

# **Memorandum of Understanding**

## **SCHOOL RESOURCE OFFICER PROGRAM**

---

We do hereby agree that it is mutually beneficial to all parties for a sworn police officer to be employed as a School Resource Officer (“SRO”) to schools within the Yorktown Community Schools.

The purpose of this document is to facilitate a clear understanding of responsibilities and expectations between Yorktown Community Schools (“YCS”) and Yorktown Police Department (“YPD”) as an instrumentality of the Town of Yorktown. This MOU is being set forth to provide clarification of expectations, to minimize confusion, and to provide for consistency between officers, schools, principals, and directors.

### **QUALIFICATIONS**

The School Resource Officer shall be a sworn, career law enforcement officer who is certified as a School Resource Officer through a program approved under the Secured School Safety Grant Program Guidelines.

### **EMPLOYMENT OF SRO**

1. The SRO shall be an employee of YCS when on YCS premises and shall be subject to the policies, procedures, practices, administration, supervision and control of YCS.
2. The SRO shall be subject to all personnel policies and practices of YCS.
3. YCS, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the assigned SRO.

### **DUTY HOURS**

1. The SRO shall work hours as assigned by the Superintendent or designee of YCS.

### **CHAIN OF COMMAND**

1. The SRO is an employee of YCS when on YCS premises and shall answer to the building principal or designee of the school at which he/she is present. The principal of Yorktown High School is considered the immediate supervisor of the SRO.

### **SPECIFIC DUTIES OF THE SRO AS RELATED TO YPD**

1. The SRO will wear approved department and/or uniform deemed appropriate by the School Corporation, formal business attire, or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the requests of the school and/or police department. It is required that the SRO be identifiable as a police officer while on-duty, either by visible badge or identification of “Police” on outer clothing.
2. The SRO will wear his/her department authorized duty weapons in accordance with department policy.

3. The SRO will be responsible for coordinating traffic direction before and after school by making arrangements for other uniformed officers to be present to perform those duties.
4. The SRO will assist with school bus and transportation issues, including stop arm or other traffic violations.
5. The SRO will work with school officials (principals, athletic directors) to hire uniformed officers for security for events, including athletic contests.
6. The SRO will serve as a liaison between Yorktown Community Schools, law enforcement agencies, juvenile probation, and corrections agencies.
7. The SRO will collect any evidence related to a criminal investigation.
8. The SRO will testify in court and administrative hearings, as requested.
9. The SRO will perform other tasks related to the position as assigned by the school administration.

### **TRANSPORTING STUDENTS**

1. The SRO shall not transport students in YPD vehicles except:
  - (A) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; or
  - (B) When students are suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
2. Students shall not be transported by SROs to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported or the destination is to juvenile authorities. The SRO shall not transport students in his/her personal vehicles.
3. The School Resource Officer shall obtain permission of school administration prior to removing a student from campus.

### **ARREST AT SCHOOL**

The SRO shall comply with the following guidelines relating to the arrest of students at school:

1. Absent a subpoena or warrant directing otherwise, school administrators shall contact a parent or guardian of any minor student before law enforcement shall be given permission to interview any minor student at school. If an officer is investigating abuse or neglect against a parent or guardian, then prior contact of the parent/guardian is not required.
2. School officials shall be present when any student is questioned by law enforcement at school.

3. Decisions about arresting any student shall be made solely by law enforcement. Any permission necessary from juvenile probation or another agency to arrest minor students at school shall be obtained by law enforcement prior to an arrest.
4. School officials shall contact parents immediately after the arrest of any student, minor or legal adult.

#### **ACCESS TO EDUCATION RECORDS**

1. School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law.
2. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school official may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
3. If confidential student records information is needed by a SRO, but no emergency situation exists, the information may be released only as allowed by law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written below.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Chief of Police: \_\_\_\_\_

Town Manager \_\_\_\_\_

Superintendent: \_\_\_\_\_