

## SCHOOL RESOURCE OFFICER AGREEMENT

This School Resource Officer Agreement (“Agreement”) is entered into between the Columbia Public School District (“CPS”) and the City of Columbia, Missouri (“City”) by and through the Columbia Police Department (“CPD”), collectively referred to as the “Parties,” with the effective date to be the date of the last party to execute. This agreement will expire on June 30, 2020 unless extended, in writing, by the parties.

This agreement is subject to review and revision at the request of either party if such party gives advanced written notice prior to beginning of each school year. Upon receipt of written notice, both parties agree to endeavor towards a mutually beneficial agreement.

NOW, THEREFORE, the parties hereto agree as follows:

**1.0 Goals and Objectives:** It is understood and agreed that CPS and City officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

- 1.1 To foster educational programs and activities that will increase students’ knowledge of and respect for the law and the function of law enforcement agencies;
- 1.2 To encourage SROs to attend extra-curricular activities held at schools, when possible, especially those activities with significant crowds;
- 1.3 To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances and riots;
- 1.4 To report crimes that occur on campus and to cooperate with law enforcement officials in their investigation of crimes that occur at school;
- 1.5 To cooperate with other law enforcement entities in their investigations of criminal offenses which occur off campus; and
- 1.6 To build relationships with students, families and staff which enhance communication and the partnership between the Columbia Police Department, CPS and community.

**2.0 Employment and Assignment of School Resource Officers**

- 2.1 Pursuant to the terms and conditions set forth herein, the City agrees to employ four (4) School Resource Officers (SROs) during the regular school session and for a one month summer school session as outlined in this agreement. The SROs shall be employees of the City and shall be subject to the administration, supervision and control of the City, except as such administration, supervision and control are subject to the terms and conditions of this Agreement.

2.2 The City (with financial assistance from the CPS) agrees to provide and to pay the SROs' salary and employment benefits in accordance with the applicable salary schedule and employment practices of the City.

2.3 The City, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs. However, CPS will be actively involved in interviews and decisions on the placement of SROs in CPS, with the final decision resting with the City.

To the extent allowed by law, the City shall hold CPS free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by an SRO. Nothing contained herein shall be deemed a waiver of either party's defenses or immunities available under law or require the City to hold CPS harmless from CPS's own negligence or intentional acts.

2.4 The SROs shall be assigned by the City and CPS as follows:

2.4.1 One (1) shall be assigned to HHS

2.4.2 One (1) shall be assigned to RBHS

2.4.3 One (1) shall be assigned to BHS

2.4.4 One (1) shall be assigned to not more than two MS

2.5 In the event an SRO is absent from work, for reasons due to illness or personal matters, the SRO shall notify both the SRO's supervisor in the City and the principal of the school to which the SRO is assigned. For pre-arranged absences (e.g. training or other Columbia Police Department assigned duties), the City will make every effort to provide a substitute officer for the SRO and/or to schedule absences on days when school is not in session.

2.6 CPS will provide office space and office supplies for each SRO.

2.7 CPS will provide space for CPD trainings.

2.8 CPS will provide support to the City in its efforts to recruit future officers. For example, such support shall include support of the Explorer Program, providing A+ credit for internships within the CPD, and by paying summer internships for up to ten (10) students who have an interest in pursuing a career in law enforcement.

2.9 CPS will provide the City an annual report that includes:

2.9.1 The number of students referred to the juvenile authorities;

2.9.2 The number of students with school-related police detentions; and

2.9.3 Such other information the parties deem relevant to the provision of services under this agreement.

### **3.0 Duty Hours**

3.1 Specific SRO duty hours at a particular school shall be set by mutual agreement between the CPS principal of the school to which the SRO is

assigned and the City of Columbia Chief of Police, or designee. The maximum number of hours that a SRO officer shall be on duty in a two week pay period shall be 80 hours.

- 3.1.1 Any hours worked for SRO duties in excess of 80 hours in a two week pay period related to calls for service initiated prior to the end of the officer's regular shift that extend beyond that shift will be paid by City and reimbursed by CPS at 55% of the cost of salary and benefits. The City will bill CPS monthly, as needed.
- 3.1.2 Nothing in this agreement shall be construed to confer a benefit on any officer. This agreement is not an employment contract.
- 3.2 The high school SROs shall be on duty at their respective school(s) from 8:30 a.m. to 4:30 p.m. and the MS SRO shall be on duty from 7:30 a.m. to 3:30 p.m. unless modified by the mutual agreement as set forth in Section 3.1.
- 3.3 It is understood and agreed that time spent by SROs attending juvenile court and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- 3.4 CPS is responsible for all off-duty costs associated with DHS coverage and school events (e.g. football games, graduations, etc.).

