

Memorandum of Understanding

Between:

The Bucyrus City School District



And

The City of Bucyrus /

The Bucyrus City Police Department



Mission Statement

The mission of the Bucyrus Police Department, School Resource Officer Program is to collaborate with Administrators and Educators of the Bucyrus City School District and provide both students and teachers with the best possible education experience; by providing a safer and more secure environment in which to teach and learn.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on the 29th day of March 2018 by and between the Bucyrus City Board of Education, the City of Bucyrus and the Bucyrus City Police Department.

WHEREAS, the Board and the City of Bucyrus and the Bucyrus Police Department are parties to a Memorandum of Understanding which is effective on the date approved above.

School Resource Officers – An Overview:

S.R.O. programs are not trendy. Their existence can be traced back to the 1950's. In the late 1950's Flint, Michigan started the first known S.R.O. program with the goal of improving police/youth relations. Many other programs have been developed since the 1950's and the goals are typically similar in nature. In Cincinnati, Ohio classroom contact was the primary goal. In school systems like Columbus, the officer's main role is one of security. The goals of S.R.O.'s are typically very broad such as; 1) Bridging the gap between police officers and kids, 2) Increasing positive attitudes toward law enforcement, 3) Encouraging more cooperation between kids and police, 4) Reducing Juvenile crime and 5) Ultimately helping to develop an atmosphere conducive to learning. The roles of an S.R.O. are that of Law Enforcement Officer, Teacher, and Counselor. The key to a successful S.R.O. program is to design it to meet the specific needs of the community. In the following sections our S.R.O. program will be outlined taking into account specific needs for the Bucyrus community.

Bucyrus' School Resource Officer Program:

Our S.R.O. program will be unique to Bucyrus based on input from the school administration, teachers, faculty, and students. The program will be fashioned to fulfill three overall roles:

- 1) Crime prevention: *Prevent juvenile delinquency and assist in student development*
- 2) Law Enforcement: *Maintain a safe and secure environment*
- 3) Education: *Promote positive attitudes regarding the police role in society*

Crime Prevention – One of the primary roles the school resource officer fulfills is that of crime prevention officer. The officer will conduct various activities including 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. The officer may also complete security surveys relative to the physical security of school property and facilities. The officer will assist, when available, in security at special events occurring during the school day such as assemblies. Additionally, the officer will act as a resource to the faculty and staff of the school to advise on matters relative to criminal activity. Finally, the officer will coordinate or conduct crime prevention presentations for faculty, staff and students.

Law Enforcement Role – The S.R.O. will be responsible for the majority of law enforcement activities occurring at the school during school hours. This will involve the traditional enforcement activities of arrests, filing charges, etc. The officer is also responsible for conducting follow-up investigations at the request of other police division personnel and for passing relevant information on to patrol and detective personnel. In addition, the officer is responsible for information sharing between school officials and the

police division. To establish and maintain credibility it is imperative that the S.R.O. does not compromise his/her position as an enforcement authority.

While enforcement is a role of the S.R.O., alternatives to arrest may be used and the officer's discretion to act remains the same as that of any other police officer. The officer in conjunction with school resources could serve as coordinator of an alternative to a suspension/arrest program where a form of community service may be done and coordinated by the officer in the school setting.

Education – The third role of the S.R.O. is educational. Considering the overall mission of the Bucyrus City School District to educate youth, it is very important that the S.R.O. participate in this mission. By becoming a member of the educational team, the S.R.O. will become more accepted by students, faculty and staff. Below are possible topics the S.R.O. can speak on within the classroom, with staff, or at various school related events:

Law Enforcement as a Career – Focus on the aspects of choosing police work as a career. More specifically the student can learn the different roles and expectations of police and the requirements to become a police officer. Career paths, specialized units and training requirements can be discussed. Focus can be on educational requirements to become a police officer including writing skills, interpersonal skills and understanding the law.

Traffic Law Overview – Cover Ohio's traffic code in a broad sense and more detailed coverage of juvenile related traffic code such as OVUAC (operating vehicle under age consumption) and implied consent. The role of the Bureau of Motor Vehicles and licensing may also be discussed.

Criminal Law Overview – Cover Ohio's criminal code in a broad sense and more detailed coverage of juvenile related criminal code such as criminal damaging, criminal mischief, unruly and delinquency.

Rx Prescription Drug Abuse – America's youth are abusing prescription drugs more commonly than ever before. Educational classes and reaching out to the health classes, the symptoms, effects, and legalities are discussed. Prevention techniques are also heavily emphasized.

