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DEPARTMENT *of* PUBLIC SAFETY

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Office *of* Highway Safety and Justice Programs

SFY 2026-2027 SRO Program
Project Management Course

SRO Program Summary

SFY 2026-2027 SRO Program Awards Summary

- Award Period:

  July 1, 2026 – June 30, 2027

- 538 state-funded SRO positions
- 125 participating law enforcement agencies
- $62,724,819 in total awards



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Office of Highway Safety and Justice Programs
10311 WILSON BLVD.
BLYTHEWOOD, SC 29016

Award Letter Example

June 12, 2026

Mrs. Ashley Work
Town Administrator
Town of Aynor
600 S. Main St
Aynor, South Carolina 29511

RE: SFY 26-27 School Resource Officer Program SR-006-C2603-27
Aynor PD SRO Program

Dear Mrs. Work:

I am pleased to provide you with a grant in the amount of $186,228 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

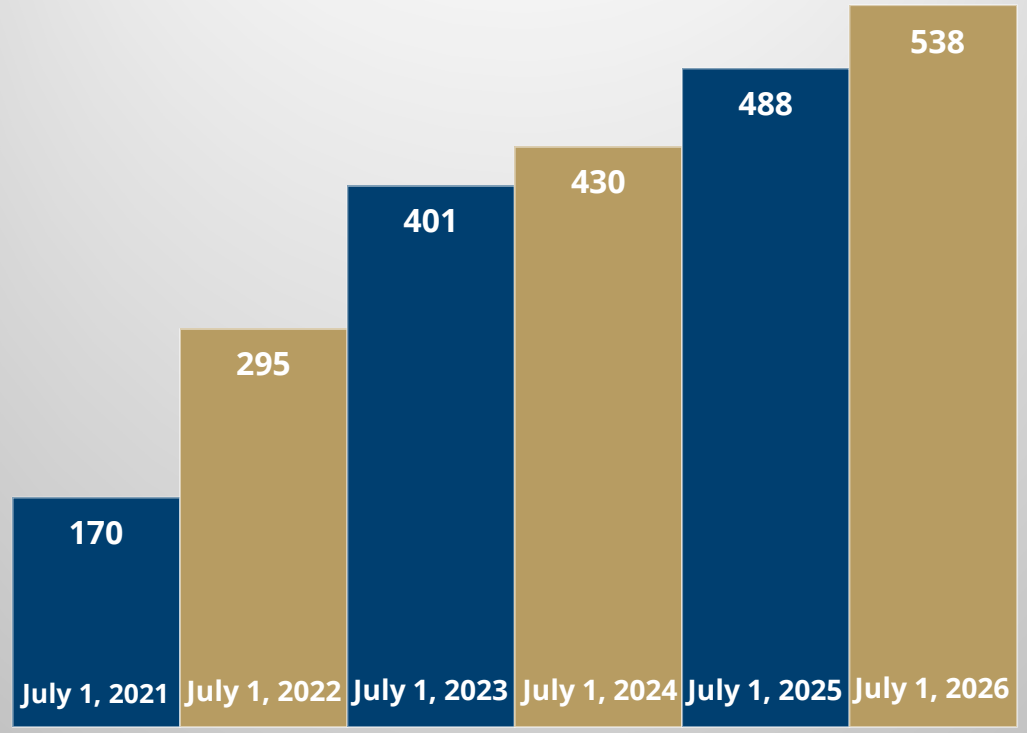
Attachments

c: Chief Allen Elvis, Project Director
SFY 26-27 School Resource Officer Program Official File
School District Superintendent(s)

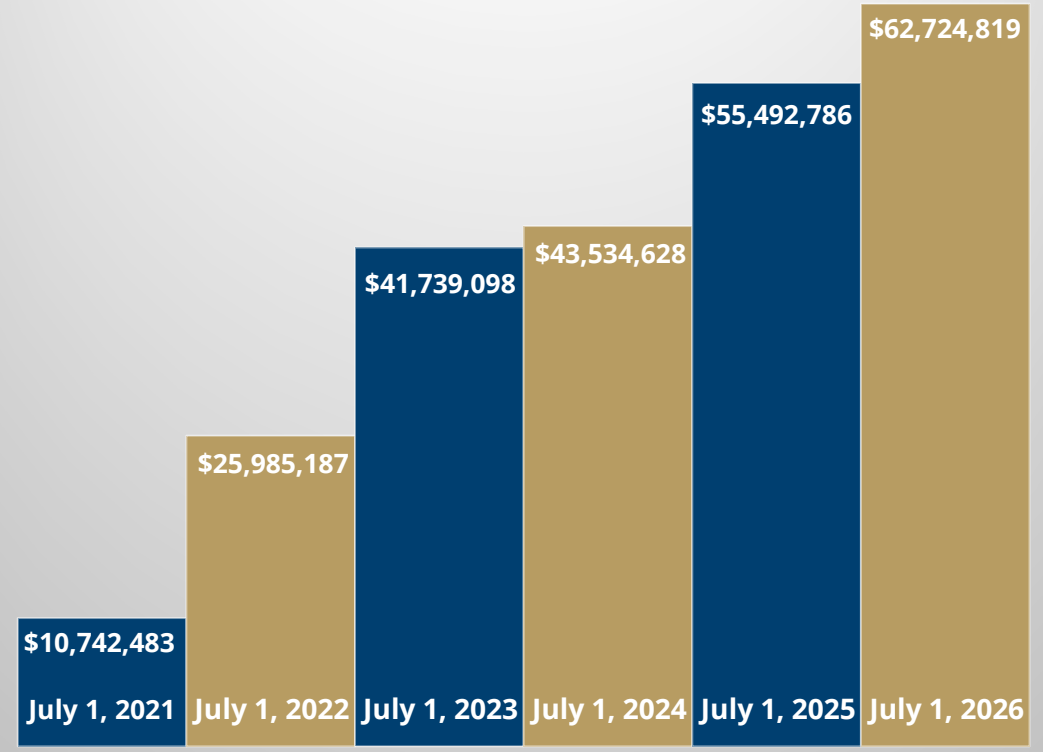
SCDPS.SC.GOV

School Resource Officer (SRO) Program

State-Funded SRO Positions



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

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

William Johnson, Admin. Asst.
803-896-9025 Office
WilliamJohnson@scdps.gov

SRO Program Web Page is https://scdps.sc.gov/resources/grant-opportunities/school-resource-officer-grant-program

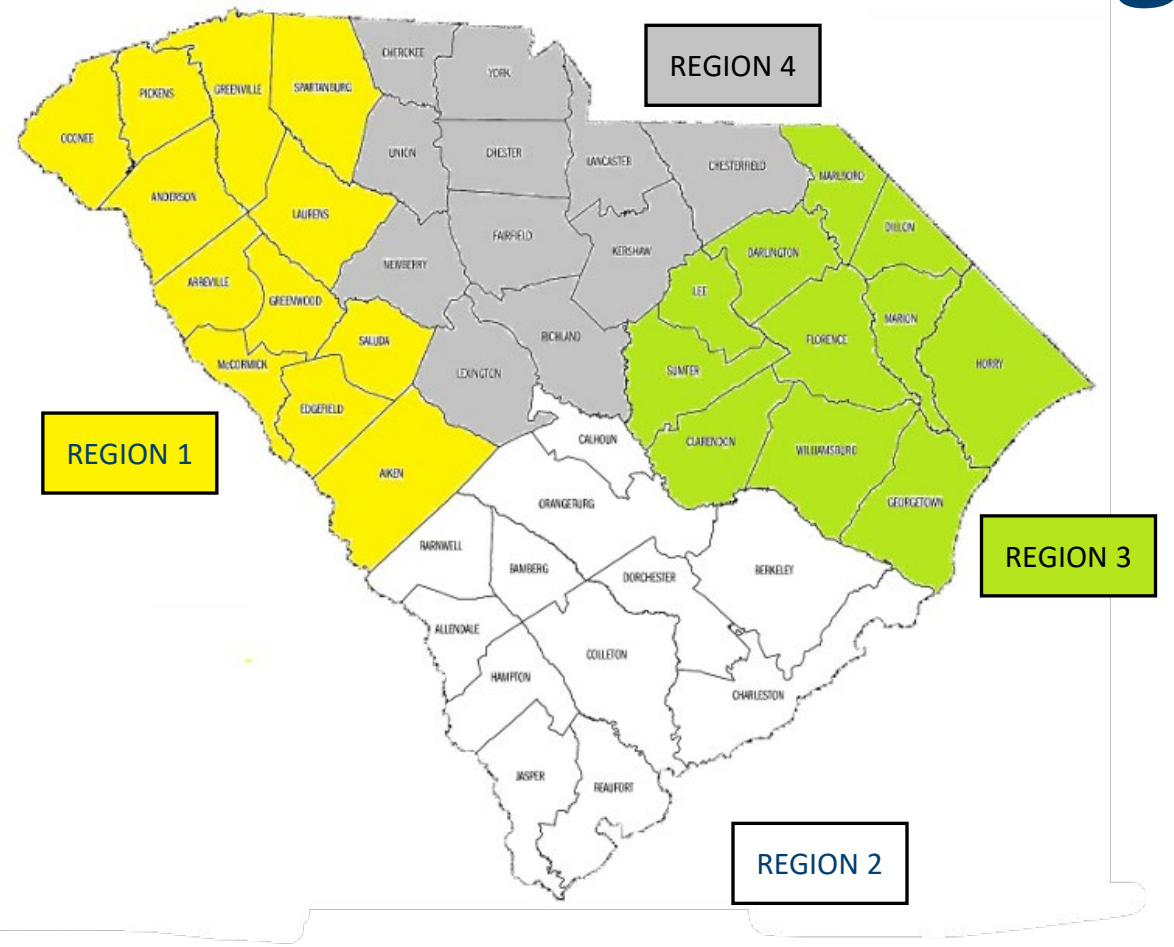
Rick Shell, Region 1 Program Coordinator
803-896-8709 Office
803-922-4659 Cell
RichardShell@scdps.gov

Jonathan Taylor, Region 2 Program Coordinator
803-896-8397 Office
803-348-1901 Cell
JonathanTaylor@scdps.gov

Kelly Griffeth, Region 3 Program Coordinator
803-896-7752 Office
839-221-3973 Cell
KellyGriffeth@scdps.gov

Bryan McDougald, Region 4 Program Coordinator
803-896-2356 Office
803-661-3663 Cell
BryanMcdougald@scdps.gov

SRO Program Regions



Region 1

Rick Shell
(803) 922-4659

Counties:
- Abbeville
- Aiken
- Anderson
- Edgefield
- Greenville
- Greenwood
- Laurens
- McCormick
- Oconee
- Pickens
- Saluda
- Spartanburg

Region 2

Jonathan Taylor
(803) 348-1901

Counties:
- Allendale
- Bamberg
- Barnwell
- Beaufort
- Berkeley
- Calhoun
- Charleston
- Colleton
- Dorchester
- Hampton
- Jasper
- Orangeburg

