**SRO Daily Agenda - Seymour Intermediate School**

**SRO Timothy Bramlett**

**07:00-07:15** – Arrival at the school. Communicate with administration/staff.

**07:15-07:45** – Watch, meet and greet incoming students. Assist with morning traffic between Intermediate and Primary schools to include student drop off line and front parking lot as needed.

**07:45-08:00** – Monitor front entrance and assist with late student check-in.

**08:00-09:00** – Perform an interior check of the school to include securing any unlocked doors, checking fire extinguisher boxes (to insure extinguishers are there/not tampered with, and no weapons are hidden inside), and checking restrooms (to look for any possible written threats). Pick up attendance cards for staff if needed.

**09:00-09:30** – Perform an exterior check of the school. Check exterior/exit doors to ensure they are functional and locked, as well as checking the grounds for suspicious items/persons or damage to school property.

**09:30-14:30** – Monitor front entrance and surveillance cameras of school. Continue assisting with student check-in and check-out as well as performing periodic checks of the school. Interact with students, faculty and staff. Assist with mentoring students, counseling those with behavioral issues, and investigating incidents on premises.

**14:30-15:15** – Conduct afternoon traffic control. Starting at the intersection behind the intermediate school next to the staff parking lot/playground, keep the intersection clear for bus drivers going from the Primary School to the Intermediate School. Once bus drivers have passed, follow the buses to the parking lot located next to Wade Rd. Post your patrol vehicle in the grass next to Wade Rd. and Eagle Den Dr. Stop vehicle’s at that location to prevent them from blocking the bus exit. When buses are ready to leave, block all traffic until all bus drivers have cleared the parking lot. At that time all traffic may resume normal.

**15:15-15:30** – Check with school administration and other SRO’s to ensure assistance is not needed prior to leaving.

**For questions, speak with parties listed below:**

School Principal – Peggy Oaks

Assistant Principal – Heather Daniel

School Secretary – Melinda Sutton

SRO – Timothy Bramlett #144

Prior SRO – David Lamon #2344