

Memorandum of Understanding Between the City of Lebanon and the Lebanon City School District

The City of Lebanon (referred to hereinafter as the “City”) and the Lebanon City School District (referred to hereinafter as the “School”) hereby enter into a Memorandum of Understanding for the development and implementation of a School Resource Officer (referred to hereinafter as “SRO” program).

PURPOSE:

The purpose of the SRO program is the reduction and prevention of crime committed by juveniles and adults on School property. The City will assign two uniformed police officers to the School to serve as a SRO. The SRO’s will work with the School to provide law enforcement education, maintain a peaceful campus environment, and take appropriate action regarding on-campus or school-related criminal activity.

SERVICES PROVIDED:

1. Establish rapport with students, parents and school staff.
2. Create programs that benefit the students, parents and school staff.
3. Create a positive role model for students and adults.
4. Provide safety for students, faculty, staff and all persons involved with the school district.

FINANCIAL:

Both the City and the School agree to provide funding for two SRO positions. The School agrees to pay the City 50% of 9 months prorated expense for salary and benefits costs for each SRO position. The School agrees to make payments to the City quarterly. The City will be responsible for all vehicle and equipment costs of the SRO program. Additional SRO positions may be created based on the mutual agreement of the City and School.

TERM:

This agreement shall be effective the first day of each school year and shall continue until one party gives the other party thirty (30) days written notice of intent to terminate the agreement.

GENERAL PROVISIONS:

1. This MOU will be jointly reviewed at the completion of each school year, and may be modified with the mutual consent of the parties.
2. The City will provide the School with two SRO's on all days that school is in session. The School will provide the City with a school calendar prior to June 1st of each year.
3. The SRO will work 40 hours weekly, with a flexible schedule that will enable the SRO to attend before and/or after school events as needed. Typically, the SRO will work from 7:00am until 3:00pm on days that school is in session.
4. During the regular school year the SRO is responsible to provide service to the School 100% of the time. However, in the event of an emergency, the SRO may be required to respond to the needs of the City as determined by the Chief of Police or City Manager. During the days that school is not in session, the SRO is subject to other assignments as determined by the City.
5. With prior coordination and the approval of the City, the SRO may be made available during the summer months to support school functions.

RELATIONS OF PARTIES:

1. A SRO assigned to the School is an employee of the City and shall be subject **solely** to Police Department control, supervision, policies, procedures and general orders. The School shall have no discretion or authority to order or compel an SRO to perform any function or enforce or investigate non-compliance with any law, rule or regulation.
2. The City will hold sole responsibility for the indemnification of the SRO in the performance of his/her duties as the SRO.

3. The SRO will be subject to current procedures in effect for police division police officers including attendance at all mandatory training. This training takes place throughout the year and will necessitate the periodic absence of the SRO from school property. The SRO will notify the School prior to these absences.

SELECTION AND REMOVAL OF THE SRO:

SRO applicants must be certified police officers with a minimum of three (3) years experience as an officer in the Lebanon Police Department. Additional criteria for this temporary position is outlined in the Police Department Policy and Procedure Manual. Although the School may provide input, the selection of the SRO is at the discretion of the City.

The School Superintendent or designee will submit a written performance evaluation of each SRO to the Chief of Police at the midpoint and end of each school year. The evaluation instrument will be supplied by the City.

In the event that the School Superintendent feels that the SRO is not effectively performing his/her duties, the superintendent may request that the SRO be removed from the program.

The Chief of Police may dismiss or reassign a SRO based upon departmental rules, regulations and/or general orders and when it is in the best interest of the City.

In the event of a resignation, dismissal or reassignment of a SRO, or in the case of a long-term absence by an SRO, the Chief of Police shall provide a temporary replacement for the SRO within thirty (30) school days of receiving notice of such absence, dismissal, resignation or reassignment. A suitable replacement shall be recommended as soon as possible.

EQUIPMENT: The City will provide the SRO with a marked police vehicle and all required uniforms and equipment normally provided to members of the Patrol Section of the Police Department.