Region 3

Kelly Griffeth
(839) 221-3973

Counties:
- Clarendon
- Darlington
- Dillon
- Florence
- Georgetown
- Horry
- Lee
- Marion
- Marlboro
- Sumter
- Williamsburg

Region 4

Bryan McDougald
(803) 661-3663

Counties:
- Cherokee
- Chester
- Chesterfield
- Fairfield
- Kershaw
- Lancaster
- Lexington
- Newberry
- Richland
- Union
- York

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 2026-2027 SRO PROGRAM AWARDS

2026

JULY 1	Award period begins
****JULY 17**	Deadline for Project Director and Financial POC to confirm to the Program Coordinator of planned attendance of the Project Management Course.
****JULY 20-24**	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- 30 days from date of award)
****AUGUST 13**	Project Management Course attendance by Project Director and Financial Point of Contact
****OCTOBER 30**	Request for Payment/Quarterly Fiscal Report due (JUL 1 – SEP 30)

2027

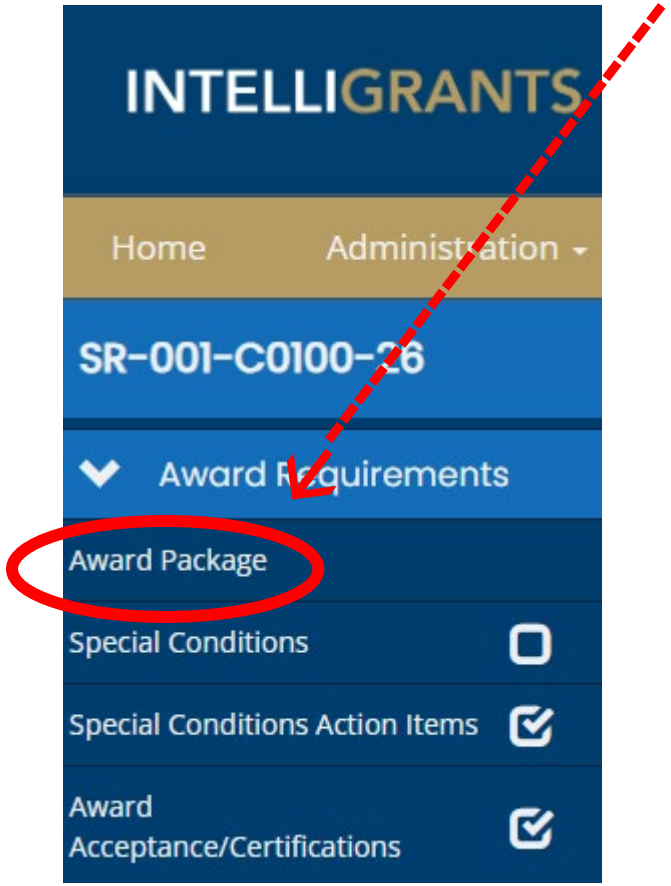
TBA-JANUARY	SFY 2027-2028 SRO Program Solicitation Workshop
****JANUARY 30**	Request for Payment/Quarterly Fiscal Report due (OCT 1 – DEC 31)
****TBA-FEBRUARY**	SFY 2027-2028 SRO Program Application deadline
****APRIL 30**	Request for Payment/Quarterly Fiscal Report due (JAN 1 – MAR 31)
MAY 1	Revision/Extension request deadline. Extension required for equipment that is not anticipated to be received by June 30, 2026.
JUNE 30	Award period ends
****JULY 30**	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.**

SEE SPECIAL CONDITIONS FOR ADDITIONAL INFORMATION REGARDING ALL IMPORTANT PROJECT DATES

Award Special Conditions

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 (7/1/26 – 6/30/27)

SFY 26-27 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

IMPLEMENTING AGENCY:	**Aynor Police Department**
SCHOOL DISTRICT(S):	**Horry**
GRANT NUMBER:	**SR-006-C2603-27**
AWARD DATE:	**June 12, 2026**

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. 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 Kelly Griffeth. They can be contacted at kellygriffeth@SCDPS.gov or (803) 896-7752 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, 2026 – June 30, 2027.

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 and existing valid 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 a mandatory Project Management Course** that will be conducted at the **DoubleTree by Hilton Hotel**, 2100 Bush River Road, Columbia, SC on **August 13, 2026.** Law Enforcement Agencies (LEA) whose name (city or county) begins with "A" – "I" will attend the session that begins promptly at 9:00 a.m. with "J" – "Z" attending the session that begins promptly at 1:00 p.m. Please arrive 15-30 minutes early so that you can sign-in and be seated at the scheduled starting times.

   No later than July 17, 2026, the awardee's Project Director and Financial Point of Contact must email their assigned SRO Program Coordinator confirming that they will be attending the Project Management Course.

   Additional Intelligrants or other courses may be scheduled during the award period. Notice of additional 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 26-27 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#
Horry	Aynor Elementary	2601014
Horry	Aynor Middle	2601057

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 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 90 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, BWC, School Vaults, Portable radios (walkie talkies), Ballistic items (body armor, shields, etc.)

12. If an awarded SRO position remains vacant for more than 90 days, the law enforcement agency must immediately provide the OHSJP notice of the extended vacancy and include what actions are being conducted to fill the vacancy. Notice must be sent, via email, to SROProgram@scdps.gov with your assigned SRO Program Coordinator copied. 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

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.

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 (link to SRO Program Website) The end of quarter report should be submitted by the school district to 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.

SFY 26-27 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

FOR THE PERIOD ENDING:	SUBMIT BY:
September 30, 2026	October 30, 2026
December 31, 2026	January 30, 2027
March 31, 2027	April 30, 2027
June 30, 2027	July 30, 2027

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. Must be identified as a School Resource Officer vehicle with clearly legible and contrasting lettering consisting of "School Resource Officer" or "SRO" that is highly visible to the public on both sides of the vehicle and/or the rear of the vehicle

    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.

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

8. **Conflict Of Interest**:
No employee, officer or agent of an awardee or its governing body who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any purchase, including contracts or subcontracts, in connection with this award shall have, directly or indirectly, any financial or personal interest in any such purchase or activity. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from the activity.
9. **Use of State-Funded Resources**:
   a) State-funded equipment must be utilized in a lawful manner at all times and may not be used for private business or for political campaigns. Outside normal school hours, a state-funded school resource officer (SRO) may utilize state-funded equipment in a similar manner, as authorized by their agency, as the agency's patrol officers that use comparable locally-funded equipment for patrol/other duties or approved off duty employment.
   b) State-funded personnel may be utilized by the law enforcement agency outside normal school hours and during school breaks as directed by the agency head without affecting reimbursement of the officer's annual salary.

• #16 School Resource Officer Compensation

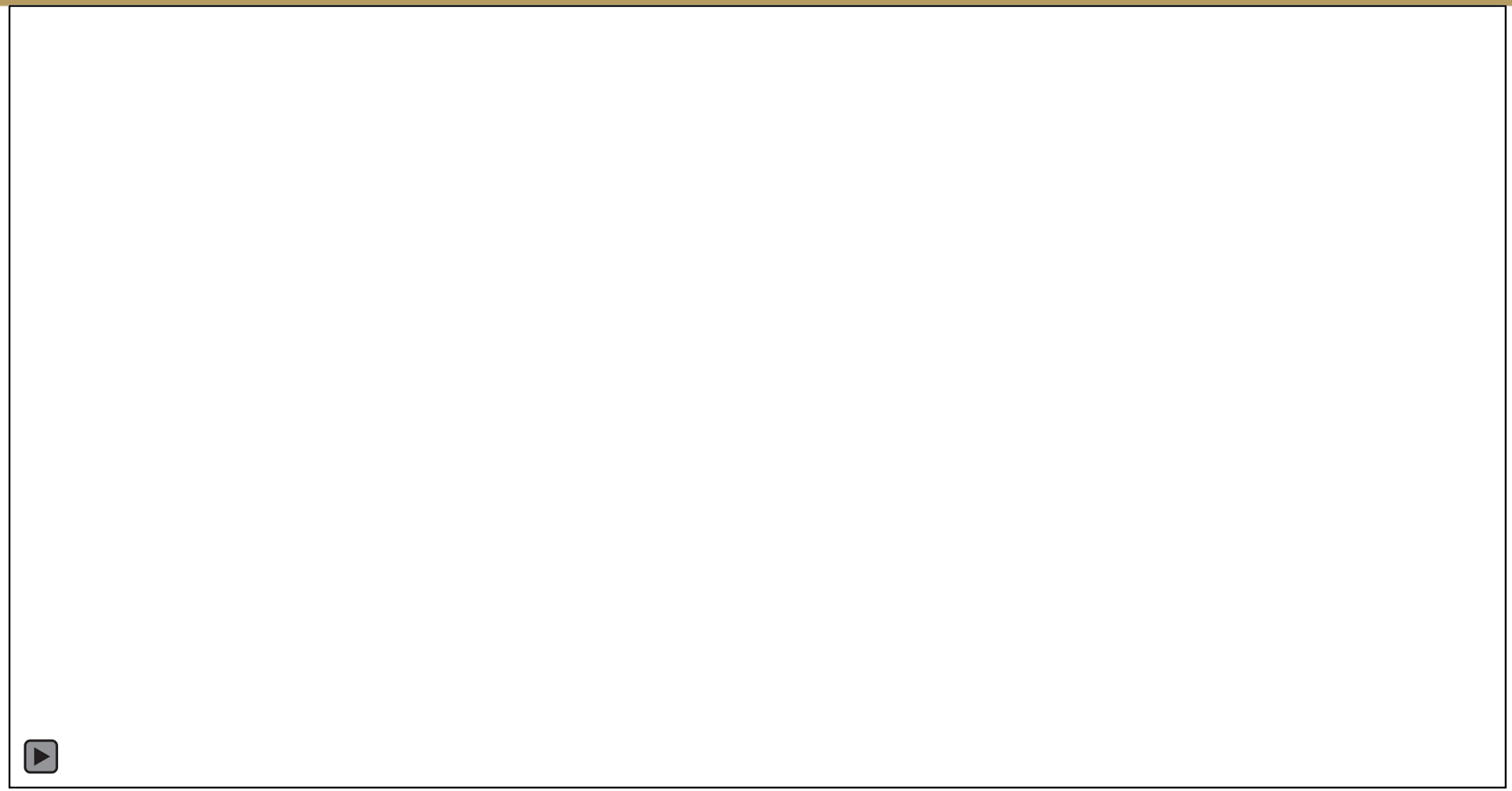
16. **Compensation:**
    a) Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of the award. Overtime and bonuses are not reimbursable, however, these Terms and Conditions do not prohibit assigned officers from receiving compensatory time off in lieu of overtime or overtime from funding sources other than this award. Reimbursable compensation includes the assigned officer's annual base salary and fringe benefits. Fringe benefits includes the total employer contributions for Social Security & Medicare (FICA), Retirement, Workers Compensation Insurance, Health Insurance, or other similar and reasonable employer contributions approved by Grants Accounting.
    b) Costs of compensation are allowable to the extent that they satisfy the specific requirements of this award, and that the total compensation for individual employees:
        1) Is reasonable for the services rendered and conforms to the established written policy of the local agency consistently applied to both SRO Program and non-SRO Program activities;
        2) Follows an appointment made in accordance with the local agency's laws and/or rules or written policies and meets the requirements of all statutes and regulations; and
    c) ***Reasonableness***. Compensation for state-funded SROs will be considered reasonable to the extent that it is consistent with that paid to locally-funded SROs of the agency. In cases where the agency does not have locally-funded SRO positions, compensation will be considered reasonable to the extent that it is comparable to that paid to the agency's non-supervisory patrol or special unit officers that have a similar level of training, experience, and responsibility. Upon request of the SRO Program, participating agencies will cooperate fully with any wage studies/surveys and provide documentation supporting this reasonableness threshold. Agencies shall not compensate state-funded SROs for excessive rank or unreasonable numbers of state-funded SROs in higher ranks. SCDPS reserves the right to make a determination, at its sole discretion, on matters of compensation reasonableness, including matters related to excessive rank, and may require an agency to submit further supporting information or a corrective action plan for approval regarding a determination of the reasonableness of compensation and/or rank assigned to state-funded SROs.

