

Memorandum of Understanding  
Between  
The Charles County Sheriff's Office and  
Charles County Public Schools

THIS AGREEMENT, made this 17<sup>th</sup> day of April, 2019, is by and between the CHARLES COUNTY SHERIFF'S OFFICE, hereafter referred to as "CCSO" and the CHARLES COUNTY PUBLIC SCHOOLS, hereafter referred to as "CCPS."

WHEREAS, it has been agreed that the Charles County Sheriff's Office will provide special law enforcement services and programs to schools within the Charles County Public Schools system, while adhering to the law enforcement mandates of Maryland's Safe to Learn Act, AND

WHEREAS, the Sheriff of Charles County and the Superintendent of Charles County Public Schools have agreed to the Charles County Sheriff's Office providing such special law enforcement services to the public school system upon certain terms and conditions provided herein,

NOW, THEREFORE, this memorandum of understanding will be used by the Charles County Sheriff's Office and Charles County Public Schools to identify the cooperative effort needed to deliver law enforcement services and programs to the public schools of Charles County.

**Section 1      SCHOOL RESOURCE OFFICER PROGRAM**

**1.1      SCHOOL RESOURCE OFFICERS**

The CCSO will designate certain sworn officers as School Resource Officers (SROs). These officers shall be assigned to the Community Services Section of the Sheriff's Office and will be supervised by an SRO supervisor. The SROs are and will continue to remain officers of the CCSO and therefore, will be subject to all rules, regulation and procedures of the CCSO.

All uniforms, vehicles and equipment needed by the SRO to perform their function as a police officer will be provided by the CCSO. Any additional equipment required by CCPS will be provided by or at the expense of CCPS.

Any officer designated as an SRO shall attend and successfully complete any SRO training required by the Maryland Center for School Safety and the Maryland Police and/or Correctional Training Commission. Failure to complete and maintain any state mandated training will result in the removal of the SRO.

The CCSO will assign an SRO to each CCPS high school, middle school and alternative program school, as funding allows. SROs will be responsible for elementary schools as directed by the SRO Supervisors. The selection, retention, and assignment of these officers will be at the discretion of the Sheriff in coordination with the Superintendent of CCPS and the principal (s) of the school(s) in which the SRO is to be assigned. SRO Supervisors should consult with principals for input into the assigned SRO's performance evaluation.

During times of certain law enforcement necessities and certain emergencies, the Sheriff may reassign the SRO to other appropriate duties. This reassignment will last for only as long as necessary. The Sheriff will notify the Superintendent of any such reassignments and the estimated length of time the SRO will be out of the school.

The SRO will work closely with the school's administration, staff, students, and parents of the school they are assigned to ensure a safe environment is established and maintained, while also presenting or assisting with crime prevention curriculum as needed.

In the event of the resignation, dismissal, or reassignment of the SRO, the Sheriff will provide an immediate replacement. If an officer is not available as an immediate replacement, the Sheriff will provide a replacement within a reasonable amount of time after the vacancy. If an SRO is absent from their school due to illness, vacation, meetings or other short-term law enforcement reason, the CCSO is not obligated to provide a substitute for that SRO. If the SRO will be out of the school for an extended period of time, the Sheriff will work with the Superintendent to develop a plan to offer security for that school.

When school is in session, the SRO will primarily work a Monday through Friday work schedule that mirrors normal school arrival and dismissal times with Saturday and Sunday off. In the event of school closures, the SRO may be required to work an alternative schedule to meet the needs of CCSO.

Each SRO will work in full uniform at his/her assigned school. An alternate SRO uniform may be worn with prior approval from the SRO supervisor. The Superintendent should be notified of any changes to the traditional or alternate SRO uniform.

## 1.2 MISSION OF THE SCHOOL RESOURCE OFFICER PROGRAM

The mission of the SRO Program is the reduction and prevention of school-related violence and crimes committed by juveniles and young adults. This is accomplished by assigning Police Officers to school facilities on a permanent basis. The SRO Program accomplishes this mission by creating and maintaining safe, secure and orderly learning environments for students, teachers and staff. The SRO will establish a trusting channel of communication with students, parents and teachers. SROs will serve as a positive role model to instill in students good moral standards, sound judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will promote citizen awareness of the law to enable students to become better informed and functioning citizens, while empowering them with the knowledge of law enforcement efforts and obligations as well as consequences for violations of the law. SROs will consult with students and parents concerning problems they face as well as provide information on community resources available. Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators, and parents.

