

Tool 2: Sample Invitation Letter

Date _____

Dear _____:

The _____ (Law Enforcement Agency) and _____ (School) invite you to participate in a School Resource Officer (SRO) Performance Measures Customer Meeting. The purpose of this meeting is to engage SROs, SRO supervisors, and their customers in a process over the next school year to set school safety priorities for the SRO and to incorporate results and outcomes into the SRO's performance evaluation.

This is a new and exciting effort. Although SROs and other community policing officers serve a wide range of customers and perform expanded roles and responsibilities compared with those traditionally performed by police, performance evaluations do not always reflect these expanded roles, nor have customers been part of the process before now.

Why Do It?

The police department and school seek to better understand the safety needs in the school, from the perspective of those attending and working in the school daily, and plan to tailor the SRO's activities to best meet those needs.

What's in It for You?

As a participant of the SRO Performance Measures Customer Meeting, you have an opportunity to speak for yourself and represent others like you regarding what you want your SRO to do to improve and maintain a safe school environment. This is a chance to shape how we measure success for SROs. We ask that you commit to participating in an initial meeting and at least two others over the next year.

First Customer Meeting Specifics

You are invited to participate in the first customer meeting to be held on _____ (date) from _____ to _____ (time) at _____ (location). Refreshments will be provided. During the meeting, we will discuss the following questions:

- 1) What school safety goals do you want the SRO (perhaps in partnership with others in the school) to accomplish?
- 2) What activities might the SRO perform to accomplish the school safety goals?
- 3) What data or information can we use to determine whether the activities are being performed and the goals are being accomplished?

Please contact me with questions and to confirm your attendance. I can be reached at _____ (phone number) or _____ (e-mail). I look forward to meeting you and working with you throughout this very exciting new project.

Sincere regards,

(Signature of SRO, SRO Supervisor and/or SA who is leading the effort)
(Title)