**MEMORANDUM**

**TO:** School Resource Officer Grant Program Subgrantees

**FROM:** Michael Tucker, Program Manager

**RE:** Certification of Personnel Assignments and Updates

**DATE:** June 10, 2022

Attached are the two samples of the Personnel Assignment Letter (PAL). Per the Special Conditions of the award, a PAL is required for both initial certification of assignment(s) 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:

**FOR INITIAL CERTIFICATION (PAL due no later than August 15, 2022):**

1. Must be typed on your agency’s letterhead
2. Include the date
3. Include the grant award number
4. In the Subject line, state that the PAL is for Initial Certification of Assignment(s)
5. List the name (First and Last), school district, school assignment, and Basic SRO certification status for each officer (if more than one SRO, sequentially number)
6. The Head of the Agency ***and*** the Project Director must sign the PAL.

**FOR PERSONNEL ASSIGNMENT UPDATES AFTER THE INITIAL CERTIFICATION (PAL due no later than 15 days from the personnel action):**

1. Must be typed on your agency’s letterhead
2. Include the date
3. Include the grant award number
4. In the Subject line, state that the PAL is for Personnel Assignment Update
5. Under the Personnel Assignment (Initial Certification), list the Personnel Update number. Each update will require its own paragraph and should be numbered in sequentially (ex. Personnel Assignment Update #1, Personnel Assignment #2, Personnel Assignment Update #3…)
   1. List the date, name (First and Last), school district, school assignment, and describe the personnel action (assigned, resigned, etc.)
6. The Head of the Agency ***and*** the Project Director must sign the PAL.

Should you have any questions regarding the Personnel Assignment Letter format, please contact your Program Coordinator Trevon Fordham at [TrevonFordham@scdps.gov](mailto:TrevonFordham@scdps.gov) or (803) 896-8709.

**INITIAL CERTIFICATION**

(YOUR AGENCY’S LETTERHEAD)

**July 1, 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 # SR-000-X0000-23

RE: Initial Certification of State-Funded SRO Position(s)

Dear Mr. Fordham:

# PERSONNEL ASSIGNMENT– (INITIAL CERTIFICATION)

I affirm the following School Resource Officer assignment(s), as of the start of this award period:

1. Tim Smalls, Hankerson School District, Hankerson Elementary School, registered for NASRO Basic SRO course in August 2022

2. Mike Tucker, Hankerson School District, Hankerson Middle School, Basic SRO certified

3. Trevon Powell, Hankerson School District 2, Hankerson High School, Basic SRO certified

4. James Wilkes, Hankerson Public Charter School District, Hankerson Academy, registered for the SCCJA Basic SRO course in August 2022

5. Vacant, Hankerson Public Charter School District, Hankerson CATE Leadership Academy

Sincerely,

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

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

Cc: School District Superintendent

**PERSONNEL ASSIGNMENT UPDATE**

(YOUR AGENCY’S LETTERHEAD)

**May 10, 2023**

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 # SR-000-X0000-23

RE: Subsequent Personnel Update(s) of State-Funded SRO Position(s)

Dear Mr. Fordham:

# PERSONNEL ASSIGNMENT– (INITIAL CERTIFICATION)

I affirm the following School Resource Officer assignment(s), as of the date of this letter:

1. Tim Smalls, Hankerson School District, Hankerson Elementary School, registered for NASRO Basic SRO course in August 2022

2. Mike Tucker, Hankerson School District, Hankerson Middle School, Basic SRO certified

3. Trevon Powell, Hankerson School District 2, Hankerson High School, Basic SRO certified

4. James Wilkes, Hankerson Public Charter School District, Hankerson Academy, registered for the SCCJA Basic SRO course in August 2022

5. Vacant, Hankerson Public Charter School District, Hankerson CATE Leadership Academy

# PERSONNEL ASSIGNMENT UPDATE #1 – (PERSONNEL ACTION DURING THE AWARD)

I affirm that on August 24, 2022, Officer Trevon Powell resigned from Hankerson High School. On August 27, 2022, Officer Karen Wallace was assigned to Hankerson High School. Officer Wallace is Basic SRO certified and evidence of completion is attached.

# PERSONNEL ASSIGNMENT UPDATE #2 – (PERSONNEL ACTION DURING THE AWARD)

I affirm that on December 14, 2022, Officer Tim Smalls resigned from Hankerson Elementary School. On December 27, 2022, Officer Michael Jordan was assigned to Hankerson Elementary School. Officer Jordan is not Basic SRO certified, but is enrolled in the March 2023 SCCJA training class.

# PERSONNEL ASSIGNMENT UPDATE #3 – (PERSONNEL ACTION DURING THE AWARD)

I affirm that on April 28, 2023, Officer James Wilkes resigned from Hankerson Academy. The position remains vacant as of the date of this letter.

Sincerely,

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

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

Cc: School District Superintendent