**4.0 Basic Qualifications of School Resource Officers (SROs):** To be an SRO, an officer must first meet all of the following basic qualifications:

- 4.1 Shall be a commissioned officer and should have a minimum of three (3) years of law enforcement experience;
- 4.2 Shall possess a sufficient knowledge of the applicable Federal and State laws, City and County ordinances, and Board of Education policies and procedures;
- 4.3 Shall be capable of conducting in-depth criminal investigations;
- 4.4 Shall possess even temperament, and an ability to build relationships with students, staff and parents;
- 4.5 Shall possess communication skills which would enable the officer to function effectively within the school environment; and
- 4.6 Shall possess high levels of skill and training as an officer. The City will be responsible for the skill level and training of the officer. CPS will provide additional in-service for the SRO regarding the specific building practices and culture.

## **5.0 Duties of School Resource Officer**

- 5.1 To protect lives and property for the citizens and public school students of the City;
- 5.2 To enforce federal, state and local criminal laws and ordinances;
- 5.3 To investigate criminal activity committed on or adjacent to school property;
- 5.4 To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal, or the principal's designee, or by the parents of a student;
- 5.5 To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned;
- 5.6 To participate in re-entry procedures (Restorative Practices) with students who have had a formal interaction with the SRO (they are returning after being detained by the SRO) or in cases where the presence of the SRO would benefit the student.
- 5.7 Periodically, each SRO will teach a 9<sup>th</sup> grade advisory class to provide small-group and whole-class education on topics of importance to adolescents (i.e. school safety, courage in decision making, substance abuse and/or gang activities).
- 5.8 The City will identify an SRO to participate and guide decisions regarding Restorative Practices within CPS as part of the CPS equity workgroup.
- 5.9 The SRO will participate in all middle school and high school mental health coalition checklist reviews (3x/year) and will meet with each school's outreach counselor, as needed.

## **6.0 Chain of Command**

- 6.1 As employees of the City, SROs shall follow the chain of command as set forward in the Columbia Police Department Policies and Procedure Manual.
- 6.2 In the performance of day to day duties, each SRO shall coordinate and communicate with the principal, or the principal's designee, of the school to which the SRO is assigned.

## **7.0 Training**

- 7.1 Training sessions will be conducted to provide SROs with appropriate in-service training such as up-dates in the law, in-service firearm training, and other required department training. CPS will also provide training on Board of Education policies, regulations and procedures, including diversity and equity training. Records related to trainings provided by CPS will be provided to the City for retention.
- 7.2 Columbia Police Department Command Staff may attend all CPS trainings

associated with equity, diversity and Restorative Practices.

## **8.0 Dress Code**

SROs shall be provided an approved uniform by City which the SRO is required to wear when performing official duties at the school to which the SRO is assigned.

## **9.0 Transporting Students**

9.1 It is agreed that an SRO shall not transport students in the SRO's patrol vehicle except:

9.1.1 When the student is the victim of a crime, under arrest, or some other emergency circumstances exist; and

9.1.2 When the 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 the student's continued presence on campus is a threat to the safety and welfare of other students and school personnel.

9.2 If circumstances require that the SRO transport a student, then the school officials may provide a school official to accompany the officer in the vehicle.

9.3 If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the SRO may accompany a school official in transporting a student.

9.4 If circumstances allow, an SRO shall notify the school principal before removing a student from campus.

**10.0 Investigation, Interrogation, Search and Arrest Procedures:** The policies for the investigation of crimes and interrogation, search and arrest of students are as follows:

10.1 **Interrogation Procedures.** In the event a serious crime is committed at school or at a school activity, the SRO with the assistance of the principal or assistant principal should:

10.1.1 If a student is detained, placed in custody or arrested, the student must be advised prior to further questioning of his/her rights as required by law prior to further questioning by the SRO.

10.1.2 If the suspect is under 17 years of age, the child's parent, guardian or custodian shall be contacted and must be present during the interview.

10.1.3 If the suspect is 17 years of age or older, he/she must be advised of his/her rights, but the presence of the student's parent, guardian, custodian or attorney may be waived by the student.

## 10.2 **Search Procedures**

10.2.1 If the school has reasonable grounds for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated, or is violating, either the law or the rules of the school, the school official may search the student and the student's pockets, pocketbook, book bag, desk, locker, vehicle or any other similar location within the student's control. When requested by school officials, the SRO shall be present for the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.

## 10.3 **Reporting of Serious Crimes**

10.3.1 If the investigation uncovers evidence of a serious crime as defined in state law and CPS administrative regulations, or a violation of the Safe Schools Act, the school official shall notify the SRO, the student's parent/guardian and the superintendent.

