Resource Officer for the above school. He was formerly in patrol.

# EXAMPLE #3 – (PERSONNEL CHANGE DURING YEAR)-*list prior history and add the following*

On February 1, 2022, Mr. John “Duke” Wayne resigned the position of School Resource Officer. His position was filled by, Annie Oakley, on February 10, 2022.

# EXAMPLE #4 – (CONTINUATION)-*list prior history and add the following*

Mr. John “Duke” Wayne filled the School Resource Officer position on November 1, 2020, and continues to serve in this position.

Sincerely,

 Captain Flo N. Waters

(Signature of Project Director) (Typed Name of Project Director)

 Sheriff Roy Rogers

(Signature of Head of Agency) (Typed Name of Head of Agency)

Cc: School District Superintendent