- # #29 Suspension or Termination of Funding

29. **Suspension or Termination of Funding**:
    The OHSJP may suspend, in whole or in part, and/or terminate funding for or impose another sanction on an awardee for any of the following reasons:
    a) Failure to adhere to the requirements, standard conditions, or special conditions. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
    b) Failure to submit reports.
    c) Filing a false certification in this application or other reports or documents.
    d) Other good cause shown.

New Forms within IntelliGrants

How to do a Revision and Extension Request



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Home » Highway Safety and Justice Programs » School Resource Officer Program

School Resource Officer Program

SRO Program Links and Resources

General Information:

- IntelliGrants Guides
- SRO Program Coordinator's Assigned Counties (PDF) (*Revised January 2026*)
- SRO Program Accountant's Assigned Counties (PDF) (*Revised January 2026*)
- Personnel Assignment Letter (PAL) (PDF)
- Request For Payment (RFP)/Quarterly Fiscal Report Form (with 2025 Mileage Rate) (Excel)
- Request For Payment (RFP)/Quarterly Fiscal Report Form (with 2026 Mileage Rate) (Excel)
- Quarterly SRO Report (completed by School District) (Excel)
- Training Request Form (PDF)
- Property Control Form (Excel)
- Sample Memorandum of Understanding (MOU) (Doc)
- South Carolina Meal Reimbursement Chart (PDF)

Explore our resources to find out more about how to use the IntelliGrants system.

General Information:

- How to Accept an Award and Submit Certifying Signatures
- Applicant Training Video
- How to Access Additional Training Materials

User Access:

- How to Register as an Agency Administrator (ONLY for a new organization to IntelliGrants)
- How to Add a New User in IntelliGrants as Agency Administrator
- How to Add and Edit Roles on Existing User's Main Profile
- How to Add a User to an Existing Application
- How to Edit a User's Role on an Existing Application

Revisions:

- How to Update Award Contact Information BEFORE Submitting Certifying Signatures
- How to Update Award Contact information AFTER Submitting Certifying Signatures
- How to Initiate and Request Other Award Revisions or an Extension

Financial Processes:

- How to Request Procurement Authorization
- How to Submit a Request for Payment (coming soon)

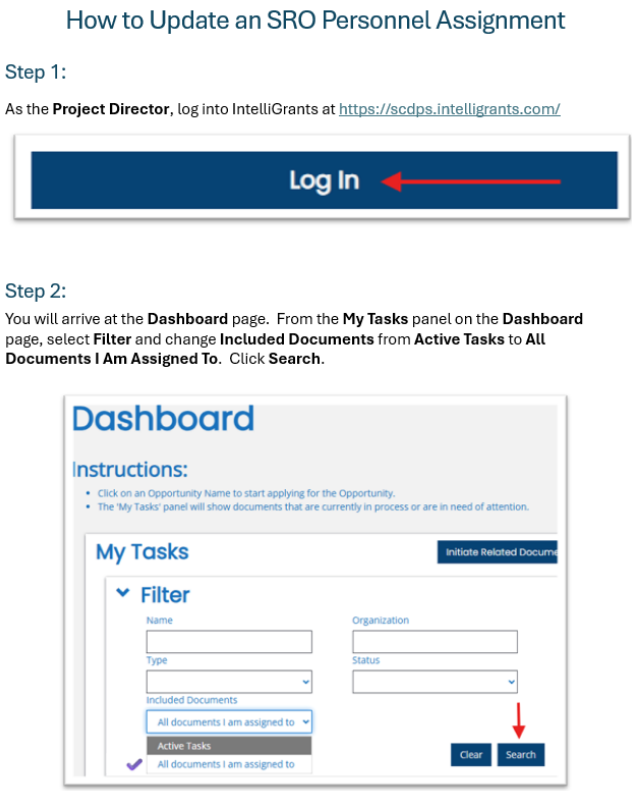
Reports and Other Notifications or Requests:

- How to Submit a Training Request (SRO Program)
- How to Update State-Funded SRO Assignments

NEW Personnel Assignment Form in IntelliGrants (Replaces PAL)

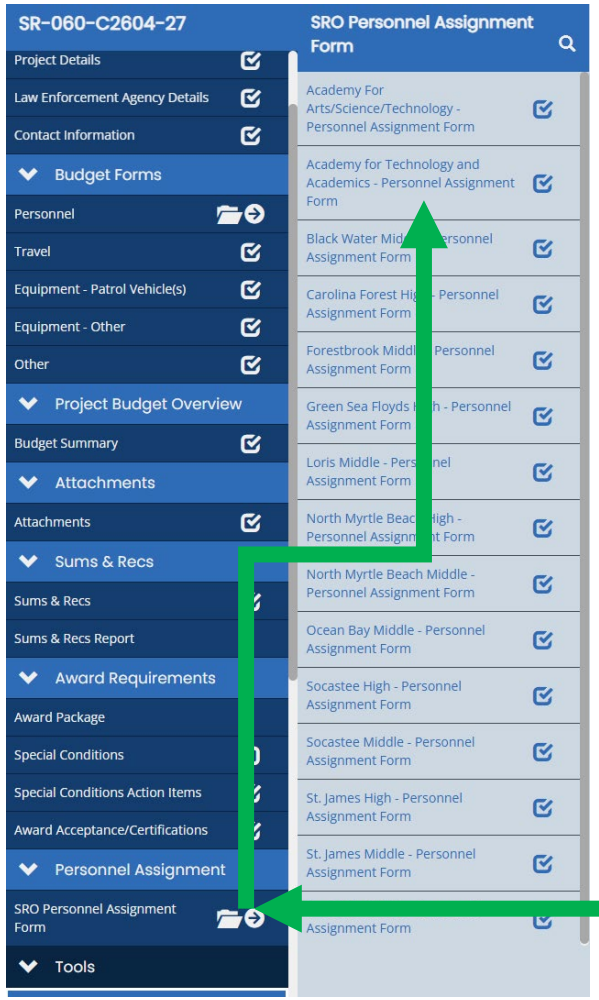
NEW IntelliGrants Personnel Assignment Form replaces paper Personnel Assignment Letter (PAL)

https://scdps.sc.gov/resources/grant-opportunities/intelligrants-resources

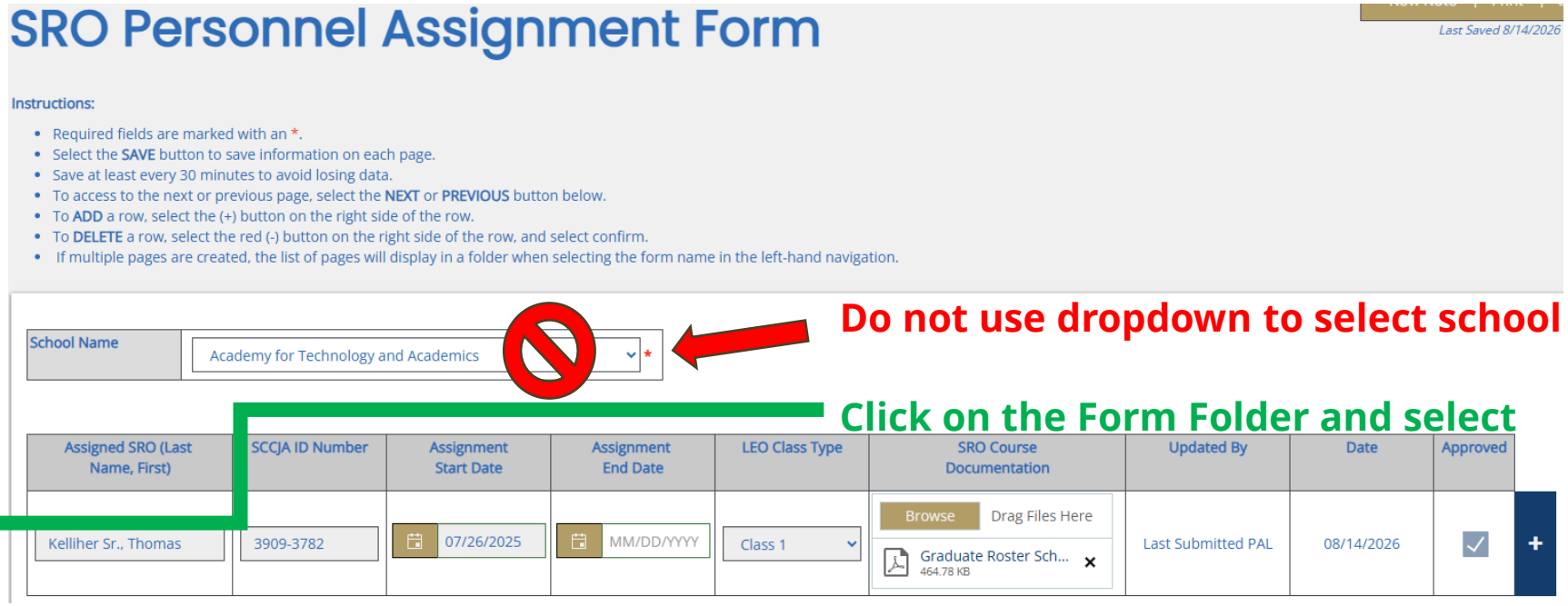




NEW IntelliGrants Personnel Assignment Form replaces paper Personnel Assignment Letter (PAL)



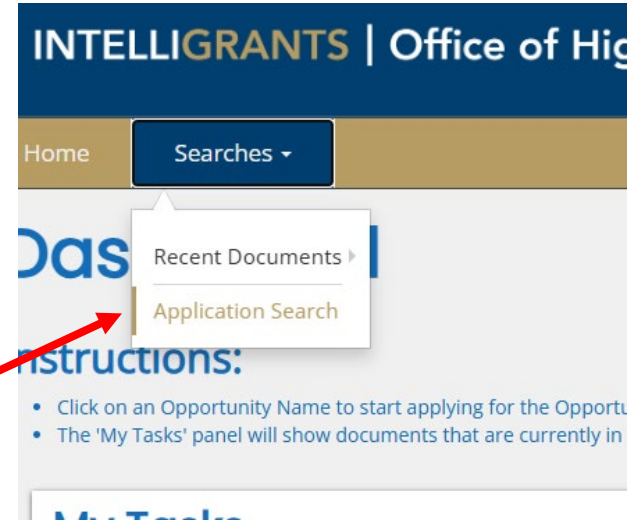
[LIVE DEMONSTRATION LINK]
Log in with Project Director role