Date Rape and Domestic Violence – Cover the issue of date rape – what it is and what it isn't and how to prevent date rape. Domestic violence and the role of the juvenile may also be discussed. The issue of corporal punishment will be defined/discussed.

Constitutional Law – Discuss the constitutional requirements of the police regarding search and seizure and arrest laws. Also, Miranda warnings will be discussed. With each topic the constitutional origin and Supreme Court cases may be discussed.

ADDITIONAL TOPICS:

1. Drug abuse prevention
2. Victim's rights
3. Personal and social responsibility
4. Overview of criminal court system
5. Suicide prevention
6. School gang prevention
7. Weapon safety/prevention in schools
8. Peer mediations/Conflict resolution
9. Traffic Safety/DUI Education
10. Social Media Safety

Operational Issues Regarding the S.R.O. Program:

With any new program there are many operational and logistical questions that need to be addressed, some of which will remain unknown until implementation. Below are some of the most critical to the success of an S.R.O. program.

Officer Selection and Training – As with any program of this type, the success or failure largely depends on the officer involved in the program. For this reason selection of the S.R.O. has been carefully done to insure a good match. The candidate should meet or complete the following general guidelines:

- 1) **Experience as a police officer** – A minimum amount of experience as a patrol officer should be established of not less than three years. Also, prior experience with juvenile assignments or interest in juvenile programs will be preferred.
- 2) **Successful performances** – All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of disciplinary actions.
- 3) **S.R.O. Training** – The officer filling the S.R.O. position should have participated or will be scheduled to participate in Basic S.R.O. training.

Officer Assignment and Supervision – The Bucyrus City Police Department agrees to provide a S.R.O. to the Bucyrus City School District while this agreement is in effect and while resources for the position exist. The S.R.O. is a member of the Bucyrus City Police Department and is supervised by the Patrol Division Captain. The S.R.O. will be assigned to the schools during the school year and used in a variety of other roles including patrol, crime prevention, community relations, and community education activities if available when school is not in session.

The S.R.O. will be heavily involved in educating our youth and other crime prevention and community relations activities. We believe this structure will provide our community the most effective response to the needs of juveniles in our community and offer us the opportunity to expand our services in crime prevention and community education.

S.R.O. Uniform – The S.R.O. will be in the uniform of the day and armed. The officer's enforcement role should never be underestimated or compromised which could occur with a modified uniform. The standard uniform of the day does not prevent the officer from performing any of the duties involved in the program.

A Written Agreement – This document will serve as the written agreement between the Bucyrus City School District and the Bucyrus City Police Department. This agreement establishes the needed commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the S.R.O. This document will be the guiding agreement our officers, school administrators and city administration look to for structure and accountability and should not become stagnant, but rather, should be under constant review. This agreement constitutes a final written expression of all terms of this agreement and is a complete exclusive statement of those terms.

S.R.O. Operational Procedures:

The S.R.O.'s activity in the school will be guided by the following procedures. These procedures have been drafted in a cooperative effort between the Bucyrus City Police Department and Bucyrus City School District. These procedures highlight several areas, which are collectively felt to be necessary. These guidelines may be reviewed annually and revised as necessary.

Duties of the S.R.O.:

The primary function of the S.R.O. will be to provide a safe and secure school environment, reduce crime, serve as an educational resource and serve as a liaison between the school and the Bucyrus City Police Department. Specific daily assignments to accomplish this function will vary by school. The S.R.O. and school principal or designee will meet to discuss plans and strategies to address specific issues or needs that may arise. As required by law, the S.R.O. should never be assigned to duties within the schools in place of, or in lieu of a certified teacher.

Role in Crime Suppression:

One of the S.R.O.'s roles will be enforcement to include traditional criminal investigation and report taking. As a police officer, The S.R.O. has the authority to make arrests and use alternatives to arrest at his/her discretion. The following procedure will help the S.R.O. be as effective as possible in this role.

- 1) The S.R.O. will be informed of all criminal activity, which occurs on school campus during the day regardless of the seriousness of the offense. The S.R.O. will also inform school administration of all criminal activity occurring on campus to make sure all interested parties remain informed.
- 2) Typically, for misdemeanor offenses other than drug offenses and offenses of violence, the S.R.O. working cooperatively with the school administration will determine whether formal charges will be filed. For drug offenses and offenses of violence the S.R.O. may file juvenile charges.
- 3) For all felony offenses the S.R.O. will forward the complaint to the juvenile prosecutor to help facilitate the filing of formal charges in conjunction with school administration and other Bucyrus City Police personnel.