### 1.3 GOALS OF THE SCHOOL RESOURCE OFFICER PROGRAM

- Provide safety for students, faculty, staff, and all persons involved with the school district,
- Reduce incidents of school violence,
- Reduce criminal offenses committed by juveniles and young adults,
- Establish rapport with students,
- Establish rapport with parents, faculty, staff, administrators, and other adults

### 1.4. DUTIES AND RESPONSIBILITIES OF A SCHOOL RESOURCE OFFICER

The following are the overall duties and responsibilities of the SRO:

- To enforce the law, first and foremost
- To maintain a security force and presence for the school (s) assigned
- To be the primary contact for law enforcement incidents occurring in school and/or with CCPS students and faculty
- To act as the liaison between the school administration, staff and students and other law enforcement officers
- To assist in educating students as to the role of police in society and other law enforcement related concerns, such as crime prevention, drug and substance abuse, driver safety and gang violence, character education, and decision making
- To present or assist with the presenting of law enforcement related courses or topics
- To serve as a positive role model and mentor for students
- To educate students on how to have positive interactions with law enforcement
- To educate students on the negative consequences of unlawful behavior
- To participate in after-school and/or summer break enrichment and education programs
- To provide information, input and participate in assessment teams (when appropriate), with school-based student services professionals and school staff members, in order to meet the needs of students in need of behavioral services
- To formulate crime prevention programs to reduce the opportunity for crimes on school property
- To participate (when appropriate) in PTSO meetings
- To provide security for the monthly Board of Education meetings and other Board of Education work sessions as requested
- To participate in summer camps co-sponsored by CCSO and CCPS

- To provide SRO services (law enforcement and traffic assistance) for summer school
- To conduct community awareness and education campaigns on a variety of topics including youth violence, gangs and crime prevention

### 1.5 SRO SUPERVISORS

The CCSO will assign officers the rank of sergeant to supervise the SRO. The CCSO will assign the number of sergeants to maintain an acceptable officer to supervisor ratio. The SRO supervisors will:

- Supervise the daily operation of the officers and the unit as well as the overall program
- Ensure all SROs are adhering to CCSO policies
- Review reports and other paperwork submitted by the SRO
- Coordinate training for the SRO
- Work closely with the Superintendent, CCPS administration, and the CCPS Director of Safety and Security to ensure all safety concerns are being addressed and the goals of the SRO program are being met
- Maintain an office at the Jesse L. Starkey Administration Building

### 1.6 SCHOOL DISCIPLINE

SROs will be familiar with CCPS Student Code of Conduct, Board of Education rules, policies, and procedures. The enforcement of CCPS student rules and student discipline will be the responsibility of the principal and administration of each school. The SRO will assist by keeping the peace and enforcing the law, however will not enforce the school's rules and regulations.

### 1.7 CCPS RESPONSIBILITIES

The CCPS will provide each SRO and SRO Supervisor with office space, furniture, computer (including network/internet access), school system telephone, school identification and building access to all public schools.

CCPS will provide each SRO a school system radio to communicate with school officials during school hours and/or school-sanctioned events.

CCPS will provide access to school safety software or apps developed or used by the schools.

The CCPS Director of School Safety and Security will work closely with the SRO Supervisors on acute and chronic safety concerns, issues and events. The Director of School Safety and Security will work closely with the SRO Supervisors, and the Commander of Community Services to ensure long term strategic security plans are created jointly.

CCPS will not assign SROs to roles such as substitute teacher, instructional assistant, in-school suspension instructor, etc.

## **1.8 CONFIDENTIAL SCHOOL AND CRIMINAL RECORDS**

SROs will have access to confidential criminal history records of both adults and juveniles as a course of their employment as police officers. The SRO will also have access to confidential school records as a course of their assignment within the public school system. The use or dissemination of confidential records of a child or their family is prohibited except where permitted by law, regulation or legal process.

