

**CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514**

Special Police Officer (SPO) Request

DUE DATE: MAY 3RD, 2023 @ 11:00 a.m.

Agencies interested in partnering with the Chappaqua Central School District should contact Dr. Christine Ackerman, Superintendent of Schools, in writing at chackerman@chappaquaschools.org on or before May 3, 2023, at 11 a.m.

MAIN SPECIFICATION

The Chappaqua Central School District is exploring entering into an Intermunicipal Agreement with a police department or other law enforcement agency to accomplish the following goals:

- a. To maintain a safe campus environment that will be conducive to learning.
- b. To serve as consultants to school staff, parents, and students on safety matters and any other matters which will provide a better environment for the students and staff in which to pursue their respective tasks.
- c. To expand our School Resource Officer program and/or law enforcement presence throughout our school district.

The Officers to be appointed by the Police Department shall have the following qualifications:

- a. Shall be, at minimum, part-time police officers, with law enforcement experience.
- b. Shall possess sufficient knowledge of applicable Federal, State and County Laws and Town ordinances as well as the School Board's policies and regulations.
- c. Shall possess an even temperament and set a good example for students and staff.
- d. Shall possess communications skills that would enable the Officers to function effectively within the school environment.

The following are duties of the Officers:

- a. Abide by School Board policies and consult with, and coordinate activities through, a given school's principal. However, the Officers shall remain fully responsible to the Police Department in all matters relating to employment and supervision. While working in the schools, the Officers will take direction from the building principal and/or the Superintendent of Schools or designee.

- b. Maintain a look-out for irregular occurrences in the schools and at school events such as trespassers, assailants and arsonists, as well as notify the building principal and/or Superintendent of Schools of any such occurrences.
- c. Shall encourage group discussions about law enforcement with students, staff, and parents.
- d. May attend meetings with parent groups and faculty groups to encourage their support and understanding of the Officers' responsibilities, and to promote awareness of law enforcement functions. When such meetings are outside the normal workday, the Officer's schedule shall be adjusted, when possible, to avoid unnecessary overtime.
- e. Shall confer with the principal of each of the schools to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus or involving students at school related activities.
- f. Shall perform such duties as determined by a given school principal or the Superintendent of Schools. However, such duties shall not include things normally assigned to school personnel such as lunchroom or hall duty. Nothing herein shall preclude the Officers from being available in areas where interaction with students is expected.
- g. Shall familiarize themselves with, and abide by, Board policy and applicable law concerning interviews with students should it become necessary to conduct formal law enforcement interviews with students or staff on school property or at school functions under the jurisdiction of the School Board.
- h. Shall initiate law enforcement action as necessary and notify the school principal as soon as possible and, whenever practicable, advise the principal before requesting additional law enforcement assistance on campus and undertake all additional law enforcement responsibilities at the principal's direction.
- i. Shall, upon the request of the building principal or Superintendent of Schools or designee, assist school administrators with the handling of contraband and controlled substances to enable proof of a chain of custody in matters of student discipline that may arise from time to time.
- j. Assure the peaceful operation of school-related programs, the Officers shall, whenever possible, participate in or attend school functions. When such functions are outside the normal workday, the Officer's schedule shall be adjusted, when possible, to avoid unnecessary overtime.
- k. Shall reaffirm the role as law enforcement officers by wearing their Police uniform, unless doing so would be inappropriate for scheduled school activities as determined by the Superintendent or designee. However, the uniform shall be worn at events where it will enhance the image of the Officers and their ability to perform their duties.

- l. Shall, whenever possible, coordinate with the principal and be responsible for law enforcement and security activity at extracurricular events as determined by the principal.
- m. Shall not activate a body camera or otherwise take photographic images of students and school personnel, except to the extent that SPO is acting in the course of their policing duties.

Under no circumstances shall an Officer be a school disciplinarian. The Officers will not be involved in the enforcement of disciplinary infractions that do not constitute violations of law and unless requested by the building principal or Superintendent of Schools.

CCSD would like to understand pricing to support the following models from interested agencies.

Position	Hours	Agency Rate
School Resource Officer	Full Time (7.5)	
School Resource Officer	Part Time (3.75)	
Special Patrol Officer	Full Time (7.5)	
Special Patrol Officer	Part Time (3.75)	