Role in Enforcing/Reporting School Policy Violations:

School discipline is the responsibility of the appropriate school administrator. The S.R.O., as a staff member, will normally report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the S.R.O. to become familiar with the student handbook in an effort to prevent a potential disruption and/or climate that places students at risk of harm. IN ALL OTHER CASES, disciplining students is a Bucyrus City School District responsibility, and the S.R.O. will take students violating the code of conduct to the administration where school discipline can be meted out.

The S.R.O. shall assist the administrators and staff to:

- Enforce school rules or policies
- Act as a custodian of the campus to insure a safe learning environment. This includes building(s), grounds, parking lot(s), lockers and other public school property.

Sharing of Information:

Recognizing communication and information sharing is essential to the success of the S.R.O. program, the following procedures should be followed to facilitate a free flow of information to and from the S.R.O.

- 1) Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, and relevant Bucyrus City Police Department and the Bucyrus City School District policies.

- 2) The sharing of arrest related information by the S.R.O. with school administration upon request or at the direction of the S.R.O. will involve the dissemination of arrest reports and calls for service filed with the Bucyrus City Police Department or from other Police agencies coming into contact with students from the Bucyrus City School District.
- 3) Juvenile fingerprints and photos as part of the arrest record will not be shared by the S.R.O.
- 4) If the S.R.O. is aware of information on a student that is officially obtained by the Bucyrus City Police Department, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the S.R.O. 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 Patrol Division Captain or the Chief of Police.
- 6) Information which the S.R.O. obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the S.R.O. as a criminal justice file. This file may be shared with other Police Department personnel and Criminal Justice Agencies, but will not be part of the student's school record.
- 7) Hearsay information or rumors will alone, not be the basis for any formal action by the Bucyrus City Police Department. It can be used in an intelligence capacity or to validate the need for further investigation.
- 8) Any information that is obtained by the S.R.O. that pertains to criminal activity occurring outside the Bucyrus City limits shall be relayed to the proper jurisdiction.
- 9) When any felony occurs or any crime that prompts a P.I.O. (Public Information Officer) response from the schools or the City or if a school building is evacuated the S.R.O. shall contact his immediate supervisor as soon as possible.
- 10) The S.R.O. 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.

Chain of Command for S.R.O.'s:

The S.R.O. will be ultimately accountable to the Bucyrus City Police Department chain of command. However, while at the school, the S.R.O. will also be accountable to the principal or their designee. The S.R.O. is expected to cooperate with the school officials, including administrators and faculty. The S.R.O. will abide by school policy and respond to the requests of school officials.

Role in Locker, Vehicle, Personal and Other Searches:

When requested, the S.R.O. may assist school administration in searches of person(s), property or vehicles when there is an articulated safety concern such as the following:

- 1) Student may reasonably be considered a threat to assault the searcher.
- 2) Student may attempt to escape in a situation in which the student would be a danger to themselves or a danger to others.

- 3) Students may possess a firearm or knife, a suspicion that may be supported on the slightest articulated indication, including conclusions drawn as a result of teaching or law enforcement experience.

The S.R.O. may perform searches independent of the school administration only under the existing provisions of the Ohio Revised Code and the Bucyrus City Police Department policies and directives.

The use of any K-9 Unit in searches of property, lockers, or vehicles when at the request of school administrators, will be used as means to enforce school policy. The S.R.O. will act as a liaison between the school administration and the K-9 Unit. Prior to planned use of the K-9 Unit, the Chief of Police and School Superintendent will be notified. In exigent circumstances, notifications may occur after the use as soon as possible.

Role in Critical Incidents:

The S.R.O. will be familiar with the emergency operations manual of the Bucyrus City School District. During any critical incident occurring on school property the S.R.O. will act as a liaison between school administrators, the Bucyrus Police Department personnel and other emergency resources.

Role in Truancy Issues:

Truancy will continue to be handled by school personnel. Normally the S.R.O. will not take an active role in the tracking of truants. The S.R.O. will act as a liaison between school and police personnel should police involvement become necessary due to safety concerns.

S.R.O. Role as an Educator:

The S.R.O. will serve as an educational resource to school faculty, staff and students. The S.R.O. may be called upon for presentations on specific topics that may lend valuable insight regarding a particular subject matter. The S.R.O. may not be a certified teacher. Therefore, the normal classroom teacher will be present during any instructional period. The S.R.O. will maintain complete lesson plans on their topics of instruction and will furnish a list of topics to school personnel. The S.R.O. may also be requested to make appearances or presentations to business councils, parent groups, and other groups and committees associated with the Bucyrus City School District or Bucyrus City Police Department upon review of the Chief of Police and/or the Superintendent.

