

Sponsor(s) : County Council  
Adopted : August 12, 2025  
Committee Referral : N/A  
Committee Consideration Date : N/A  
Committee Recommendation : N/A

## **RESOLUTION NO. 25-R-54**

### **COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR COLLETON COUNTY**

#### **[A Resolution to Authorize the Acceptance and Budgeting of Funds for the School Resource Officer Grant Received for FY 2025-2026 by the Colleton County Sheriff's Office.]**

#### **WHEREAS:**

1. The Colleton County Sheriff's office has been awarded a School Resource Officer grant through the South Carolina Department of Public Health; and
2. The County Budget Ordinance requires a Resolution to record all non-budgeted revenues and non-budgeted grant revenues; and
3. The Colleton County Sheriff's office is deemed the Office of Primary responsibility (OPR) related to the receipt of non-budgeted income for FY 2026 in the amount of \$713,087.00 (July 1, 2025-June 30, 2026); and
4. The grant will provide 100% of the funding for salaries and fringe benefits for seven School Resource Officer positions along with all required equipment to perform such duties; and

#### **NOW THEREFORE BE IT RESOLVED BY THE COLLETON COUNTY COUNCIL DULY ASSEMBLED THAT:**

1. County Council hereby authorizes the designation of appropriate general ledger accounts to record revenue and expenditures in the following funds for the grant received for FY26 as listed:
  - a. Fund 100 – General Fund; \$713,087.00 in revenues from the South Carolina Department of Public Safety; for seven School Resource Officers and equipment.
2. The above listed OPRs (Offices of Primary Responsibility) are responsible for preparing any external reports related to said funds, complying with grant terms and conditions, coordinating reimbursement requests with the Finance Department in addition to being the responsible parties for providing copies of external reports to the Finance Office, grant auditors, and to external auditors at the end of FY26 as requested for this grant/non-budgeted revenue received.
3. Council hereby approves the purchase of equipment, in accordance with the County Procurement Ordinance, and further approves the addition of equipment to the County's insurance policy

4. The County Administrator is hereby authorized to execute on behalf of the County any paperwork necessary to complete these purchases, and secure insurance for same.

ATTEST:

  
Danielle Murdaugh, Council Clerk

SIGNED:

  
Scott Biering, Chairman

COUNCIL VOTE: **UNANIMOUS**  
OPPOSED:



**south carolina**  
**DEPARTMENT of PUBLIC SAFETY**  
PROTECT. EDUCATE. SERVE.

Office of Highway Safety  
and Justice Programs

10311 WILSON BLVD.  
BLYTHEWOOD, SC 29016

July 29, 2025

Mr. Thomas Higgs  
County Administrator  
Colleton County  
109 Benson St.  
PO Box 157  
Walterboro, South Carolina 29488

RE: SFY 25-26 School Resource Officer Program SR-032-C1500-26  
SFY 2025-2026 State-Funded School Resource Officer Program

Dear Mr. Higgs:

I am pleased to provide you with a grant in the amount of \$713,087 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: Lieutenant Ricky Valentine, Project Director  
SFY 25-26 School Resource Officer Program Official File  
School District Superintendent(s)

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS  
POST OFFICE BOX 1993  
BLYTHEWOOD, SOUTH CAROLINA 29016

**GRANT AWARD**

**Subgrantee:** Colleton County  
**Project Title:** SFY 2025-2026 State-Funded School  
Resource Officer Program  
**Grant Period:** 07/01/2025 - 06/30/2026  
**Date of Award:** July 29, 2025  
**Amount of Award:** \$713,087 **Grant No.:** SR-032-C1500-26

In accordance with the provisions of the SFY 25-26 School Resource Officer Program on the basis of the application submitted, the South Carolina Department of Public Safety (SCDPS) hereby awards to the foregoing Subgrantee a grant in the amount shown above, for the project specified in the approved version of the application and within the purposes and categories authorized for the SFY 25-26 School Resource Officer Program.

This grant is subject to the special conditions and any applicable terms and conditions associated with the award.

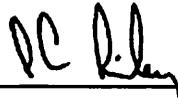
This agreement shall become effective, as of the date of the award, upon the submission of this form to the Office of Highway Safety and Justice Programs signed by the Official Authorized to Sign in the space provided below. This award must be accepted within thirty (30) days from the date of the award, and any reports or supporting documentation required by the South Carolina Department of Public Safety must be submitted in accordance with program requirements.

