

SCHOOL RESOURCE OFFICER
For School Years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023

MEMORANDUM OF UNDERSTANDING

Between

Lampeter-Strasburg School District

And

West Lampeter Township Police Department

Mission Statement

Effective schooling requires a safe and orderly environment in which learning can occur. The mission of the School Resource Officer (SRO) Program is intended to ensure that no student's right to receive an education is abridged by violence or disruption. The SRO program shall provide the school administrators and staff with law enforcement resources and expertise they would need during unusual circumstances in order to maintain safety, order, and discipline in the school environment. This endeavor is a partnership between education and law enforcement to support a collaborative, problem-solving approach to ensure a safe and secure learning environment for students and staff.

Duties and Responsibilities: School Resource Officer

The School Resource Officer is a fulltime sworn West Lampeter Township Police Officer employed by West Lampeter Township and assigned to provide the law enforcement expertise and resources to assist school staff(s) in maintaining safety, order, and discipline within their assigned school(s). During duty hours, the SRO may wear either the regular police uniform or plain clothes, as situations merit. The decision of wearing the regular uniform or plain clothes will be at the discretion of the SRO, after consultation with the School District Administrator and/or the Chief of Police or his/her designee. The SRO shall be armed with the Police Department approved firearm at all times. The SRO will be maintaining safety, order, and discipline within the school campus. The SRO will be an active member of the administrative team.

The SRO is assigned to the Lampeter-Strasburg School District campus, to include Lampeter Elementary School, Hans Herr Elementary School, Martin Meylin Middle School, Lampeter-Strasburg High School, and the Administrative Offices within West Lampeter Township. Therefore, the grounds and surroundings of said building are the equivalent of the SRO's patrol area, and he/she assumes primary responsibility for handling calls for service and coordinating the response of the other police responses to the assigned buildings. In an emergency situation, the SRO and 911 will be contacted simultaneously.

The SRO's duty schedule will be developed to establish presence at Lampeter-Strasburg High School in conjunction with the Designated School District Administrator and the Chief of Police. When it is in the best interest of the Police Department and the School, the SRO may be required to attend special after-school activities or events. Attendance at these functions shall be at the discretion of the administration in collaboration with the Chief of Police.

The SRO shall assist with educating and training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools shall be disseminated to the school administrative staff to assist them in effectively establishing and maintaining a safe school environment.

The SRO shall become involved with the school's curriculum and other law-related education. Lesson plans for all presentations shall be forwarded to the Chief of Police and/or his designee.

The SRO shall be responsible for monitoring the social and cultural environment to identify emerging social issues. All information concerning such issues shall be provided to the administration and the Chief of Police or his/her designee.

A critical element of the SRO program is an open relationship and strong communication between the school principals and the SRO. The SRO shall meet minimally on a weekly basis with the school administration for the purpose of sharing information and concerns.

When it is necessary, the SRO may make formal presentations to, or participate in, school-based community organization meetings, such as Parent Teacher Organizations and School Board meetings. Participation in other activities such as panel discussions, mentoring programs, and community coalitions or task forces must be approved in advance by the Designated School District Administrator and the Chief of Police or his/her designee.

A critical element of the SRO program is strong communications with the students. When communicating with students during and after school hours, the SRO is required to follow all State and Federal laws, West Lampeter Township Police Department Rules and Regulations, and Lampeter-Strasburg School District Policies and Procedures when using any form of communication, including all forms of social media.

Chain of Command

The SRO is assigned to the Police Department Patrol Division. On a daily basis, the SRO will collaborate with the school and District administration on many issues, including his/her scheduled hours and the disposition of various situations they may encounter where it is appropriate and permitted by law to do so. The Designated School District Administrator or his/her designee, the Chief of Police or his/her designee, and the SRO will also collaborate on the coordination of services and responsibilities of the SRO as it relates to day-to-day activities. The ultimate responsibility of the SRO is to carry out their duties as a police officer, as expressed and interpreted through the Police Department chain of command. As such, the SRO is ultimately responsible to the Chief of Police or his/her designee and may be recalled from the school for cause. (These would be unexpected emergencies.)

Resources and Training

The School District will provide the SRO with a suitable office space that includes a desk, computer with internet access, lockable filing cabinet, telephone with outside direct line, secretarial support, and access to student demographic information to the extent permitted by law.