SCHOOL DISTRICT RESPONSIBILITIES:

1. The School will provide each SRO with access to an office and such equipment as is necessary at his/her assigned school. This equipment will include a telephone, lockable filing space, and a computer with Internet access.
2. Provide access and encourage classroom participation by the SRO.
3. Provide the opportunity for the SRO to address teachers and administrators about SRO programs, goals and objectives.
4. Seek input from the SRO regarding criminal justice problems relating to students.
5. Provide timely evaluation information concerning the SRO to the Chief of Police.
6. A dedicated parking space of the marked police vehicle in a highly visible location near the main entrance to the school building.

SRO RESPONSIBILITIES:

1. The SRO will wear the police patrol uniform at all times unless approved otherwise by the City.
2. Check in daily with the campus principals to discuss daily routine.
3. Randomly visit other school campuses as time allows.
4. Provide a program of educational leadership by acting as a guest speaker in addressing tobacco, alcohol, drug issues, violence diffusion, violence prevention and safety issues in the school community.
5. Act as a communication liaison to law enforcement agencies and provide basic information concerning students on the campus served by the SRO.
6. Present programs to parents on issues related to tobacco, alcohol, drugs, violence prevention and safety.

7. Gather information regarding potential problems such as criminal activity, gang activity, student unrest and attempt to identify particular individuals who may be a disruptive influence to the school and students.
8. Provide limited counseling to parents and staff as necessary.
9. Provide limited counseling to students, parents and staff as necessary.
10. In conjunction with school officials, the SRO will take appropriate law enforcement action, consistent with the police officer's duty. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take the appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under authority of law.
11. The SRO will not enforce School policy, rules, regulations, disciplinary or any other administrative actions, but may provide a police presence and take appropriate action should a breach of the peace or a violation of an applicable law occur.
12. The SRO will not participate at any level in any search being conducted pursuant to an administrative authority of any administrator, principal or other representative of the School to conduct such a search. Should illegal drugs, weapons, other contraband or other evidence of a crime be detected during an administrative search, the SRO will be notified immediately pursuant to the School's policy and will take appropriate law enforcement action.
13. Refer students and their families to the appropriate agencies for assistance when the need is determined.
14. The SRO will not act as a school disciplinarian. However, if the principal believes that an incident is a violation of law, the principal will contact the SRO. Furthermore, upon request by any school official, staff member or any district employee the SRO is required to attend disciplinary proceedings or meetings with student and/or persons especially where safety may be of concern.
15. Provide assistance in cases of poor attendance and truancy.

16. SRO's are not intended to replace any school counselor nor are they to conduct or offer any formal psychological counseling. SRO's will advise students on responsibilities and procedures concerning criminal matters, SRO's will give advice to help resolve issues between students in matters that may result in criminal violations, disturbances or disruptions. Student's confidentiality shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) unless the gravity of the situation dictates otherwise.
17. Although the SRO has been placed in a formal educational environment, they are not relieved of the official duties as a law enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent violence, a breach of the peace, personal injury or loss of property. Citations should be issued and arrests made when appropriate and under police division policy. When immediate action is needed and an SRO is not available, another officer may be dispatched to the school. SRO's shall investigate and prepare reports on all offenses committed at the schools.
18. The SRO can perform other duties as may be mutually agreed upon by the City and the School.
19. The SRO will keep records on the following:
 - a. Criminal activity to include Calls for Service, Incident Reports and Arrests.
 - b. Instruction provided to students, staff and parents to include the topical area of instruction along with the appropriate lesson plan.
 - c. Counseling provided to students, staff and parents.

TIME AND PLACE OF PERFORMANCE:

The City will insure that the SRO will be on the assigned campus each day that school is in session during the regular school year. The SRO's activities may be restricted to the assigned campus except for:

1. Follow-up home visits when needed as a result of school-related problems.
2. School-related off-campus activities when office participation is requested by the principal and approved by the P.D.

3. Responses to off-campus, but school-related criminal activity.

4. Responses to emergencies or court appearances.

The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced. Nothing required herein is intended to or will constitute a relationship of duty for the assigned police officer or the Police Department beyond the general duties that exist for the law enforcement officer within the State.

City of Lebanon School District

City of Lebanon Police Division