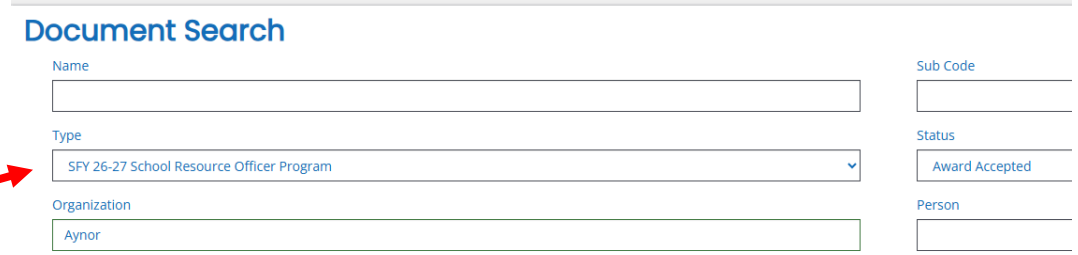
NEW
Training Request Form

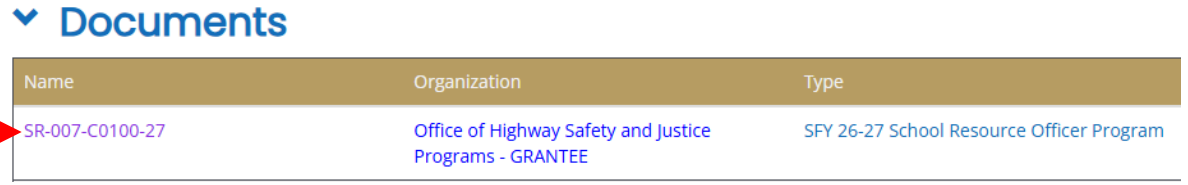
SRO Program Training Request Form

The Training Request Form is **NOW** available on Intelligrants.

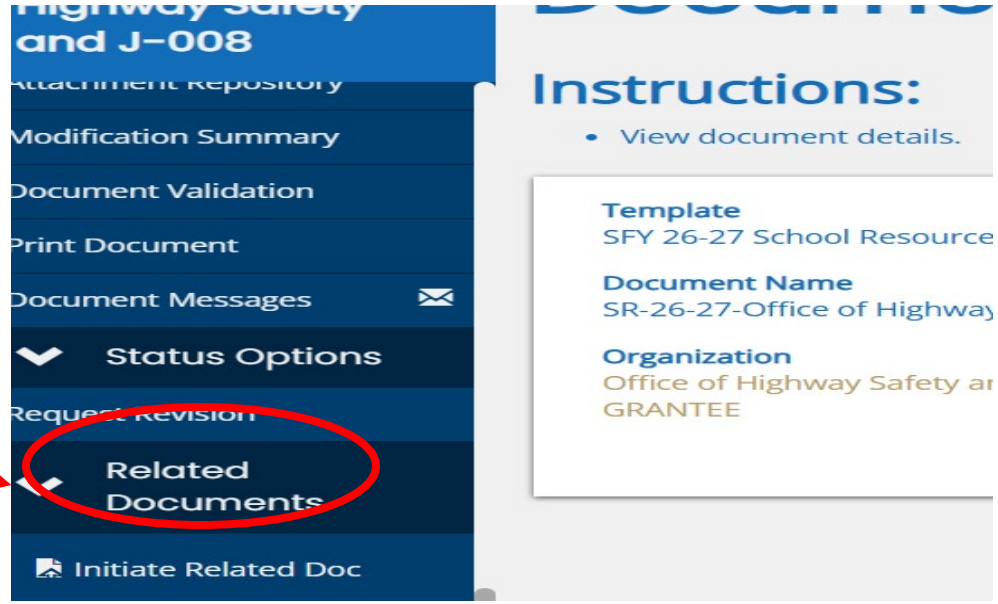


1. Click SEARCHES – APPLICATION SEARCH
2. Type – SFY 26-27 School Resource Officer Program. Status - Award Accepted
3. Find and click on your award in the DOCUMENTS section