## **1.9 PROFESSIONAL DEVELOPMENT AND TRAINING OF SROs**

CCSO and CCPS will work together to ensure all SROs receive all ongoing and necessary training. Each SRO will be expected to complete an eighty (80) hour D.A.R.E. Officer training course provided by or approved by the Maryland Police Training and Standards Commission. In addition, SROs will attend all required police in-service classes as well as any other professional development courses to enhance their abilities as police officers and SROs.

CCPS will provide additional professional development opportunities for SROs and SRO supervisors. When funding is available, CCPS may fund professional development opportunities that include seminars and conferences. SRO supervisors will liaise with the Director of School Safety and the Superintendent or designee to identify potential opportunities. The SRO Supervisors must receive approval through CCSO to attend any professional development opportunities provided by CCPS.

## **Section 2 CRIMINAL JUSTICE PROGRAM**

The CCSO will assign a full-time instructor for the CCPS's Criminal Justice Program (CJP) classes held and located at North Point High School. This program is made up of sophomore, junior and senior Charles County public high school students. The purpose of this program is to provide students with an exposure to and understanding of basic law enforcement services.

### **2.1 SELECTION OF STUDENTS**

The CCPS will create a process to select eligible Charles County public school students to attend the program. This selection process will be aided by the input provided by the CJP instructor. If at any time, a student becomes disqualified to remain in the program, CCPS will remove the student from the class.

### **2.2 DISCIPLINE**

Any student requiring discipline due to their actions in the classroom will be referred to the principal of North Point High School as would any other student at the school. The CJP instructor may make a recommendation to the principal, however they will not have the final say in the disciplinary actions.

## **Section 3 CCPS DIRECTOR OF SCHOOL SAFETY AND SECURITY**

### **3.1 POSITION DESCRIPTION**

CCPS will appoint a staff member as the Director of School Safety and Security. This position will be the primary contact point for CCSO within the public school system. This does not preclude the SRO from working directly with the administration of the assigned school on safety and security concerns.

The director oversees and supervises the Office of School Safety and Security. While the responsibilities and duties are flexible and will likely evolve, the responsibilities listed below are examples of what generally will be overseen by the director:

- Physical security for facilities, schools, and centers
- Safety and security policy, procedure, and emergency operations plan coordinator (including active shooter prevention, response, and recovery)
- Implementation of Maryland Safe to Learn Act of 2018 and other laws pertaining to school safety and security
- Submission of and execution of school safety and security grants
- All-hazard threat detection, assessment, and response coordination
- Emergency management for CCPS
- Incident command instructor and exercise facilitation
- Internal affairs and staff misconduct investigations
- Employee and new-hire backgrounding, fingerprinting and portions of the on-boarding process
- Employee badging and credentialing
- Parent and citizen volunteer program (which includes mandatory social security background checks and training)
- Special Police Officers and coordination with School Resources Officers
- Coordinate with public safety, government, and non-government stakeholders and the Maryland Center for School Safety
- All-Hazard intelligence collection, analysis, and dissemination
- Visitor management software

### **3.2 SPECIAL POLICE OFFICE COMMISSION (SPO)**

The Director of School Safety and Security will oversee and supervise any SPOs that CCPS employs. The Director of School Safety and Security will ensure any SPOs employed by CCPS are certified and trained per Maryland Law. CCPS will provide commissioning paperwork for all SPOs to CCSO if requested.

## **Section 4 GRANTS AND FUNDING FOR SCHOOL SAFETY PROGRAMS**

CCPS will coordinate with the SRO supervisors and the Commander of Community Services to ensure any safety and security grant opportunities are discussed. If a grant requires “letters of cooperation” or “letters of support” from law enforcement, the Superintendent will consult and obtain an agreement from the Sheriff prior to applying for the grant.

## **Section 5 NOTIFICATIONS MADE TO CCPS**

### **5.1 MANDATORY NOTIFICATION OF ARREST TO CCPS**

In accordance with 7-303 of Maryland’s Education Article, CCSO will notify CCPS of the arrest for a reportable offense or any offense which is gang-related if the person arrested is a public school student. This notification will be immediately made to the SRO Supervisors for dissemination to the affected SRO as well as to the Director of School Safety and Security for dissemination to the Superintendent and the

affected principal. This notification will be done through an automated e-mail system created by CCSO for such purpose. In the event the system is not functioning, the notification must still be made.