The School District shall include the SRO in in-service training opportunities as appropriate. The SRO will participate in Police Department trainings as deemed appropriate by the Chief of Police.

The School Resource Officer shall assist the principal(s) in developing plans and strategies to minimize dangerous situations that may result from student unrest.

Selection and Assignment of the School Resource Officer

The School Resource Officer will be selected and appointed through a process that involves both the West Lampeter Township Police Department and the School District. The West Lampeter Township Police Department will develop a list of qualified applicants to present to the school where the Superintendent or his/her designee will participate in the selection/interview process of the SRO. A SRO will only be named if both the West Lampeter Township Police Department and the School District agree to the candidate.

Disciplinary Action

The School Resource Officer shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or Board disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the School Resource Officer from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the School Resource Officer will be provided with copies of the School District disciplinary policies and codes and the discipline codes of each school. The School Resource Officer shall become familiar with the District/school disciplinary codes and standards, and will meet at least annually with the superintendent or his/her designee and each principal or his/her designee for the purpose of reviewing applicable disciplinary standards. As set forth below, if necessary and appropriate, the SRO shall present testimony and evidence to the School District's Judicial Board of Review.

Police Investigation and Questioning

Investigations and questioning of students for offenses not related to the operation of or occurring at the school would occur in such situations where, for example, a delay might result in danger to any person or flight from the jurisdiction by the person suspected of a crime or destruction of evidence. By and large, the investigation and questioning of students during school hours or at school events will be limited to situations where the investigation is related to the school.

The Designated School District Administrator shall be notified as soon as practical of any significant enforcement events. The School Resource Officer shall coordinate activities so that actions taken are in the best interest of the school and public safety. The School Resource Officer shall provide information to the appropriate investigative agency of any crime(s) or leads that come to his/her attention. While conducting investigations and questioning students, the SRO will follow all Federal, State, and local laws and shall work in accordance with the current biennial Memorandum of Understanding.

Arrest Procedures

It is the practice of the West Lampeter Township Police Department and the Lampeter-Strasburg School District to sign a Memorandum of Understanding biennially. This biennial MOU outlines the procedure for arrest and notifications to be made. The School Resource Officer will comply with the MOU.

The School Resource Officer will be expected to be familiar with school rules and their application with the school. Routinely, rule infractions will not be handled as violations of law, but instead referred to the school principals for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the school principals. This specifically applies to general standards of conduct.

Arrest of students or staff during school hours or on school grounds shall be reported to the designated School District Administrator as soon as practical.

Search and Seizure

School officials may conduct searches of students' property and persons under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or rules of the school.

The SRO shall not become involved in administrative (school-related) searches, unless specifically requested by the school to provide security or protection or for handling of contraband. These searches must be at the direction and control of the school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

Any search by an officer shall be based upon probable cause, and when required, a search warrant should be obtained. All searches conducted by or at the direction of the School Resource Officer shall be in accordance with current Federal, State and Local law.

Administrative Hearings

The SRO shall attend suspension and/or expulsion hearings upon the request of the school principal. The officer shall be prepared to provide testimony on any actions that were taken by the officer and any personally observed actions witnessed by the officer. The School Resource Officer will bring with him/her any evidence and/or documentation deemed appropriate and safe for presentation in such matters.

The SRO shall not provide any official Police Department document or juvenile record to the school or expulsion officer. As a general rule, release of such information is prohibited by law unless such documents are required to be presented pursuant to an appropriate Right-To-Know Request. When a Right-To-Know Request for official records, reports, or documents for an administrative hearing is received by the Police Department, it will be reviewed by the Police Department, and any action will be coordinated by the Chief of Police, the District Attorney, the Township Solicitor, and the SRO.

Release of Student Information

The SRO shall not access students' education records (including information contained in those records) maintained by the District, unless such access is permitted under the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232h, and its implementing regulations.

Release of Police Information

The SRO may share information with the school principal(s) and designated School District administrators, as permitted by the Pennsylvania Crimes Code, Chapter 91, Criminal History Record Information Law.