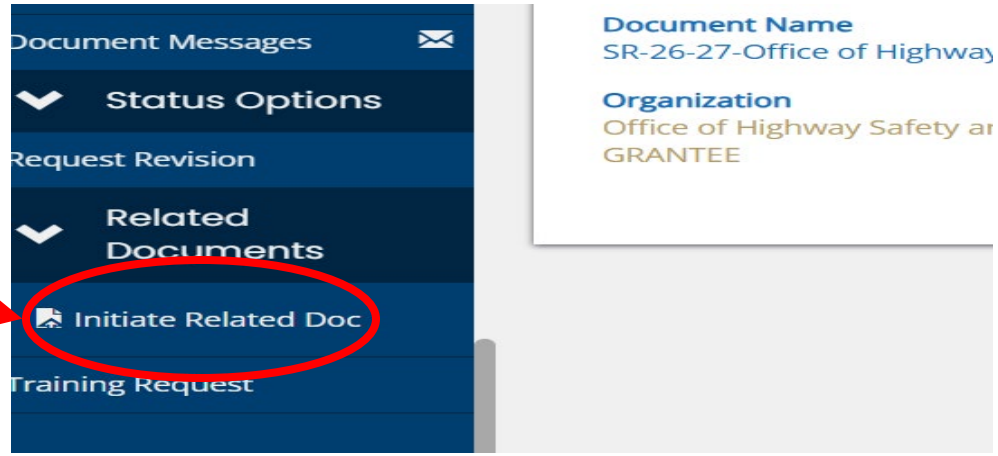




1. Scroll to the bottom of your grant to RELATED DOCUMENTS

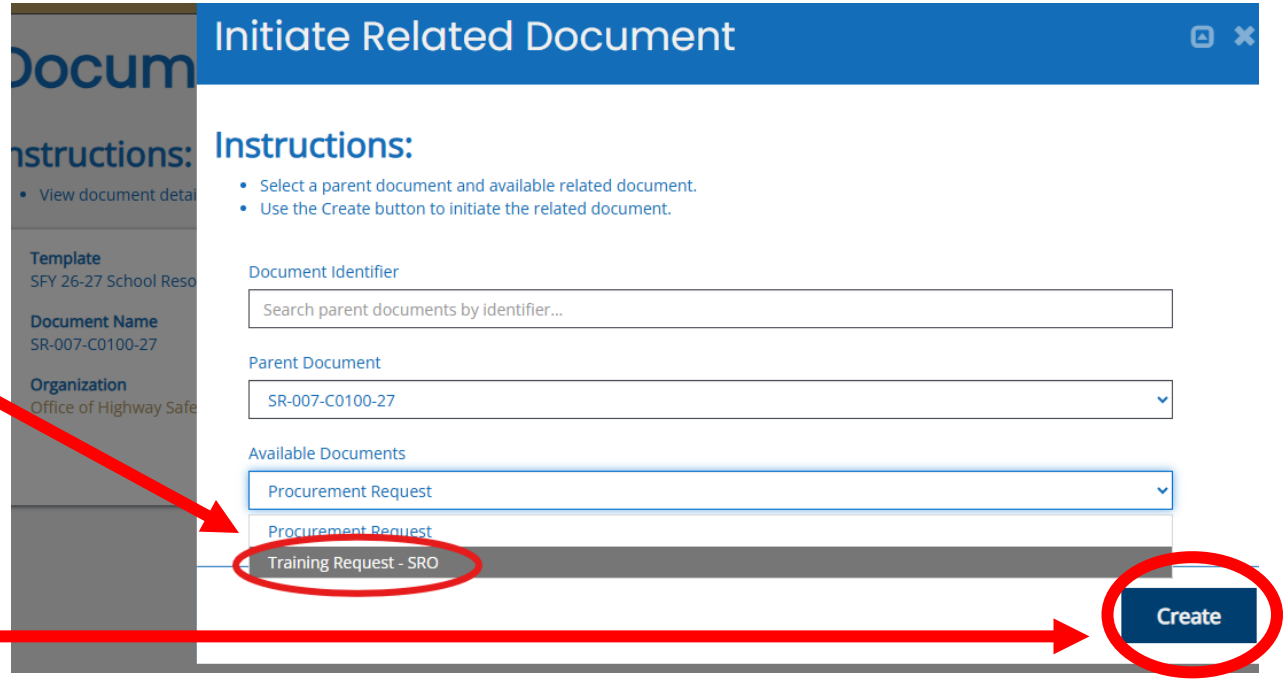


2. Click on the INITIATE RELATED DOC

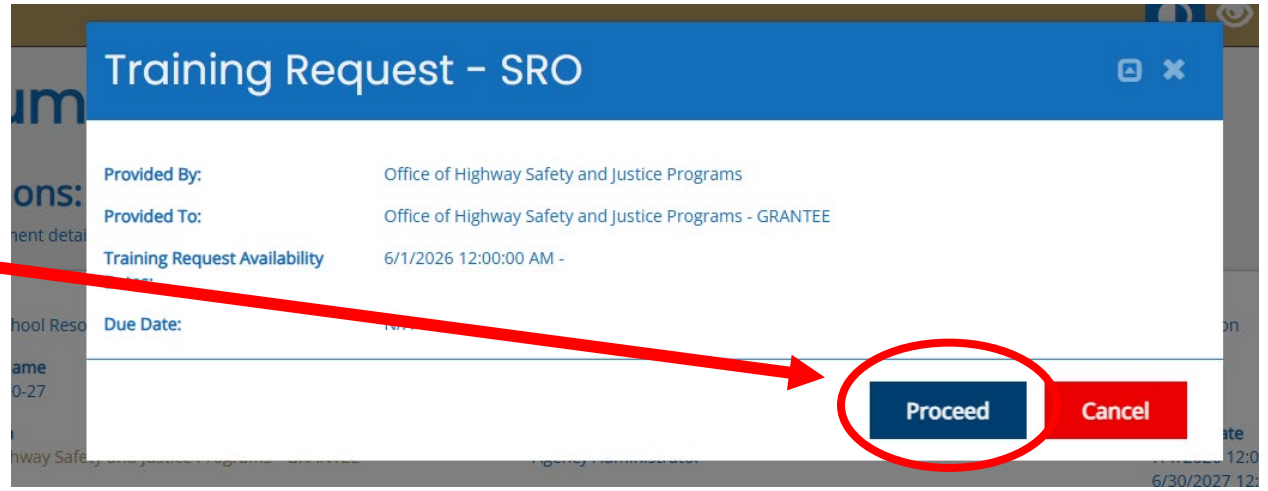


3. Under Available Documents use the dropdown and choose TRAINING REQUEST – SRO

4. Click CREATE

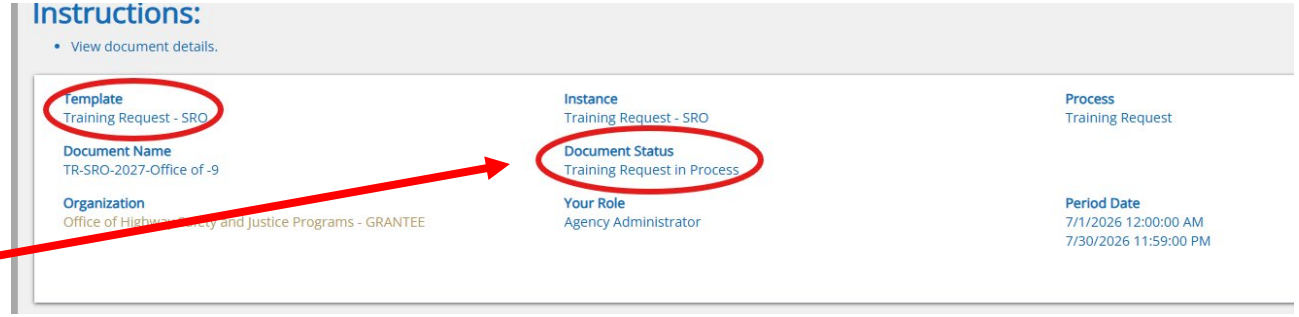


5. A pop-up box appears. If you are making a Travel Request, then click PROCEED

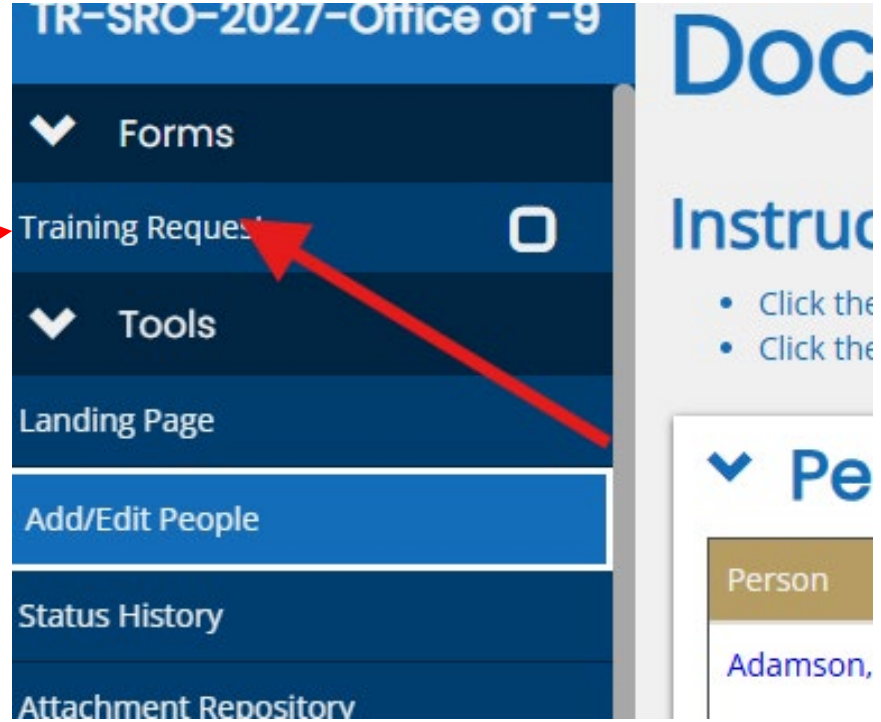


6. This box will appear

Make sure is says in Document Status section TRAINING REQUEST IN PROCESS



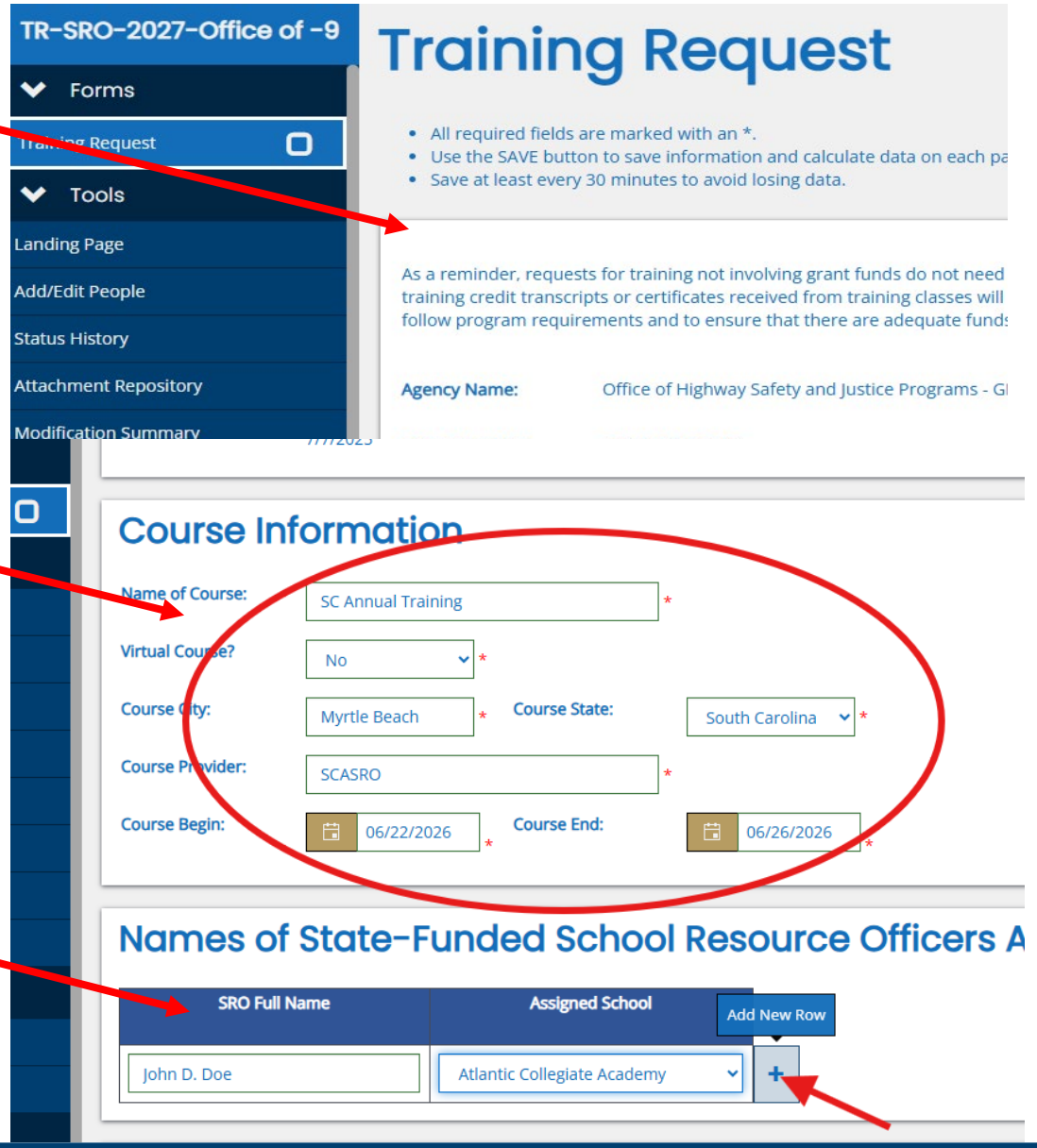
7. Scroll to the top of the blue section on the Left of the page to TRAINING REQUEST



8. Action #7 will take you to this landing page

9. Complete the appropriate information regarding the course.

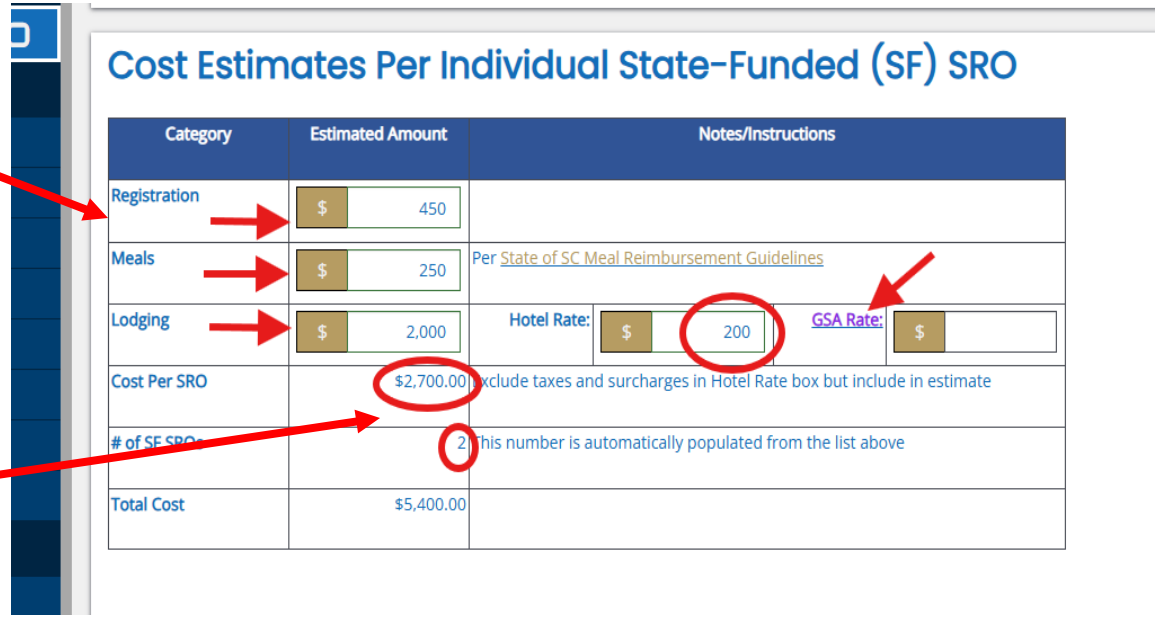
10. Input the SRO Name, use the drop-down list to choose the appropriate school per SRO. Use the + to add additional SROs



11. Enter the Registration, Per Diem, and Lodging amount for **ONE (1) SRO only**.

12. Enter the Hotel rate per night

13. The Cost Per SRO and # of SF SROs will automatically populate to the number of SROs that are listed in Action #10.



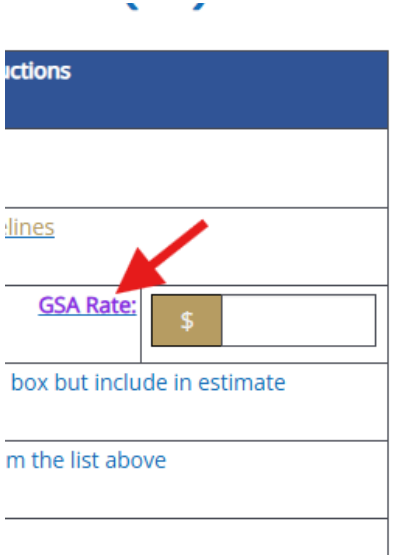
Cost Estimates Per Individual State-Funded (SF) SRO

