

SSID **Memorandum of Understanding**
SRO Model (COPS Funded)

**School Resource Officer Memorandum of Understanding
Between**

(Name of Law Enforcement Agency)

and

(Name of School District)

This Memorandum of Understanding (MOU) is entered into on this _____ of _____, _____
(Day) (Month) (Year)

between _____ and _____
(School District) (Law Enforcement Agency)

The _____ and _____ mutually agree
(School District) (Law Enforcement Agency)
as follows:

1. _____ shall provide funding as provided by a grant from the
(Law Enforcement Agency)
U.S. Department of Justice, COPS Universal Hiring Program. The estimated amount of this _____
(Number)
year(s) grant is \$_____. ALL OTHER COST ASSOCIATED WITH THE SRO
(Amount)
PROGRAM SHALL BE THE RESPONSIBILITY OF THE _____.
(School District)

The first year 44% of the grant money will be used, 33% the second year, 22% the third year, and
the 4th year _____ will pay 100%.
(School District)

2. The _____ shall reimburse _____
(School District) (Law Enforcement Agency)
on a monthly basis any additional cost other than the specified amount of the COPS grant.

3. _____ will provide _____ school resource officer(s) to carry
(Law Enforcement Agency) (Number)

SAFE SCHOOLS INITIATIVE DIVISION, 7723 Colonel Glenn Road, Little Rock, AR 72204

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out specific duties as outlined in the attached policy, procedures, duties and responsibilities.

4. This MOU shall remain in effect from _____, _____ until the terms and conditions of the U.S. Department of Justice, Universal Hiring Program has been fulfilled.

(Month) (Day) (Year)
5. This MOU may be terminated with a thirty days notice by either party provided such termination does not violate any conditions of the U.S. Department of Justice, COPS Universal Hiring Program.
6. The attachment is incorporated by reference and is a part of this MOU.

(Name of County/ City)

(Name of School District)

(County Judge/Mayor)

(School District Superintendent)

(County Judge Elect)

(County Sheriff Elect/Chief of Police)

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SRO MEMORANDUM OF UNDERSTANDING ATTACHMENT

A. NUMBER OF OFFICERS

_____ shall furnish _____ law enforcement officer(s), employed
(County/City) (Number)
by the _____ to serve as a school resource officer to _____.
(Law Enforcement Agency) (School District)

B. QUALIFICATIONS

The SRO shall meet the following qualifications:

1. Be a certified law enforcement officer by the state of _____ or become a certified law
(State)
enforcement officer by the state of _____ within his/her first year of employment.
(State)
2. Have excellent communication skills.
3. Be able to relate well to children of all ages.
4. Possess good coordinating and planning skills.

C. GOALS AND OBJECTIVES

1. The goals of the School Resource Officer Program are to assist _____
(School District)
in providing a safe learning environment and to improve relationships between law enforcement officers and today's youth. The program also attempts to promote a better understanding of the law enforcement officer's role in society while educating students, parents, and school personnel which will build a better community while also providing a role model in the educational system.
2. The first priority of the school resource officer is the protection of students and staff from negative influences and to assist in the maintenance of order in the school.
3. The second priority is to act as an advisor to the school staff in safety matters, violence reduction strategies and legal aspects of the activity of students.
4. The third priority is to facilitate learning in citizenship and related law education. Specialized lectures will be prepared and presented on topics discussed by school staff. Students will be provided with information about their rights and responsibilities in the school and community.
5. The fourth priority is to provide a positive role model to the students and to foster better understanding between the law enforcement community and the students and staff.

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6. The final priority is to assist students through counseling them in law related problems and to assist them by mediating disputes. Attempts will be made to identify problems with students and guidance will be provided to them in addressing their problems in a non-violent manner.

D. INSTRUCTIONAL RESPONSIBILITY

The SRO will teach law enforcement related topics at the request of the school administration. The SRO may teach the following on a regular basis. This list is not intended to be an all inclusive list of subjects covered by the SRO.