## **5.2 MAJOR INCIDENTS INVOLVING STUDENTS AND STAFF**

CCSO will make timely notifications to CCPS concerning any major incident involving CCPS staff or students in which the privacy of the individual will not be compromised. These incidents include but are not limited to:

- Motor vehicle accidents
- Traumatic injuries caused by accidents or criminal acts
- Homicides, aggravated assaults
- Arrests of staff members
- Death of student or staff member
- Gang related activities that may affect schools or school populations
- Hostage barricade, criminal suspect at large, hazardous material incident, other criminal activity that may affect students, staff, or the normal operation of a CCPS facility
- Where other laws require notification
- After hours property damage of CCPS property
- Other situations/events which could have an adverse effect on the normal operations of CCPS facilities

These notifications will be made to the Director of School Safety and Security through the SRO supervisors.

## **5.3 HANDLE WITH CARE NOTIFICATIONS**

CCSO agrees to participate in the Handle With Care (HWC) program being implemented throughout the State of Maryland. When an officer responds to the scene of a traumatic incident and learns that a school-aged child is involved, witnessed the event, or is likely to be impacted by the event, the officer will follow the HWC protocols. This notification will be made as soon as possible without interfering with the CCSO officer's primary duty to handle the incident.

## **Section 6 TRAINING AND DRILLS**

In addition to the training requirements for SROs, there is a need to ensure other members of CCSO and employees of CCPS receive adequate training to handle major incidents occurring within the public schools.

CCSO will provide all officers with active assailant training. This training will include specific guidance for incidents occurring within a school setting. The training will focus on the immediate identification of the threat and the need to neutralize the threat, while safeguarding innocent lives in the process. Whenever possible, the training will include both instructional and live action drills.

CCPS will work with the SRO Supervisors to ensure CCPS active shooter curriculum does not conflict with CCSO response protocols. CCPS will provide its staff with active assailant training and conduct drills in accordance with established CCPS protocols. Whenever possible, CCPS staff and CCSO officers

should train together to gain a better understanding of what to expect from each other during a major incident.

The CCPS Director of School Safety and Security and the CCSO Commander of Community Services will coordinate efforts to ensure the training provided by the CCSO and CCPS are not in conflict. The training provided to each group must also include clear direction on incident command protocols so if an incident occurs, it will be clear who will be responsible for what.

## **Section 7      INCIDENT COMMAND AND UNIFIED COMMAND**

Both CCPS and CCSO employ the incident command system to manage emergencies. During a major incident such as an active assailant or a natural disaster, it is essential that incident command is quickly established with no ambiguity. For large scale events and emergencies that require a significant response from multiple stakeholders, a unified command should be established as soon as possible. The unified command is co-located and made up of decision-makers that can work jointly to bring the situation to a successful conclusion.

### **7.1      UNIFIED COMMAND**

Members of the unified command should collaborate to:

- Share information
- Communicate with the press and public to release information
- Make decisions
- Establish incident objectives
- Develop strategies
- Create an Incident Action Plan (IAP)
- Develop an after-action-report at the conclusion of the situation

### **7.2      INCIDENT COMMANDER**

Both parties agree to utilize the Incident Command Structure (ICS) during major incidents such as major criminal incidents, fires and natural or manmade disasters. The type of incident will dictate which agency's personnel will take on the role of the incident commander. This will be determined by the representatives of CCPS and the other responding/assisting agencies. This may be a fluid process, however it is important that an incident commander is identified and in control of the incident at all times.

Even though the role of the incident commander may fall to personnel from different agencies there are some constants. CCPS will always have the lead role of student accountability and control; CCSO will always have the lead role for law enforcement issues (unless superseded by another law enforcement agency); and Fire/EMS services will always have the lead role in building structural issues, fires, and search and rescue efforts.