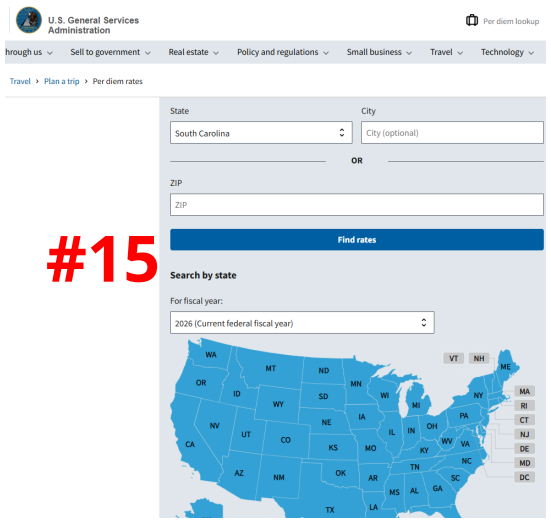
Category	Estimated Amount	Notes/Instructions
Registration	$ 450	
Meals	$ 250	Per State of SC Meal Reimbursement Guidelines
Lodging	$ 2,000	Hotel Rate: $ 200 GSA Rate: $
Cost Per SRO	$2,700.00	exclude taxes and surcharges in Hotel Rate box but include in estimate
# of SF SROs	2	This number is automatically populated from the list above
Total Cost	$5,400.00	

14. To populate the correct GSA rate, click the link. This will take you to the USGA page.

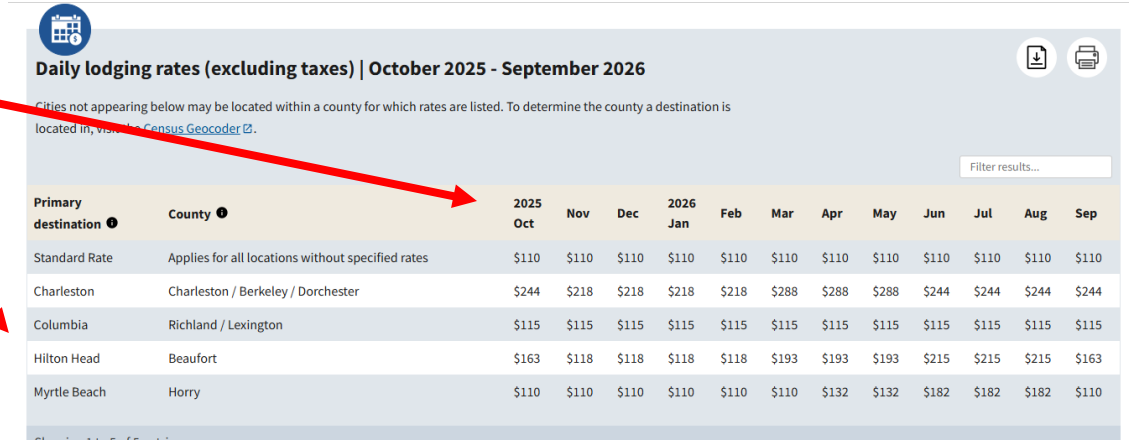
15. Click on the appropriate state on the map

16. This gives you the correct GSA rate per time of year and location that the training will take place. This is the amount that is to be entered into Action #14.





#15



Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

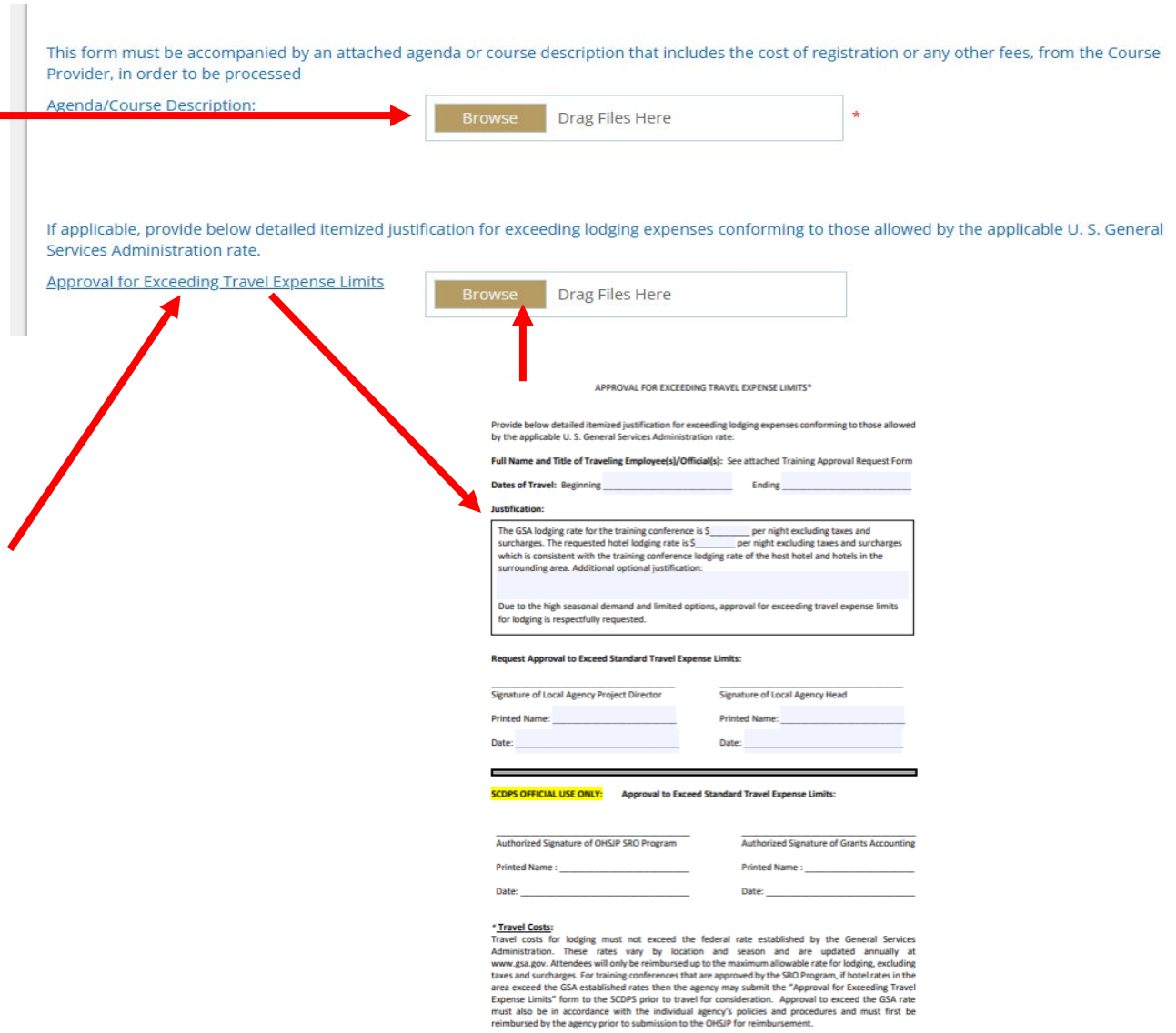
Filter results...

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Charleston	Charleston / Berkeley / Dorchester	$244	$218	$218	$218	$218	$288	$288	$288	$244	$244	$244	$244
Columbia	Richland / Lexington	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115
Hilton Head	Beaufort	$163	$118	$118	$118	$118	$193	$193	$193	$215	$215	$215	$163
Myrtle Beach	Horry	$110	$110	$110	$110	$110	$110	$132	$132	$182	$182	$182	$110

17. Drag and drop the course agenda here

18. If the lodging exceeds the GSA rate, complete the form that is located in the hyperlink and upload it to the 'Drag Files Here' section.