S.R.O. Daily Schedule:

Though the S.R.O.'s primary duties will revolve around the Bucyrus City School District's schedule during the school year, the Chief of Police or designee retains the right to briefly re-assign the S.R.O. in the event of an emergency or any other circumstances that might require additional personnel or investigation. Once said re-assignment is complete, the S.R.O. will immediately return to his obligations within the Bucyrus City School District.

S.R.O. Program Cost:

The City of Bucyrus agrees to meet all wage and benefit compensation for the S.R.O. position, unless otherwise negotiated for and agreed to by the City of Bucyrus, The Bucyrus City School District and the Bucyrus Police Department. Any grants or funds received or disbursed, auditing and/or financial reporting for the S.R.O. program/position will be done by the City of Bucyrus, unless otherwise negotiated for and agreed to by the City of Bucyrus, the Bucyrus City School District and the Bucyrus Police Department.

Starting for the 2018-2019 school year, a second S.R.O will be added at a cost that is negotiated and agreed to by the City of Bucyrus, The Bucyrus City School District and the Bucyrus Police Department. This cost agreement is outlined in Appendix A in this contract.

S.R.O. Program Evaluation:

The S.R.O. program will be evaluated on a yearly basis and will include, but not limited to, the Chief of Police and the Superintendent. Each school administrator(s) may submit reports to the Superintendent prior to the S.R.O. program evaluation. The S.R.O., Bucyrus Police Department employee, will be subject to evaluations per the policies and procedures of the Bucyrus City Police Department.

Viewing of Bucyrus City School Cameras: The S.R.O. will have access to view the Bucyrus City School District's video system to investigate potential crimes or to maintain security around the district. Recorded, archived or live video will not be viewed or shown to anyone other than Bucyrus City Police Department personnel unless authorized by school administration.

Bucyrus City Police Department dispatch center may have a monitor dedicated to the display and viewing of the school cameras for security purposes by police personnel only. Patrol Car Computers, the Bucyrus City Police Command Post and selected computers in the Police Department may also have software capable of viewing school cameras remotely.

This agreement is entered into by the Administrators of the Bucyrus City School District, City of Bucyrus and the Bucyrus Police Department. All parties are in full agreement of the contents of this Memorandum of Understanding.

Kevin D. Kimmel, Superintendent
Bucyrus City School District

Date

Jeff Wagner, Service Safety Director
City of Bucyrus

Date

David A. Koepke, Chief of Police
Bucyrus Police Department

Date

March 20, 2018

Bucyrus School Board
170 Plymouth Street
Bucyrus, OH 44820

Dear Board Members,

We would like to thank you for your continued support of our safety services and the partnership that has grown to better serve and protect our community. School safety has always been of great importance and in consideration of current events, safety of our students couldn't be more vital.

The role of the School Resource Officer (SRO) in our schools has been one of not only safety and security, but also of mentoring and education. The benefits are countless to the students as well as the faculty, staff and parents.

The Bucyrus Police Department looks forward to continuing our partnership with Bucyrus City Schools to provide SRO services within the district. As of now, one officer has been assigned to the district free of cost. In consideration of the City's financial position, if the district would like to add a second SRO, the cost to the school would be \$60,040 per year. This quote is based on the entry level pay scale for an officer of \$22.10 per hour and accounts for the 9 months of the year school is in session. The cost to the city for a new officer per year is \$91,948.

Please review this quote and let us know if you require any further information. An expense break down for each officer has been made available to us by the city auditor and can be provided per your request.

Respectfully,

The City of Bucyrus Administration and the Bucyrus Police Department

Police Officer (Patrolman)

Base Rate $\$22.10 \times 2080 =$ **\$45.968**

Benefits

Longevity $.086 \times 2080 =$ \$178.88

W/C salary + longevity $\times .027709 =$ \$1370.60

HIT (Medicare) " " $\times 1.45\% =$ \$717.39

HOSP. (Family) $\$1691.32 \times 12 =$ \$20,295.84

VSP $\$16.10 \times 12 =$ \$193.20

DENTAL $\$56.78 \times 12 =$ \$681.36

UNIFORM \$1,000

P&F Pension salary + longevity $\times 19.5\%$ \$9,647.60

Benefits Total **\$34,085**

(This total does not include sick hours (300), vacation hours (80), Holidays (64), Personal days (56). The total yearly cost to the city per new officer = **\$91,948.**)

\$45.968

+ \$34,085

\$ 80,053

75% (9 months of the school year) = \$60,040