### **7.3      RESPONSIBILITIES**

It is understood during any incident response CCPS and CCSO both have the following responsibilities:

Law enforcement responsibilities include:

- Eliminating threats and apprehending criminals
- Conducting criminal investigations



- Maintaining and providing scene security
- Providing traffic control
- Seizing evidence
- Conducting interviews

CCPS retains primary control over:

- Implementing protective measures prior to law enforcement arrival
- Transporting uninjured and uninvolved students
- Reunifying students and families
- Providing support for students, staff, and parents
- CCPS resources, students, and employees

## **Section 8      ACCESS TO CCPS SCHOOLS BUILDINGS**

CCPS will provide CCSO officers access to CCPS properties. CCPS will provide a list of agreed-upon officers electronic key card access for all properties. CCSO will establish a process to ensure when officers leave CCSO or are no longer approved to possess the electronic key card, the electronic key card is retrieved and delivered to CCPS. The Director of School Safety and Security must be notified immediately when an officer's key card access needs to be terminated. If an officer loses the electronic key card, the Director of School Safety and Security must be immediately notified. A replacement will be issued as soon as practical.

CCSO will maintain a policy outlining when and how officers may utilize emergency access to CCPS properties. Non-SROs will only use the electronic key card access for emergency situations in which normal access to the facility would hinder their ability to immediately respond to the emergency. CCSO officers, other than SROs, will follow all established CCPS policies for all other (non-emergency) access to public schools.

## **Section 9      VIDEO SURVEILLANCE SYSTEM**

CCPS will allow SROs and SRO supervisors to access a school's video surveillance on an as needed bases while conducting investigations within the schools and while in the performance of their duties as an SRO.

CCSO will maintain a policy detailing restrictions and limiting access to real time CCPS video cameras. CCPS will also allow CCSO Homeland Security Section access to their video surveillance systems. CCSO agrees to use this access only during incidents of ongoing emergencies to better aid responding officers to the incident and bring the incident to a quick resolution.

CCSO will not make copies of CCPS videos. All requests for footage are to be directed to the Director of School Safety and Security or designee.

## **Section 10 RECREATIONAL YOUTH PROGRAMS**

CCPS and CCSO agree that certain at-risk youth will receive benefit from programs and the continued positive interactions with law enforcement officers. To the extent each party is able, CCSO and CCPS agree to hold “camps” throughout the school year with a focus on the summer months.

CCSO will utilize SROs to provide manpower for programs. CCPS will work in concert with the School Resource Unit to explore funding sources for the camps. CCPS is a committed partner to recreational youth programs provided by CCSO. Which camps will be held, their schedules, and the funding necessary will be formalized by the CCSO, Commander of Community Services and the CCPS Director of Student Services by May 31<sup>st</sup> of each year.

## **Section 11 HIGH SCHOOL GRADUATION CEREMONIES**

CCSO will be the lead law enforcement agency for high school graduations. CCSO will assist CCPS with the traffic and security needs in relation to CCPS high school graduations held in Charles County. The CCSO Commander of Special Operations will coordinate with the Superintendent or designee throughout the school year to determine the schedule for the upcoming years’ graduation ceremonies. Plans for CCSO’s involvement in each graduation ceremony will be solidified and agreed upon by the CCSO commander and the Superintendent no later than April 30<sup>th</sup> of each year. Plans should be published within the framework of the National Incident Management System (NIMS) and utilize the Incident Command System (ICS).

Once an agreement is reached on the level of CCSO’s involvement in the ceremonies, CCPS agrees to provide CCSO the funding necessary to execute the plan.

## **Section 12 QUARTERLY MEETINGS**

CCPS and CCSO agree to hold meetings on a quarterly basis to discuss ongoing issues or concerns, upcoming initiatives and to ensure the items listed in the agreed upon MOU are being properly addressed.

## **Section 13 SPECIAL POLICE OFFICERS (SPO)**

### **13.1 ROLE AND RESPONSIBILITIES**

SPOs have limited jurisdiction and arrest powers in Maryland. SPOs employed by CCPS have limited jurisdiction and arrest powers on CCPS property only. CCPS SPOs will only take law enforcement action as a last resort, or where required by their commission. Protection of CCPS staff, students, or visitors is their primary mission.

### **13.2 ARREST**

Arrests by CCPS SPOs will only take place when required by law or as a last resort, when other de-escalation techniques have failed. If a CCPS SPO affects an arrest, the arrested person will be turned over to CCSO as soon as possible. The CCPS SPO will provide the responding officer with a statement detailing the events that led to the arrest. The responding police officer will complete a report detailing the event. CCSO will provide support, transport and processing for any lawfully arrested person by a

CCPS SPO. If questions arise the CCSO Shift Commander and the Director of School Safety and Security will consult to ensure a mutually agreed upon resolution is found.