## 10.4 **Arrest Procedures - School Related Crimes**

10.4.1 Juveniles. When an SRO arrests or takes a juvenile under the age of 17 into custody, the SRO shall contact the juvenile office for appropriate actions.

10.4.2 Students 17 years of age or older. When an SRO arrests or takes a person 17 years of age or older into custody, the SRO shall select the course of action consistent with state and local law which is appropriate under the circumstances.

10.4.3 If the school initiated the arrest of the student, the principal, or the principal's designee, shall be responsible for notifying the student's parents or guardians. Such notification by a school official shall be made as soon as possible, preferably prior to the actual removal of the student from campus, unless otherwise directed by law enforcement.

10.4.4 If the SRO initiated the arrest, the SRO shall contact the student's parent as soon as practical after the arrest of a student who is deemed a juvenile under the criminal justice system and shall notify the parent/guardian of the reason(s) for the arrest, unless otherwise directed by law enforcement.

## 10.5 **Arrest Procedures - Crime Committed Off Campus:** Crimes committed at school bus stops or while students are going to and from school.

10.5.1 Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and coordinate with the appropriate local law enforcement agency the investigation of crimes that occur at bus stops and while students are going to and from school.

**11.0 Bomb Threats:** It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat. CPS has developed an Emergency Procedures Manual, a copy of which shall be provided to the SRO. In all cases, such incidents shall be reported by the principal to the superintendent and to the SRO.

## **12.0 Controlled Substances**

- 12.1 School officials shall notify the SRO in all cases involving the possession, sale or distribution of controlled substances at school or school activities.
- 12.2 Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction.
- 12.3 If there is reasonable suspicion to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified, and appropriate law enforcement action shall be taken in accordance with appropriate federal, state or municipal laws.

## **13.0 Riots and Civil Disorders**

- 13.1 In the event a riot or civil disorder occurs on a school campus, the principal and the SRO shall, if possible, discuss and agree upon a response to the situation.
- 13.2 If in the opinion of the principal or the SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the Columbia Police Department and request that assistance. The principal, or the principal's designee, also shall notify the superintendent.
- 13.3 The principal, or the principal's designee, shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.
- 13.4 The SRO or officer in charge shall inform the principal, or the principal's designee, of the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.

## **14.0 Access to Educational Records**

- 14.1 School officials shall allow SROs to inspect and copy any public records maintained by the school, including directory information such as yearbooks.
- 14.2 If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials 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.

14.3 If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

**15.0 Term of Agreement:** The term of this agreement will be from the effective date of the last party to execute to June 30, 2020.

**16.0 Consideration**

16.1 For and in consideration of the City providing the SRO Program as described herein, CPS agrees to reimburse the City **TWO HUNDRED SIX THOUSAND EIGHT HUNDRED THIRTY-SEVEN DOLLARS (\$206,837.00)** for four (4) officers. Such reimbursement by CPS represents payment for a portion of the salary and benefits of four officers for twelve (12) months.

16.2 The said consideration shall be paid by CPS to the City in eight (8) equal monthly installments, on or about the first day of each month. For the fiscal year of 2020, monthly payments will begin November 1, 2019.

16.3 In the event CPD staffing allows for additional officers to be assigned as SROs, this agreement may be amended in writing by the parties to expand the SRO program by up to four (4) additional officers with cost to be reimbursed by CPS at a rate not to exceed the rate set forth by the parties in section 3.1.1.

**17.0 Evaluation:** It is mutually agreed that CPS shall evaluate the SRO program annually and evaluate the performance of each SRO annually. These evaluations will be completed with forms developed jointly by CPS and the City. These records will be maintained by the City. It is further understood that CPS evaluation of each officer shall have significant consideration regarding retaining the officer as an SRO. However, the City retains the final authority to evaluate the performance of the SROs and remove or replace an SRO.

**18.0 Scope of SRO Services Contract:** All terms in this contract only apply to the specifically designated SRO officers and do not change any other existing agreements between CPS to employ sworn officers of the Columbia Police Department to work for CPS in an off-duty capacity.

[SIGNATURES ON FOLLOWING PAGE]



IN WITNESS WHEREOF, the parties hereto have caused this School Resource Officer Agreement to be executed as of the date of the last signatory below.

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
John Glascock, City Manager

Dated: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor

**COLUMBIA PUBLIC SCHOOLS**

By: \_\_\_\_\_  
Dr. Peter Stiepleman, Superintendent

Dated: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Heather McArthur  
Chief Financial Officer