19. **CLICK SAVE**

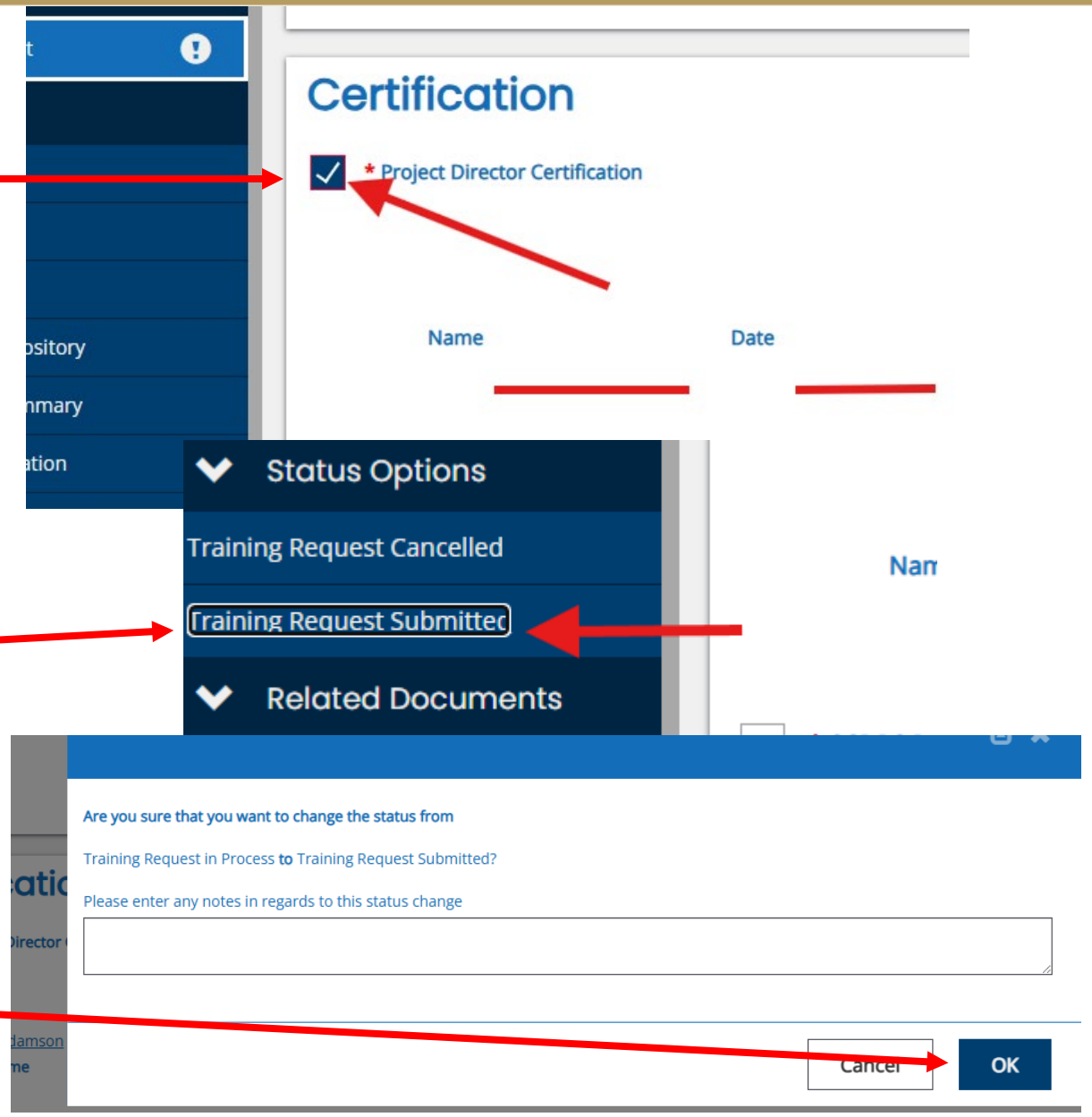


20. In the bottom area of the page check the box for PROJECT DIRECTOR CERTIFICATION

21. **CLICK SAVE –** this will populate your name and date

22. Scroll down to STATUS OPTIONS and click TRAINING REQUEST SUBMITTED

23. Click OK to Submit your Training Request.



Award Monitoring

SRO Program Award Monitoring

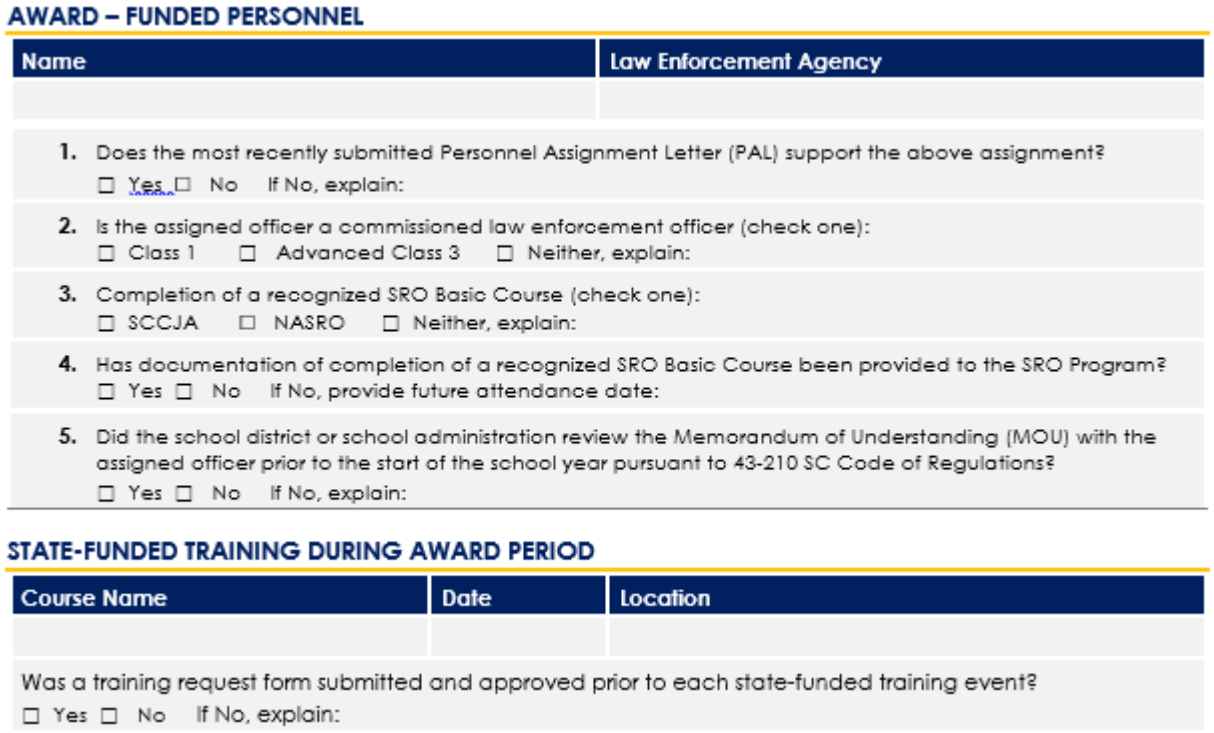
- SRO Program Coordinators are Class 1 LE Officers and will be in uniform during school visits
- Each school with a state-funded SRO is subject to an annual unannounced site monitoring visit by SRO Program staff
- Visits will be during normal school hours attempting to avoid peak activity hours

- **Please ensure that your state-funded SROs know about these unannounced visits**
- **The SRO's should make their school administration aware of future monitoring to avoid any confusion**



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

1. Does the most recently submitted Personnel Assignment Letter (PAL) support the above assignment?
   ☐ Yes ☐ No If No, explain:
2. Is the assigned officer a commissioned law enforcement officer (check one):
   ☐ Class 1 ☐ Advanced Class 3 ☐ Neither, explain:
3. Completion of a recognized SRO Basic Course (check one):
   ☐ SCCJA ☐ NASRO ☐ Neither, explain:
4. Has documentation of completion of a recognized SRO Basic Course been provided to the SRO Program?
   ☐ Yes ☐ No If No, provide future attendance date:
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?
   ☐ Yes ☐ No If No, explain:

STATE-FUNDED TRAINING DURING AWARD PERIOD

Course Name	Date	Location

Was a training request form submitted and approved prior to each state-funded training event?
☐ Yes ☐ No If No, explain:

SRO Program
Award Monitoring

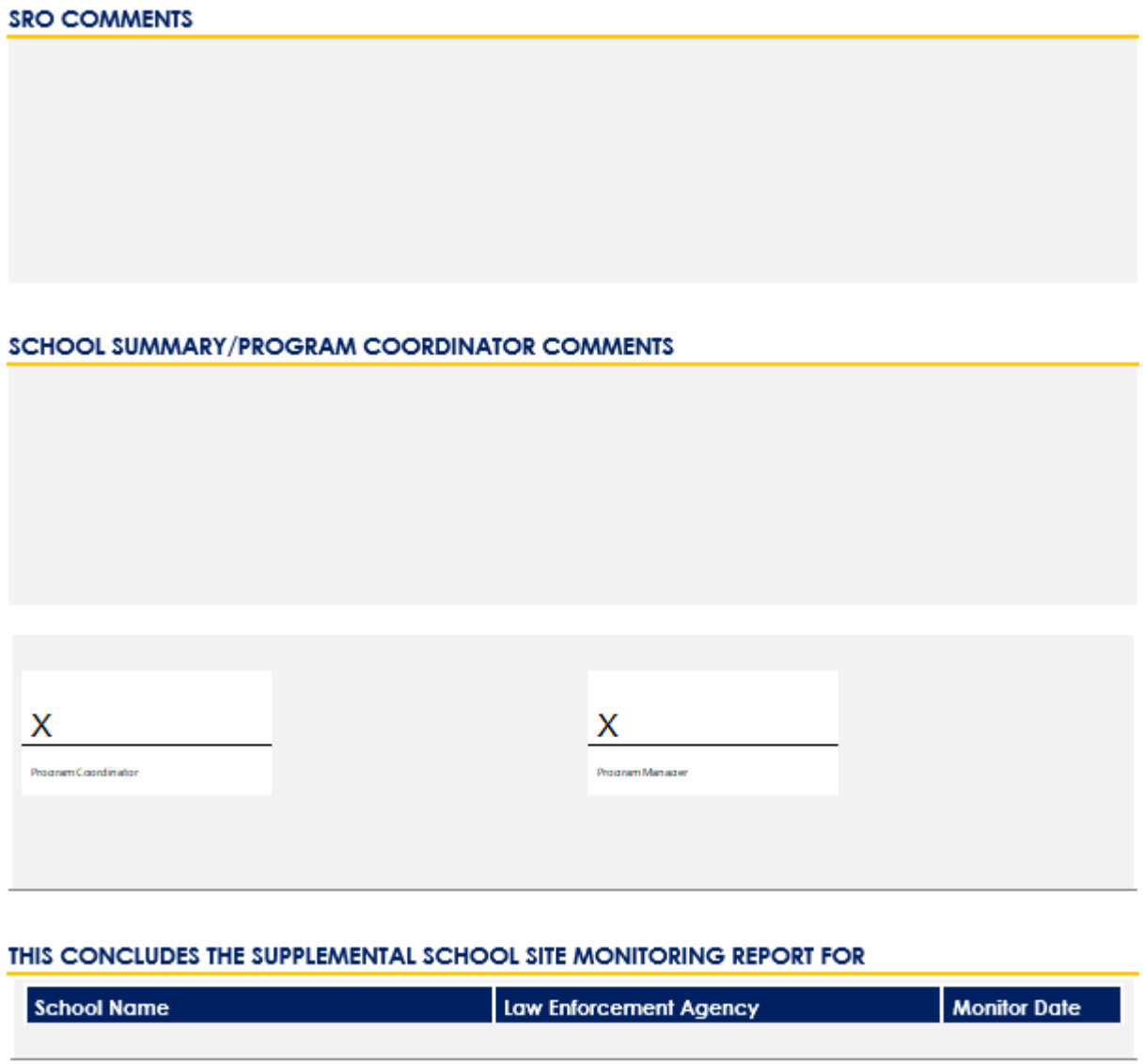
- If SRO is present (continued)
  - Documents whether SRO assignment is up to date in IntelliGrants
  - Reviews SRO's Law Enforcement certification status
  - Reviews SRO's completion of SRO Basic Course status
  - Reviews state-funded equipment and sensitive items subject to property control

- Best practice is that all state-funded equipment awarded to a school remains at that school. If not, a Better Than or Equal To certification is optional on some items per contacting the Program Coordinator.

