

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

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). 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). 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). 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). 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). 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.