## **Section 14      INFORMATION SHARING**

CCSO and CCPS acknowledge the importance of information sharing to enhance situational awareness and decision making. Both organizations acknowledge they must operate within the confines of numerous laws that limit some sharing of information for a number of reasons. Both organizations recognize their role in protecting the community and are committed to working together to ensure Charles County remains a safe place to live, work, visit, and learn. CCSO and CCPS will work cooperatively, within the confines of the law, to share information and to assist each other to the fullest extent possible.

### **14.1              GANG INTELLIGENCE, INTERVENTION AND INFORMATION SHARING**

The Safe Schools Act of 2010 requires the school system to work with law enforcement and the State's Attorney Office to curb gang violence. CCPS will host regular meetings with CCSO and other partners to facilitate the exchange of gang and criminal information. CCPS will ensure CCSO investigators can meet with and exchange information with administrators of each middle and high school. CCPS will also work closely with CCSO to ensure appropriate gang prevention and intervention training is delivered to students.

### **14.2              EMERGENCY PLANS, BUILDING FLOOR PLANS, AND OTHER TACTICAL INFORMATION**

CCPS will share emergency plans, floor plans, and other documents that could help CCSO better prepare for and respond to emergencies on CCPS properties. CCPS will update the records each school year. When feasible CCPS will make the documents available electronically. CCPS will work diligently to ensure the information that is shared is the most up to date. CCSO will keep the information confidential and use it for official purposes only. The Superintendent of designee must approve any sharing of the data outside of CCSO.

### **14.3              CRIME DATA**

Monthly, CCSO will provide the Director of School Safety and Security a list of crimes/ incident reports that have occurred on CCPS property. The list will include the date and time of the event, type of event, summary of the report, disposition, and investigating officer's identification number. CCSO Crime Analysis Unit will assist in identifying any trends or points of interest that may help CCPS and the SROs prevent further criminal activity on CCPS properties.

### **14.4              ALL HAZARD PLANNING COMMITTEE**

CCPS will host regular meetings with public safety partners (including CCSO) to facilitate the exchange of emergency management information. The goal of these meetings is to better prepare the public safety community to respond to events on CCPS properties. CCPS will share the date, time, location, and agenda for the meetings with all partners in a manner and timeframe to allow for the best participation.

### **14.5              ABUSE, NEGLECT, AND SPECIAL VICTIM INVESTIGATIONS**

The Director of Student Services and the Director of School Safety and Security will coordinate regular meetings with community partners that respond, and investigate claims of abuse, neglect, and sexual assault of CCPS students. CCPS will ensure any staff training related to these types of investigations is

agreed to by the meeting participants prior to delivery. These meetings may be used to de-brief situations in order to confirm best practices by CCPS and make certain that the school system is providing appropriate services and protections for our students.

#### **14.6 CCPS LIMITED ACCESS TO COMPUTER AIDED DISPATCH (CAD)**

In order to facilitate more accurate and timely situational awareness, CCSO agrees to provide the Director of School Safety and Security notifications from the CCSO CAD system of certain incidents occurring in or around CCPS properties. These notifications will be made by way of email and/or messaging systems.

#### **14.7 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) COMPLIANCE**

CCPS and CCSO will abide by FERPA as it applies to each organization. CCPS will provide each SRO and SRO Supervisor access to the below personal identification information (PII) on each student through its student information system:

- Name
- Address
- Parent name
- Emergency contact information

PII obtained by the SROs and SRO Supervisors through the student information system may only be utilized to promote school safety and the physical security of students. SROs and SRO supervisors may only share PII with other law enforcement officers where health or safety emergencies exist.

Members of CCSO who are not assigned as an SRO should contact CCPS Office of School Safety and Security for PII requests.