- **Vehicles and associated equipment typically cannot be transferred to another school. In the case of a school closing or other special situation, the Program Manager may issue written authorization to transfer vehicle.**

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

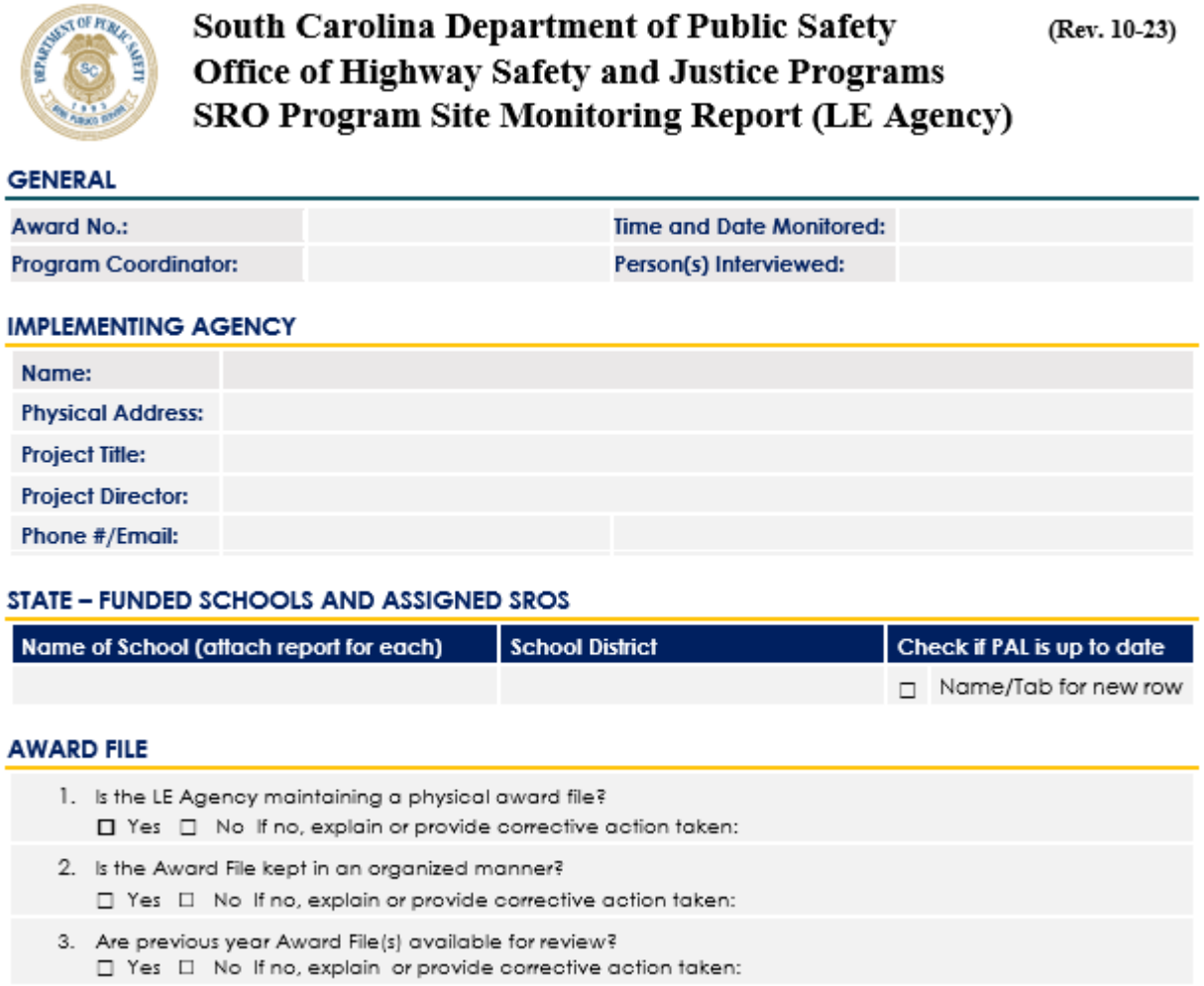
Program Manager

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 (Rev. 10-23)
Office of Highway Safety and Justice Programs
SRO Program Site Monitoring Report (LE Agency)

GENERAL

Award No.:		Time and Date Monitored:	
Program Coordinator:		Person(s) Interviewed:	

IMPLEMENTING AGENCY

Name:	
Physical Address:	
Project Title:	
Project Director:	
Phone #/Email:	

STATE – FUNDED SCHOOLS AND ASSIGNED SROS

Name of School (attach report for each)	School District	Check if PAL is up to date
		☐ 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:

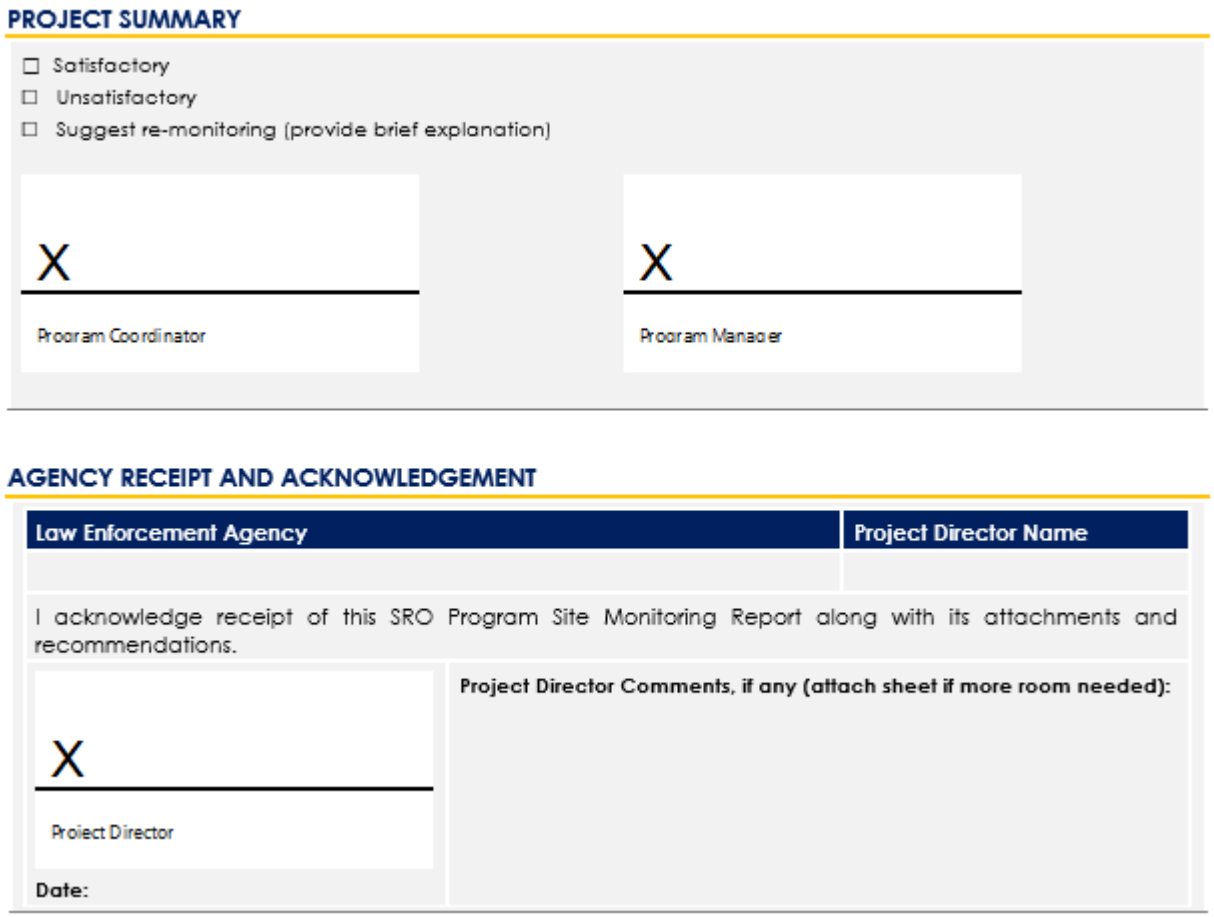
PROJECT IMPLEMENTATION

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.

X
Project Director

Date:

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

SRO Program Inventory Control

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

(Rev. 9-23)

Agency Name:		Name of School:	
Attach copies of any Inventory Equal To or Better Certifications on file for any of the below equipment by the law enforcement agency. If any are attached, check this box ☐		School Address:	

AWARD FUNDED EQUIPMENT SUBJECT TO PROPERTY CONTROL FORM					
Description	Serial #	Award# (Awarded on)	PCF*	Physically Inspected by	Date Inspected
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
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			☐		
			☐		
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			☐		
			☐		
			☐		

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

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

SRO Program Related Laws

SRO Program Related Laws
Proviso 63.8, SC Appropriations Act

DPS: School Safety Program

- 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 for Salary, Fringe, Training, and Equipment
- School District required to do a quarterly SRO Report

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. Of the funds appropriated for the School Safety Program and School Resource Officers, the Department of Public Safety shall consider a public or charter school serving kindergarten through eighth grade with an enrollment exceeding one thousand five hundred students to be eligible for a state-funded School Resource Officer, without regard to whether the school is located within a single facility. Funds allocated pursuant to this provision shall be used solely to supplement locally-funded School Resource Officers by authorizing a state-funded position and shall not be used to supplant or replace local funds appropriated for the same purpose.

(B) 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 definition 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



Police Officers Retirement System (PORS) Retiree Return to Work

Retiree Return to Work Summary (Refer to PEBA for complete and up to date information)

- To retire from PORS, you must first have a complete, bona fide severance or termination of employment
- After 30 days of retirement, you can be hired by an employer covered by PORS
- Unless you meet an exemption to the limitation, you will receive your retirement benefit until you earn $10,000 from employment in a covered position during a calendar year
- Once you reach $10,000, your monthly retirement benefit stops for the rest of the year.

Exemptions to the $10,000 earnings limitation:

- Members who retired before January 2, 2013, regardless of age at retirement.
- PORS members who were age 57 or older on their date of retirement.
- Class One law enforcement officers who retired under PORS on or before December 31, 2022, and are employed as critical needs school resource officer (PEBA Form 7214)
- PORS retirees who had a period of at least 12 consecutive months separation after retirement during which the member did not work for any covered employer in any capacity (PEBA Form 7218)
- **NEW FOR SFY 26-27:** PORS retirees who have been retired for at least 90 consecutive calendar days can return to covered employment under PORS and earn up to $80,000 annually without affecting their retirement benefit if they do not hold a supervisory position (PEBA Form 7220)

Preparing for the SRO Program SFY 27-28 Solicitation

Preparing for the SRO Program SFY 27-28 Solicitation

- An Open Solicitation is in effect until the SFY 27-28 SRO Program Solicitation is released in Jan/Feb 2027
- SFY 27-28 SRO Program Application Workshop will be virtual and occur near the time of the solicitation release. Watch for notice and use copy forward function
- SFY 27-28 SRO Program Application will have a Feb/Mar 2027 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 2027

Preparing for the SRO Program SFY 27-28 Solicitation

- Between now and January, do your homework for the 27-28 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, 2027 and June 30, 2028 for your existing state-funded SROs
    - Are there any across the board salary increases anticipated between July 1, 2027 and June 30, 2028
    - Do you anticipate any increase in fringe benefit (insurance, etc.) costs between July 1 2027 and June 30, 2028
  - Will you have any equipment needing replacement during SFY 27-28

Questions?





IntelliGrants is an updated, user-friendly, and reliable system that provides greater efficiency for Office of Highway Safety and Justice Programs (OHSJP) grant applicants and subgrantees.
Explore our resources to find out more about how to use the IntelliGrants system.

General Information:
- How to Accept an Award and Submit Certifying Signatures
- Applicant Training Video
- How to Access Additional Training Materials

User Access:
- How to Register as an Agency Administrator (ONLY for a new organization to IntelliGrants)
- How to Add a New User in IntelliGrants as Agency Administrator
- How to Add and Edit Roles on Existing User's Main Profile
- How to Add a User to an Existing Application
- How to Edit a User's Role on an Existing Application

Revisions:
- How to Update Award Contact Information BEFORE Submitting Certifying Signatures
- How to Update Award Contact information AFTER Submitting Certifying Signatures
- How to Initiate and Request Other Award Revisions or an Extension

Financial Processes:
- How to Request Procurement Authorization
- How to Submit a Request for Payment (coming soon)

Reports and Other Notifications or Requests:
- How to Submit a Training Request (SRO Program)
- How to Update State-Funded SRO Assignments