**ACCEPTANCE FOR THE SUBGRANTEE**

**ACCEPTANCE FOR THE SCDPS**

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Mr. Thomas Higgs, County Administrator  
Colleton County

  
\_\_\_\_\_  
Phil Riley, Director  
Office of Highway Safety and Justice Programs

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

**IMPLEMENTING AGENCY:** Colleton County Sheriff's Office

**SCHOOL DISTRICT(S):** Charter Institute at Erskine, and Colleton

**GRANT NUMBER:** SR-032-C1500-26

**AWARD DATE:** July 29, 2025

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](http://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 Jonathan Taylor. They can be contacted at [JonathanTaylor@scdps.gov](mailto:JonathanTaylor@scdps.gov) or (803) 896-8397 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, 2025 – June 30, 2026.
6. **The Project Director and the Financial Point of Contact must attend all mandatory Project Management and *IntelliGrants* Courses** that are scheduled during the award period. Notice of 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 25-26 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#
Charter Institute at Erskine	Libertas Academy - Colleton	4801033
Colleton	Bells Elementary	1501006
Colleton	Black Street Early Childhood Center	1501008
Colleton	Colleton Academy for Success	1501750
Colleton	Cottageville Elementary	1501011
Colleton	Northside Elementary (Colleton)	1501020
Colleton	Thunderbolt Career and Technology Center	1501995

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](mailto: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.
12. If an awarded SRO position remains vacant for more than 180 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](mailto: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.
13. All purchases must be approved by SCDPS Grants Accounting in writing **prior** to obligating award funds. Email requests to purchase to [SROAccountingTeam@scdps.gov](mailto:SROAccountingTeam@scdps.gov). During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

process changes.

- a. The SCDPS recommends procurement of approved and budgeted equipment items through State Purchasing (General Services) under a state contract, if available.
  - b. All purchases must follow state procurement guidelines.
  - c. Refer to the Equipment Procurement Administrative Procedures outlining state requirements located on the Division of Procurement Services website, <https://www.procurement.sc.gov/>.
  - d. Police Vehicles and all other equipment items identified in the grant budget are encouraged to be purchased during the first quarter of the award period. If the awardee is unable to purchase items in the first quarter of the grant period, a written justification will be provided to the SCDPS for review via email at [SROAccountingTeam@scdps.gov](mailto:SROAccountingTeam@scdps.gov).
14. Payment of Funds and Payment Schedule: (Agencies will be provided with further instructions if any of the below process is incorporated into *IntelliGrants*)
- a. Reimbursement for equipment for a vacant position will not be made until the vacancy is filled and the required Personnel Assignment Letter is received by the OHSJP.
  - b. Payment of funds will be made on a reimbursement basis. If an agency has a financial hardship that justifies payment in advance, a written request stating the justification of need for an advance payment may be forwarded to [SROAccountingTeam@scdps.gov](mailto:SROAccountingTeam@scdps.gov) for consideration.
  - c. Request For Payment/Quarterly Fiscal Report (RFP) must be submitted at least quarterly, but may be submitted at more frequent intervals at the discretion of the awardee. At the minimum, an RFP will be submitted for the following intervals:

**PERIOD:**

July 1 – September 30, 2025

October 1 – December 31, 2025

January 1 – March 31, 2026

April 1 – June 30, 2026

**SUBMIT BY:**

October 30, 2025

January 30, 2026

April 30, 2026

July 30, 2026

15. All charges for personnel must be accompanied by timesheets and payroll reports generated by the agency's accounting system. A universal timesheet is available if your agency does not provide one. Additional supporting documentation regarding salary and fringe benefits expenditures shall be made available to the SCDPS, upon request. See the attached Terms and Conditions regarding the reasonableness and limitations on compensation.
16. Award funds are not to be used for overtime, bonuses, or leave without pay. If these expenses are incurred, they must be identified and excluded from the reimbursement request. The implementing law enforcement agency should explore alternative funding sources to provide these additional benefits or compensation to their School Resource Officer.
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.

## SFY 25-26 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

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. Submit via email to [SROprogram@scdps.gov](mailto:SROprogram@scdps.gov) with your [assigned Program Coordinator](#) copied. 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.
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 at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>. The end of quarter report should be submitted by the school district to [SROProgram@scdps.gov](mailto: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.

**FOR THE PERIOD ENDING:**

September 30, 2025

December 31, 2025

March 31, 2026

June 30, 2026

**SUBMIT BY:**

October 30, 2025

January 30, 2026

April 30, 2026

July 30, 2026

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. If not otherwise clearly identified with "School Resource Officer" in any size lettering, the vehicle must have "SRO" on each rear quarter panel area of the vehicle, which must be a minimum of four inches in height.
  - 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.

# Award Acceptance/Certifications

## Certification by Project Director

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: ***Ricky Valentine*** Title: ***Operations Lieutenant*** Organization: ***Colleton County Sheriff's Office***

Signature:

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## Certification by Financial Officer

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: ***Jon Carpenter*** Title: ***Finance Director*** Organization: ***Colleton County***

Signature:

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## Certification by Law Enforcement Agency Head

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

I further affirm that this law enforcement agency is in a position to hire or fill the requested SRO position(s) within 180 days of the date of award and maintain it/them throughout the award period.

Name: ***Guerry Hill*** Title: ***Sheriff*** Organization: ***Colleton County Sheriff's Office***

Signature:

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## Certification by Official Authorized to Sign

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.

Name: **Thomas Higgs** Title: **County Administrator** Organization: **Colleton County**

Signature:

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