### **Section 15 SPECIAL ACCESS TO SCHOOLS**

COMAR provides specific direction to schools and law enforcement that detail law enforcement personnel access to schools and students to conduct investigations on school property during school hours. CCPS has developed policies and rules that manage all visitor access. CCPS will issue any CCSO employee who routinely visits schools for official purposes a FOB which they can use in lieu of providing their driver's license in the CCPS visitor management system. If the CCSO employee needs access to a school for official purposes and they do not have a FOB they will be expected to follow the process utilized by all other visitors. Employees with a FOB, will use the FOB to register in the visitor management system prior to initiating any official business. The employee should present their registration sticker and agency ID to the front desk personnel. The front desk personnel will assist the employee without unreasonable delay.

To obtain a FOB or replace a FOB, the CCSO employee should make arrangements with the Director of School Safety and Security.

### **Section 16 PUBLIC INFORMATION SHARING**

When appropriate, CCPS Communication/Media Relations Office and the CCSO Public Information Office will coordinate the release of any public communications involving CCPS schools, staff, and

students. During large scale critical events both units will establish a joint information center to coordinate the release of public information.

## **Section 17      TRANSPORTATION**

In order to ensure the safety of the bus, passengers, and public CCPS relies on CCSO expertise and investigative authority.

### **17.1              SCHOOL BUS STOP ARM RUNNERS**

CCPS will provide CCSO's Traffic Operations Unit, a report of high volume stop- arm violation locations when requested. CCPS will also provide a list of all bus stops and stop times to CCSO Traffic Operations Unit at the beginning of each school year.

### **17.2              AUTOMATED SCHOOL BUS ENFORCEMENT CAMERAS**

CCPS supports CCSO initiatives to prevent, locate, and hold accountable drivers who fail to stop for school buses with active red lights. CCPS will facilitate communication between CCSO's automated enforcement vendor and CCPS bus contractors if CCSO participates in automatic enforcement of stop arm violations. CCPS will be consulted and allowed to provide input on which routes and busses are equipped with automated enforcement cameras. When the cameras are operational, CCSO will provide a monthly report to CCPS detailing the date, time, location, and bus number of each automated citation issued.

### **17.3              WEATHER AND ROAD CONDITIONS**

CCPS relies on accurate and up-to-date weather and road conditions to make decisions regarding changes in normal operating conditions. CCSO agrees to allow Police Communication to share information about crashes, road closures, road conditions, and weather with the Director of Transportation or designee.

## **Section 18      INDEMNIFICATION**

To the extend provided by law, each of the parties to this Agreement agrees to indemnify and save harmless the other party against any and all claims by third parties for property damage and/or personal injury arising out of each party's respective activities performed under this Agreement; and each party agrees to waive any and all claims against the other party that may arise out of the activities performed under this Agreement. Each party shall remain liable for acts of omissions of its own employee within the limits of applicable law. Nothing in the Agreement shall be construed to waive any immunities or privileges afforded by law.

## **Section 19      APPLICABILITY OF AGREEMENT**

The term of this agreement shall commence upon the date of its approval and execution by the parties hereto. This agreement shall stay in force until such time as a new agreement is executed and/or this agreement is terminated by one or both parties. A thirty (30) day written notice of termination by either party to the other party may be exercised at any time during any term of this agreement.

**Section 20      INVALID PROVISION**

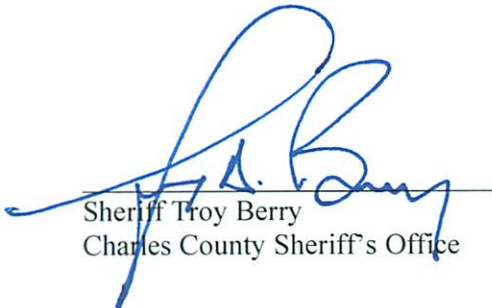
If any provision of this agreement shall be deemed invalid by a court of competent jurisdiction, the remainder of this agreement, to the extent practical, shall remain in full force and effect.


**Section 21      BINDING EFFECT**

The parties hereto agree that all covenants, stipulations, promises, agreements and provisions of this agreement shall apply to bind and be obligatory upon the parties hereto, their successors and assigns, or any of the whether so expressed or not.

In witness, hereof the parties have hereunto set their hands and seals this 17<sup>th</sup> day of

APRIL, 2019

  
\_\_\_\_\_  
Sheriff Troy Berry  
Charles County Sheriff's Office

  
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Dr. Kimberly Hill, Superintendent  
Charles County Public Schools