Complaint Process

Concerns or complaints regarding the performance of the SRO originating from the school shall be first filed with the designated School District Administrator. The designated School District Administrator will contact the Chief of Police or his/her designee to collaborate on the next step(s) in the process. Depending on the nature of the complaint, a variety of responses could ensue handled either by the school or by the Chief of Police, as deemed appropriate. If the issue is not resolved to the satisfaction of those concerned, they may take the issue to the Superintendent and the Chief of Police. The Superintendent and Chief of Police shall meet and discuss the concern or complaint. The decision of the Superintendent and the Chief of Police shall be final.

It will always be the position of the School District and the Police Department that concerns should be addressed at their lowest level at the outset of a problem (with the exception of a situation that involves harm to a student or staff). If the issue is not resolved to the satisfaction of those concerned, they may take the issue to the Superintendent and the Chief of Police.

If all improvement interventions are unsuccessful and the Chief of Police and the designated School District Administrator are in agreement, the assigned SRO can be called back to regular duty, at which point a new SRO will be selected.

The designated School District Administrator charged with the supervision and management of the School Resource Officer program shall keep documentation related to each concern/ complaint that is lodged in relation to the SRO. This documentation shall be shared on a regular basis with the Chief of Police.

Evaluation Process

The West Lampeter Township Police Department will seek input from the designated School District Administrator for the purpose of conducting the annual performance appraisal of the School Resource Officer. The Chief of Police or his designee and the designated School District Administrator responsible for oversight of the SRO program will maintain data to evaluate the effectiveness of the program.

Program Termination

If either entity wishes to dissolve the School Resource Officer program, said entity shall notify the other entity in writing no less than six (6) months prior to the intended termination date.

Cost Sharing

The annual cost of the School Resource Officer program (salary, overtime related to the school, fringe benefits) will be prorated between West Lampeter Township and the Lampeter-Strasburg School District in the following manner: West Lampeter Township shall be responsible for thirty percent (30%) and the Lampeter-Strasburg School District shall be responsible for seventy percent (70%) of the program costs. Notwithstanding this cost sharing arrangement, the parties mutually agree that Lampeter-Strasburg School District's pro-rated share for the SRO program for the time period beginning January 1, 2019, through December 31, 2019, shall be \$101,348.94.

Repayment Schedule

West Lampeter Township will initially pay the program costs for the School Resource Officer. The Lampeter- Strasburg School District will reimburse West Lampeter Township for their agreed upon share of the School Resource program costs. The billing shall occur on a quarterly basis based on the annual charge stated under "Cost Sharing" above.

The annual charge will be determined by the Township and will be sent to the Superintendent before January 31st of each year. Police labor contracts with the Township may delay a new calculation resulting in retroactive billing increases or decreases as negotiated.

Overtime


The School Resource Officer shall work a 40-hour work week. Overtime shall be charged to the entity that originated the request for said overtime. If the School Resource Officer were asked by the Lampeter-Strasburg School District to conduct business that results in overtime, the School District would be responsible for funding the overtime. If the School Resource Officer were required by the West Lampeter Township to engage in overtime activity not related to the school, the Township would be responsible for funding the overtime salary. West Lampeter Township Police Department overtime rate is time and one half of the officer's regular hourly rate.

In an attempt to minimize overtime the School District shall work with the West Lampeter Township Police Department to develop a flexible schedule that allows for a variety of starting and ending times based on the presenting need(s).

Conclusion

This Memorandum of Understanding represents mutually agreed upon goals and objectives of the West Lampeter Township Police Department and the Lampeter-Strasburg School District for the School Resource Officer Program. This endeavor is a partnership between education and law enforcement to support a collaborative, problem-solving approach to ensure a safe and secure learning environment for students and staff. Regular meetings shall be conducted between the Chief of Police, or designee, and the designated School District Administrator charged with oversight of the SRO Program to support this endeavor.


This Memorandum of Understanding remains in force for the duration of this five school year agreement. The Program shall be reviewed annually and amended as necessary to meet the needs of the cooperating agencies. This agreement supersedes all previously issued agreements between West Lampeter Township and Lampeter-Strasburg School District concerning the School Resource Officer Program, whether oral or written.



Chairman of the Board
West Lampeter Township

Date

9/14/18



School Board President
Lampeter-Strasburg School District

Date

09-17-2018