

## **Memorandum of Understanding-CIS Program**

This policy represents mutually agreed upon goals and objectives of the Floyd County Sheriff's Office and the Floyd County School System for the School Resource Officer Program. This Memorandum of understanding will remain in force until such time as either party withdraws from the agreement by delivering a written notification of such rescission to the other party. The conditions herein stated shall be reviewed annually, and may be modified upon the written concurrence of both parties.

### **Mission Statement**

The primary mission of the School Resource Officer is to create a partnership between the Floyd County Sheriff's Office and the County Schools. This program is intended to maintain a safe learning environment for our youth, identify and prevent through counseling and referral delinquent behavior, and to promote a positive relationship between students and law enforcement officers.

### **Roles**

#### **Law enforcement officer:**

As a sworn public law enforcement officer, the SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student engagement with the juvenile justice systems and divert students from the courts when possible.

#### **Law-related educator:**

As resources permit, SROs should strive to assist with presentations for school personnel on law-related topics such as law enforcement practices, changes in relevant laws, crime trends, crime prevention, school safety strategies, and crisis response procedures. SROs may also deliver law-related education with students using lessons/curricula approved in advance by the SRO Supervisor. In all cases, responding to incidents or conducting investigations will take precedence over delivery of presentations.

#### **Informal mentor and role model:**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance shall be encouraged to seek the help of available school- and community-based resources.

### **Description of General Duties**

- Provide assessment of schools and provide early identification of high risk or criminal activity on the school properties.
- Provide timely, pertinent crime related information to school personnel.
- Coordinate student activities which promote a safe school environment.
- Act as a liaison between school and law enforcement personnel

- Be a resource for violence reduction and avoidance for students.
- Serve as a juvenile mediator for law enforcement school related problems.
- Implement class action program which would provide students with some working knowledge of the law and the criminal justice system.

### Desired Outcome

It is the policy of the Floyd County Sheriff's Office to endorse and support through staffing, the creation of positive interaction between law enforcement and the school community. This endeavor is a partnership between the educational community and law enforcement to support a collaborative, problem-solving approach to the problem of violence in schools.

### Information Sharing-Principal

The principal of the school shall meet with the SRO at least weekly. This meeting shall not be delegated to other administrative staff on a regular basis. The principal shall provide the structure and environment for the SRO to engage in activities that promote effective communication between the SRO and the school.

Upon request, the school shall provide information to the law-enforcement agency in evaluating the assigned SRO. The principal shall address any concerns regarding the performance of the SRO to the supervisor of the SRO.

### Information Sharing-SRO

The relationship between the school principal and the school resource Officer is critical. The SRO shall meet weekly with the principal to exchange information on current crime trends, problems, cultural conflicts, or any other area of concerns that may cause disruption at the school or in the community.

In order to ensure that open communication exists between the school and the law enforcement agency, the supervisor of the SRO shall meet with the principal on a monthly basis to discuss the SRO program and the policy.

The SRO shall be advised whenever other agency units are providing services to the school. In order to prevent duplication of services, and to ensure proper coordination of law-enforcement services the guidance department or proper school administrator shall give the SRO advance notification of all services such as traffic safety classes, peer mediation, and other youth services.

The SRO shall provide information to the appropriate investigators about any crimes or information that comes to his or her attention. The SRO shall be advised of all investigations that involve students from his/her assigned school.

The SRO shall wear a uniform during the assignment unless otherwise authorized for specific purpose. The goal of the program is to provide a visible deterrence of crime and provide a positive impression of law enforcement in non-confrontational setting.

The SRO shall be visible in schools and patrol the exterior and interior grounds. Their appearance in and around schools is particularly important during the opening and closing of school and during lunch hour.

## Supervision Responsibility and Chain of Command

The Floyd County Sheriff's Office shall provide for the employment, supervision, and evaluation of the School Resource Officer (SRO).

## Decision Making Authority Regarding Enforcement of Applicable Laws and Procedures by the SRO

The SRO is given the authority to stop, question, interview, and take enforcement action without prior authorization of the principal. The investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to school. Investigations and questions of students for offenses not occurring at the school, or related to school operations, should ordinarily be limited to instances where a delay in questioning may result in danger to any person, flight from the jurisdiction by a person suspected of a crime, or destruction of evidence.

As soon as practical the principal shall be notified of any significant enforcement event. The SRO should coordinate their activities so that all agencies cooperate in the best interest of the school and law enforcement agency.

The SRO is expected to be familiar with school rules and their application within the school system. Rule infractions will not be handled as violations of the law, but rather referred to the principal or designated official for action. Any questions related to the enforcement of rules versus the enforcement of laws within the school shall be discussed with the principal. This provision specifically applies to underage smoking and general standards of conduct.

- When the arrest of students (or staff) becomes necessary, the SRO will observe the following procedures:
- The arrest shall be coordinated through the principal whenever practical.
- Arrests during school hours shall be reported to the principal as soon as practical.
- Arrests should be made with minimal disruption of normal school activities as a primary objective in most cases.
- Persons forbidden or restricted from the school grounds shall be arrested for trespassing. Principals and employees of the school shall appear in court as necessary.


## Evaluation of the Program

This program will be evaluated to ensure its compliance with its intended goals as defined above. The program will be evaluated by the Sheriff and/or Chief Deputy and School Superintendent and/or Director of Pupil Personnel Services on a quarterly basis with a review to include:

- Any changes noted in criminal activity within the school community
- Any changes in safety and security procedures within the school community
- Any noted changes in student behavior as a result of the program
- Any change in interaction between the community, school staff, and the SRO
- Any change in the sharing of information between school officials and law enforcement agencies
- A general review of reports and activities completed by the SRO

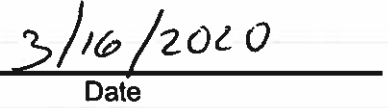
The conditions herein stated shall be reviewed annually, and may be modified upon the concurrence of both parties. Additionally, the Memorandum of Understanding will remain in force until such times as either party withdraws from the agreement by delivering a written notification of such rescission to the other party.

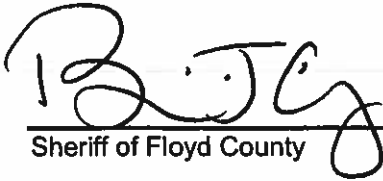
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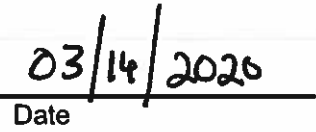
  
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Floyd County School Superintendent

  
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Date

  
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School Board Chairman

  
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Date

 Brian J. CRAIG  
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Sheriff of Floyd County

  
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Date

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