

# Memorandum of Understanding School Resource Officer Program

This Memorandum of Understanding (MOU) is by and between the Lockland Local School District Board of Education ("Board") and the Village of Lockland Police Department, Ohio ("Lockland Police"). This MOU satisfies the obligations of Ohio Revised Code 3313.951. This Agreement shall be effective retroactively to August 25, 2022, recognizing that the Village has provided Michael Ott as a School Resource Officer (SRO) beginning as of that date.

## I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment and decrease the number of youth formally referred to the juvenile justice system.

## II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SRO will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SRO will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SRO will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

## III. Compensation

The School District shall compensate the Village for the use of the School Resource Officer's time by making a one-time payment to the Village in the amount of \$47,807.00, said payment shall be made by October 30, 2023.

## IV. Goals of the SRO Program

SRO program goals include:

1. To ensure a safe learning environment for all children and adults who enter the building.

2. To prevent and reduce potential harm related to incidents of school violence and/or illegal drug and controlled substance abuse.
3. To foster a positive school climate based on respect for all children and adults in the school.
4. To create partnerships with behavioral health and other care providers in the community for student and family referral.

This SRO program is unique to the community, based on input from the school administration, teachers, faculty, students, families, and community members. The program is designed to fulfill three overall roles:

1. Law Enforcement
2. Fostering Positive School Climate /Crime Prevention
3. Education

Law Enforcement Role — SRO is responsible for the majority of law enforcement activities occurring at the school during school hours. Building administration is responsible for schoolbased discipline. Parents, students, teachers and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO.

The SRO's discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate /Crime Prevention — One of the primary roles SRO fulfills is fostering a positive school climate through relationship-building and crime prevention. SRO will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. SRO may also complete security surveys analyzing the physical safety of school property and facilities.

Education —SRO should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, the SRO is embedded in the education fabric within the school. SRO is expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

## V. Organizational Structure

### A. Composition

The SRO is a full time member of the Lockland Police Department and is a certified peace officers for the state of Ohio and meet all requirements as set forth by the Board and the Lockland Police.

### B. Professional Development

The SRO has completed a minimum of 40 hours of initial training that covers responsibilities or and limitations of SRO, Ohio school laws, MOUs, child development, age-appropriate practices for conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. He has continued and will continue to obtain additional training each year on topics such as trending school-based law enforcement topics, child development, adolescent psychology, trauma, conflict resolution, mental health and addiction, children with disabilities, juvenile and education law, and policy, PBIS, and cultural competence.

Should the Board desire he attend specific training it shall be at the Board's cost with the approval of the Police Chief.

## VI. Operational Procedures

Chain of Command for SROs: The SRO will be ultimately accountable to the Lockland Police's chain of command. However, while at the school, the SRO will be additionally accountable to the building principal or his/her designee. The SRO is expected to cooperate with the school officials, including administrators and faculty. The SRO will abide by Board policy and Administrative Guidelines, and will promptly respond to the requests of school officials.

The SRO's activity in the school is guided by the following procedures, and supervision and evaluation shall be provided by both the Lockland Local School District administration and Lockland Police to effectively support SROs efforts and monitor their progress:

### A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce / prevent crime, serve as an educational resource, and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary by school. The SRO and the building principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise.

Basic responsibilities of the SRO will include but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.

2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to, safety, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.
6. Handle initial police reports of violent crimes committed on campus.
7. Take enforcement action on criminal matters when determined by the SRO to be appropriate and after consultation with school administrators.
8. Attend school special events as needed, if these occur during evenings or weekends they shall be considered as off-duty details paid for by the Board..
9. Assist the teacher in the preparation of lesson plans, as necessary, when the SRO is integrated into classroom instruction.
10. Collect data on SRO activities (arrests, citations, etc.).

B. Uniform

Normally, the SRO is in uniform when performing services under this MOU.

C. Daily Schedule

The School District shall generally be responsible for scheduling said School Resource Officer on the 179 days that school is in session. Except in the event of an emergency, the School Resource Officer shall not be removed from the school detail during days and times when school is in session and shall generally be on school property from 0745 to 1545 each day, except as is necessary in the performance of duties related to the work as a School Resource Officer, for instance, to attend to court matters related to the School District.

The School Resource Officer shall be utilized by the Village Police Department during the remainder of the workdays during the course of the calendar year and shall at all times be subject to the policies and procedures of the Village Police Department.

D. Absence/ Substitution

It is understood the SRO maybe required to attend court proceedings, required training and mandatory firearms qualification. During such time, Lockland Police will periodically patrol school property with other on duty officers.

