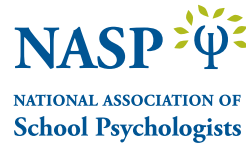




Workshop 1 (3rd Edition, 2019)



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Handout 3b: Memorandum of Understanding School Resource Officer Program

At _____ Schools

City of _____ Police Department

_____ Public Schools

We do hereby agree that it is mutually beneficial to all parties for _____ Police Officers to be assigned as School Resource Officers to schools within the City of _____. It is understood by all parties that officers are employees of the City of _____ Police Department.

The purpose of this document is to facilitate a clear understanding of roles, duties, and responsibilities. This Memorandum of Understanding (MOU) is being set forth on this _____ day of _____, 2012 with full recognition that the agreement and document must be a living document to allow for program evolution and provide for some City of _____ and _____ School District variances, needs, and future changes. This MOU is being set forth to provide universal clarification of expectations, to minimize confusion, and to provide for consistency between officers, schools, principals, and directors.

The _____ Police Department recognizes and supports the need for safe schools and a safe learning environment for our youth. In furtherance of that goal, the _____

Police Department School Resource Officers shall work in partnership with school officials toward this end. The schools will provide a private office, office furnishings, telephone, and a computer to the SRO for his/her use in the school. The Police Department will provide any required police equipment, including radios and motorized and nonmotorized vehicles to the SROs.

MISSION STATEMENT - SCHOOL RESOURCE OFFICER PROGRAM

Through education and enforcement and by cooperative efforts with the school staff, the students, the parents, the courts, the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the schools with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

Police Department School Resource Officer Program Program Objectives

1. Friendly contact between the Police Department and the City's youth.
2. Assistance and information sharing concerning problems and issues affecting the schools and students.
3. Education of children regarding the role of laws, courts, and Police in society.
4. Protection and education of children involving molestation, involvement with older law violators, and other harmful influences.
5. Investigation of cases involving juveniles and use of effective alternatives to court whenever possible.
6. Prevention of crime or delinquent behavior by juveniles within the School Resource Officers' areas of assignment.
7. Effective problem solving and liaison with neighborhoods surrounding the schools, which are affected negatively by the conduct of students.

It should be recognized that School Resource Officers:

- are encouraged to act and work as a school official when requested, and to work as a team with other school officials for the betterment of students and the school and neighborhood environment as a whole;
- are encouraged to work extracurricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention and crime detection. Any work by the SRO in this capacity will be approved by the assigned Police Department Supervisor and will be consistent with the FLSA and Police Union Contract. The SRO will not be used as a replacement officer for off-duty/special duty assignments. It will not relieve the School District of the need to provide adequate security at special events. All after hours work shall be approved by the SRO supervisor in advance;
- are expected to keep the school principal or his designee informed about law enforcement action which occurs on school property and/or which may involve a student. This, of course, will occur consistent with the laws of the State of _____.
- are police officers assigned as Uniform Patrol Officers of the Operations Division of the _____ Police Department. As such, their primary responsibilities are to investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in the schools;
- are to be involved in school discipline, When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School District responsibility, and the SRO will take students violating the code of conduct to the principal where school discipline can be meted out.
- are governed by the rules, policies, shifts, schedules, procedures and practices of the _____ Police Department and the City of _____, under the supervision of an assigned Sergeant;
- are expected to attend all training, meetings and appointments assigned by the Police Department. It is recognized that some of these will conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible but the potential exists that such requirements will take precedence over school presence. The officer shall strive to keep the school principal or his representative informed about his/her absences and/or activities as appropriate on a need to know basis;
- are governed and covered by the current Collective Labor Agreement between City of _____ and the _____;

- are considered by the City of _____ as “non-exempt” employees covered by the Fair Labor Standards Act and subject to it and the Police Union Contract for compensation and pay; Duty assignment in the summer months, when school is not in session, will be under the direction of the Police Operations Commander. SRO’s may also be required to work regular police duty assignments, at other times when school is not in session, when so directed by the Police Operations Commander;
- are police officers and not school teachers, school administrators, nor school counselors. The officers will assist teachers with classroom presentations on relative topics when requested and able. They will also work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate. We, the undersigned, encourage team work, partnerships, cooperation and coordination between the officers, their supervisors and the school administrators and their staff, as well as with the surrounding neighborhood;
- SROs, School Administration for the respective schools and the assigned Police Supervisor will meet at the beginning of each school year to determine the goals and objectives of the SRO for the respective school. An assessment mechanism will be developed jointly, in an effort to determine the effectiveness of the SRO program. Quarterly and year end meetings will be held to determine progress and to make adjustments as needed.

SELECTION AND FINANCIAL CONSIDERATION

Officers will be selected by means of a joint selection committee, comprised of three representatives from the _____ School District who will be appointed by the Superintendent of Schools and three (3) representatives from the _____ Police Department who will be appointed by the _____ Chief of Police. The Selection Committee will make recommendations to the Chief of Police. While he will duly consider the Committee’s recommendations, selection of each School Resource Officer is within the sole discretion of the Chief of Police.

PROGRAM ASSESSMENT

The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the _____ Police Department and _____ Public Schools.

The following areas, at a minimum, will be used to evaluate the program:

- Success of established goals and objectives.
- An internal survey of high school administration, faculty and student council members, primarily concerning perceptions of safety and security.
- Traditional police-citizen contacts (citations, arrests, FIRs, etc.).
- Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
- Surrounding neighborhood feedback and reaction to police efforts to address issues concerning the schools and students.
- Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the Principal.

Each officer’s effectiveness in the program will be evaluated at the end of each school term. The Principal will provide input into the evaluation. This may include a recommendation to the Chief that the officer not be assigned to that school the following year. The Chief will seriously consider the evaluation and the input of the Superintendent when assigning an officer to a building, and will make a good faith effort to address any concerns raised.

Ultimately, however, the final decision on which officer will be assigned as a school resource officer is within the sole discretion of the Police Chief.

EFFECTIVE DATE

This Memorandum of Understanding is effective _____, and shall remain in effect through _____ unless renewed by agreement of both parties or terminated as provided herein.

TERMINATION OF AGREEMENT

Either party may terminate this agreement upon sixty (60) days written notice to the other party.

MODIFICATION; ENTIRE AGREEMENT OF PARTIES EXPRESSED

No modification of this Agreement shall be valid or binding unless the modification is in writing, duly dated and signed by both parties.

Executed this _____ day of _____, 2012.

_____ SCHOOL DISTRICT

By: _____

SUPERINTENDENT

_____ POLICE DEPARTMENT

By: _____

CHIEF OF POLICE

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