1. Justification for rules of the law
2. Consequences of crime
3. Juvenile and adult criminal justice systems
4. Career opportunities in law enforcement
5. Substance abuse prevention
6. Violence and crime prevention

E. SRO EMPLOYER

The SRO shall remain an employee of the _____ and not an employee of the _____. The SRO shall abide by the policies of the _____ when they are not in conflict with the policy and procedures of the _____.

(Law Enforcement Agency)

(School District)

(Law Enforcement Agency)

F. ADDITIONAL DUTIES AND RESPONSIBILITIES OF THE SRO:

1. The SRO will develop expertise in presenting various subjects such as understanding the laws, the police officer and the police mission.
2. The SRO will encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.
3. The SRO is not a school disciplinarian. The SRO will not become involved in any form of school administered punishment. If the staff of _____ of the law has occurred they shall contact the SRO who will determine whether law enforcement action is appropriate.
4. The SRO will, whenever possible, attend meetings of the schools parent and faculty groups to solicit their support and understanding of the SRO program and promote awareness of law enforcement functions.

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5. The SRO will, whenever possible, be available for conferences with students, parents and faculty members to assist them with problems of a law enforcement or crime prevention nature.
6. The SRO will be familiar with the community agencies which offer assistance to students and their families, such as mental health clinics, drug treatment centers, etc.
7. The SRO when working at the school shall be armed at all times.
8. The SRO shall act as an instructor for specialized short-term programs when invited to do so by the superintendent or a person designated by him.
9. The SRO shall coordinate all his/her activities with the administrative staff and will seek permission, advice, and guidance prior to enacting any program within the school.
10. The SRO will assist the superintendent/principal in developing plans and strategies to prevent and/or minimize dangerous situations which may result from student unrest.
11. Should it become necessary to conduct formal police interviews with the students, the SRO shall adhere to school board policy, police policy, and legal requirements with regard to such interviews.
12. The SRO shall take law enforcement action as required. As soon as practical, the SRO shall make the superintendent/principal of the school aware of such action. At the superintendents/principals request, the SRO shall take appropriate law enforcement action against intruders and unwanted visitors who may appear at the school and related school functions, to the extent the SRO may do so under the authority of the law.
13. The SRO shall give assistance to other police officers in matters regarding his school assignment whenever necessary.
14. The SRO shall maintain a detailed and accurate record of the operation of the School Resource Officer Program.
15. The SRO will be expected to participate in school functions such as athletic events, dances, PTA programs and other school sponsored events when the staff and the SRO agree his/her attendance is advantageous.

G. RULES AND GUIDELINES

1. The SRO shall adhere to all state and federal laws and the policy/procedure manual of the _____.
(Law Enforcement Agency)
2. The SRO shall keep documentation of all in office counseling sessions.
3. The SRO shall keep a copy of all policy and school reports regarding criminal incidents at the school.

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4. The SRO will not take part in any school disciplinary actions; he/she will only accompany the school interviewer if there is a threat of violence. If the incident is a violation of the law, the SRO may assist in determining if law enforcement action is appropriate.
5. The SRO will not transport a sick or injured child for medical assistance or provide escort with police vehicle for school personnel. The SRO will have a patrol unit transport students to the Alternative school or in a situation related to their law enforcement functions (arrest, etc.). The SRO may assist the administration in escorting students who are violent or have threatened violence toward school administration from the campus. It shall be the school's responsibility to release the juvenile according to school policy.
6. The SRO shall wear the appropriate uniform of the _____
(Law Enforcement Agency)
during their working hours unless otherwise approved by a supervisor of _____.
(Law Enforcement Agency)
7. The SRO shall be equipped with a radio that will enable them to have direct contact with _____
(Law Enforcement Agency). The SRO will be responsible for determining the need for additional police presence or assistance on campus and will make such request when needed. In the event the SRO request additional patrol units on campus, he/she will act as the primary unit and direct assisting units.