#### E. Special Events

To be determined by the Police Chief and school administration, consistent with consistent with the terms of this MOU.

#### F. Role in Responding to Criminal Activity

One of the roles of SRO, as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, SRO has the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. The following procedures will help SROs be as effective as possible in this role:

1. School staff will contact SRO to inform him of all violent or other criminal activity that creates a safety risk that occurs on the school campus. This information will be conveyed to all school staff. In turn, SRO will inform school administration of all criminal activity they observe on the school campus except in the event of a confidential ongoing investigation.
2. The SRO's powers to arrest will be governed by the Ohio Revised Code.
3. The SRO and school officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, to serve as an alternative to arrest, which will be distributed to school staff.

#### G. Role in School Policy Violations

SRO is not a school disciplinarian and violations of the student code of conduct, Board policy or other school regulations that are not criminal matters should be handled by school administration and/or faculty, not by the SRO. The SRO should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator and clear guidelines on SRO involvement should be developed and distributed to school staff. The SRO, as a staff member, will report violations of the student code of conduct, Board policy, or school regulations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the Student Handbook and/or Student Code of Conduct for the SRO's assigned school, but it is not the responsibility of the SRO to enforce the rules in these documents.

#### H. Data Collection

SRO should submit a monthly activity report to the Superintendent of Schools, building principals, and the Lockland Police Chief/designee. The report should include descriptions of all activities engaged in by the SRO, including incidents or calls for service, names of students and/or staff involved, student searches, arrests, citations and/or summons issued, and other referrals to the juvenile justice system.

## 1. Sharing of Information

Communication and information sharing is essential to the success of the SRO program. The following procedures should be followed to facilitate a free flow of information between school officials and the SRO:

1. Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, the Family Information and Privacy Act ("FERPA"), and relevant Village of Lockland Police and Board policies.
2. The sharing of arrest related information by the SRO with school administration, upon request or at the direction of the SRO, will involve the dissemination of arrest reports and calls for service filed with the Village of Lockland or from other law enforcement agencies coming into contact with students from Lockland Local School District.
3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the SRO.
4. If the SRO is aware of information on a student that is officially obtained by the Village of Lockland Police, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the SRO may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by the Village of Lockland Chief of Police or his/her designee.
6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the SRO as a criminal justice file. This file may be shared with other Village of Lockland Police personnel and criminal justice agencies, but will not be part of the student's school record.
7. Any information that is obtained by the SRO that pertains to criminal activity occurring outside Lockland, Ohio village limits shall be relayed to the police department of jurisdiction.
8. When any felony occurs or any crime that prompts a Public Information Officer response from the schools or the village, or if a school building is evacuated, the SRO shall contact his immediate supervisor at the Village of Lockland as soon as possible.

9. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.
10. To the extent allowed by applicable law, the Board shall identify its SRO as a "school official" in the annual FERPA notice of rights given to parents and eligible students subsequent the execution of this MOU.

#### **J.Role in Critical Incidents**

The SRO will be familiar with the Lockland Local School District crisis plan. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration and staff, law enforcement personnel, and other emergency resources if practical.

#### **VII. School District Responsibilities**

The Board shall provide the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office, which shall contain a telephone, a secure computer and printer, which may be used for general business purposes.
2. A location for files and records which can be properly locked and secured.
3. A desk with drawers, chair, work table, filing cabinet, and office supplies.
4. The opportunity for SROs to address teachers, school administrators, students and their families about the SRO program, goals and objectives.
5. The opportunity to provide input regarding criminal justice problems relating to students.
6. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
7. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
8. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
9. SROs shall respect the sensitive nature of student privacy and shall abide by all applicable confidentiality and/or privacy policies, regulations and laws.

10. Provide training to teachers, administrators, staff and SROs about when to directly involve SROs with student misconduct and about available alternatives to arrest.

### VIII. Crisis Planning

The Board, the Village of Lockland Police, and any other law enforcement agencies partnering with the Board will coordinate crisis planning and training. Each entity will be involved in updates and creation of new crisis plans.

Lock down drills shall be included as part of the District's preparedness plan. The Village of Lockland shall be included in the creation of lock down procedures so that first responders are familiar with procedures. Lock down procedures should be trauma-informed and consistent throughout the District.

### XI. Reviewing the MOU and SRO Program

The assigned parties may review the MOU/SRO Program annually and make adjustments as needed. Any revisions will be reflected in an updated MOU.

SO AGREED:

Lockland Local School District

Board of Education

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President

Date

Village of Lockland, Ohio



1/30/23

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Chris Bundren

Date

Police Chief, Village of Lockland