School Safety	Page 1 of 4		
Officer: SRO	JPO 🗌	Week Of:	Thru:
District:	School(s):		
Law Related Education Instruction Universal	Law Related Educa	tion Cohort Groups	Time Off Campus
Classroom Instruction	Group 1	Group 2	Total minutes Total hours
Staff and Community Training	Group 3	Group 4	Departmental Recap
Planning and Preparation	Group 5	Group 6	Law Enforcement/ Juvenile Probation Activity (optional)
Total minutes:Total hours:	Total minutes:	Total hours:	Total minutes: Total hours:

UNIVERSAL HOURS – CLASSROOM INSTRUCTION

		Time Spent		
Date	# of Students	(mins)	Teacher/Subject	LRE Topic

UNIVERSAL HOURS – STAFF AND COMMUNITY TRAINING

# of	Time Spent		
Participants	(mins)	Staff/Community Group	LRE Topic

UNIVERSAL HOURS – PLANNING AND PREPARATION

Date	Time Spent (mins)	Group (Classroom/Staff/Community)	LRE Topic

COHORT – GROUP 1

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 2

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 3

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 4

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 5

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 6

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

TIME OFF CAMPUS

Date	Time Spent (mins)	Activity	Date	Time Spent (mins)	Activity

DEPARTMENTAL RECAP

	Time		_	Time	
Date	Spent	Activity	Date	Spent	Activity

School Safety Program Officer Weekly Activity Log Instructions

Officers must complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason. Shaded categories on the Activity Log are required. Please enter the information described in each of the following steps:

Step 1: Officer Information

- Name
- SRO or JPO
- Week (beginning and end dates)
- District and School (select from the drop down boxes)

The shaded, double-lined table automatically calculates the totals in hours for each section (LRE Universal Instruction; LRE Cohort Groups; Time Off Campus; Departmental Recap Box) using the minutes you enter in Time Spent in Steps 3-7 described below. No action required.

Step 2: Universal Hours – Classroom Instruction AND Staff and Community Training

- Date
- # of Students (total number of students in the class or involved in the contact) **OR** # of Participants for Staff and Community Trainings
- Time Spent (select minutes 1-75 from the drop down box, or enter custom number of minutes). Total time spent for the week will automatically total.
- Teacher Subject (list teacher name and the usual subject taught in that class; e.g. Mrs. Smith, Social Studies) **OR** Staff and Community Group addressed
- LRE Topic (list the LRE topic taught; e.g. Gangs, We the People, etc.)
- Step 3: Planning and Preparation
 - Date
 - Time spent (select minutes 1-75 from the drop down box, or enter custom number of minutes). Total time spent for the week will automatically total.
 - Student, Staff, or Community Group
 - LRE Topic

Step 4: Cohort – Groups 1 to 6 (complete for Cohort Groups 1-6 as applicable)

- Date
- # of students
- Time Spent (select minutes 1-75 from the drop down box, or enter custom number of minutes). Total time spent for the week will automatically total.
- Teacher/Subject
- LRE Topic

Step 5: Time Off Campus*

- Date
- Time spent (select minutes 1-75 from the drop down box, or enter custom number of minutes). Total time spent for the week will automatically total.
- Activity

Step 6: Departmental Recap (optional – complete according to your departmental tracking needs, e.g., departmental reports, gang incidents)

- Date
- Time spent (select minutes 1-75 from the drop down box, or enter custom number of minutes). Total time spent for the week will automatically total.
- Activity

* *Time off campus* is any time the officer is not on school grounds during their duty hours. Off campus time shall include both school and no-school related events. Being off campus is not necessarily considered inappropriate; it is understood there will be activities that constitute an officer being away from school, e.g., briefings, picking up police car, mandatory trainings, and field trips.