



**Public Safety Meeting**

**AGENDA**

**August 28, 2007**

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**I. CALL TO ORDER**

**II. MATTERS BEFORE COMMITTEE**

1. [Approval - SRO Contract](#)

**III. ADJOURN**



## Public Safety Meeting

### AGENDA

August 28, 2007

**Item:**

Approval - SRO Contract

**Department:**

Police

**Additional Information:**

Mayor signature of approval.

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Approve & sign.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

[School Resource Officer Contract](#)

**Agreement Between**  
**The Walton County School System**  
**And**  
**The Monroe Police Department**  
**For**  
**The School Resource Officer Program**

THIS AGREEMENT made and entered into the 1<sup>st</sup> day of August 2007, by and between THE WALTON COUNTY SCHOOL SYSTEM, and THE CITY OF MONROE POLICE DEPARTMENT.

**WITNESSETH**

- A.) The School System and the Monroe Police Department desire to provide law enforcement and related services to the public schools of Walton County within the city limits of Monroe; and
- B.) The School System and the Monroe Police Department recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of Monroe and particularly to the faculty and students of the Public School System of Walton County that are within the city limits of Monroe, Ga.;
- C.) It is in the best interests of the School System, the Monroe Police Department and the citizens of Monroe to continue this program.

THEREFORE, in consideration of the mutual promises and covenants herein contained, the School System and the City of Monroe Police Department hereby agree as follows:

**ARTICLE I**

The School Resource Officer Program has been established in the Public School System of Walton County, Ga. for each school calendar year:

**ARTICLE II**

Rights and Duties of the Police Department

The Monroe Police Department shall provide School Resource Officers (hereinafter referred to as SRO's") as follows:

A.) Number of School Resource Officers

- 1. A) The Monroe Police Department shall assign one regular employed police officer funded by the Walton County Board of Education to each of the following schools:

Monroe Area High School

The Walton County Performance Learning Center

B) The Monroe Police Department will retain one police officer to cover the following schools that were funded by a COPS Grant that has expired and all of the Grant requirements have been met.

Monroe Elementary School

Monroe Primary School

- 2. The SRO's shall do class presentations when requested by the school administration or faculty on subjects relevant to subject matter, age group and the officer's expertise on the given subject.
- 3. The Chief of Police shall assign a supervisor for the SRO unit to oversee the officers assigned to the above schools and to perform scheduled or non-scheduled visits to each campus site to perform other assigned tasks including:
  - a. Approving reports, providing leadership, training and direction, conducting evaluations on SRO's. Analyzing campus statistics and problem areas' establish rapport with administration, traffic issues, giving monthly reports to the superintendent and oversee security at all major functions at campus sites. Keep updates with juvenile court, accurate

school crime reports, maintain time records pertaining to overtime and compensation time.

- b. Being available to assist and/or coordinate investigations for criminal related incidents on school system employees that have students listed as the complaint/victim.
- c. Liaison with the School System

**B. Regular Duty Hours of School Resource Officers**

1. Each SRO shall be assigned to a school on a full time basis and during those hours and that the school is in regular session they shall be on campus from ½ hour prior to the start of classes until ½ hour after classes are dismissed. During their daily tour of duty, the SRO may be off campus performing such tasks as may be required by their assignments.

The Chief of Police or his designee may temporarily reassign the SRO during school holidays and vacations and/or during the periods of law enforcement emergency.

2. Regular working hours may be adjusted on a situational basis with the consent of SRO's supervisor. These adjustments should be approved prior to their being required and should be to cover scheduled school related activity requiring the presence of a law enforcement officer.

SRO's will be off campus for training required by the Monroe Police Department and for training that is mandated by the Georgia Peace Officer's Standards Act.

**C. Overtime hours for School Resource Officer**

1. Overtime hours for School Resource Officers that are authorized and approved by the Monroe Police Department shall be paid by the Police Department in accordance with the Monroe Police Department's established overtime procedures.
2. SRO's who enter into a contractual agreement with the Walton County School System for coaching duties or intramural after school programs shall be paid by the School System in accordance with Walton County School System established procedures.
3. SRO's who are requested to work overtime hours at their respective campuses by school administration for security, sporting

events and other special projects shall be paid by the school system in accordance with the current established Monroe Police Department SOP.

D. Duties of School Resource Officers

1. Instructional responsibilities of SRO's shall be:
  - a. Act as an instructor for specialized, short-term programs at the campus sites when invited to do so by the school administration or members of the faculty.
  - b. The School Resource Officer shall make available to each campus faculty and students a variety of law related presentations.
  - c. If requested by the Health and Physical Education Department of the schools, SRO's shall teach the law-related part of ADAP (**Alcohol Drug Awareness Program**), general knowledge of Georgia traffic laws and any other subjects relevant to instructional progress of the class.
  - d. The SRO at each school shall make available a variety of law related presentations to the faculty and students.
  
2. **Additional Duties and responsibilities of all SRO's:**
  - a. The SRO shall coordinate all of his/her activities with the school administration and will seek permission and guidance prior to enacting any program within the school.
  - b. The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include a basic understanding of the laws and the role of the SRO.
  - c. The SRO is responsible for all traffic directing at their respected school.
  - d. The SRO shall make himself / herself available for conferences with parents, students and faculty members in order to assist them with problems of a law enforcement or crime prevention nature.

- e. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations, which may occur on campus or during school, sponsored events.
- f. The SRO shall take emergency law enforcement action when required. As soon as practicable, the SRO shall make the Principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against patents and unwanted guest who may appear at the school and related school function, to the extent that the SRO may do so under the authority of law.
- g. The SRO may assist with non-campus investigations related to runaways that attend the school to which the SRO is assigned.
- h. The SRO shall maintain a detailed weekly report of his/her duties during the operation of school hours.
- i. **The SRO shall not act as a school disciplinarian.** However, if the principal believes an incident is a violation of law, the principal may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. **School Resource Officers are not to be used for regularly assigned lunchroom duties, hall monitors, bus duties or other monitoring duties.** If there is a problem in one of these areas, the SRO may assist the school until the problem is solved.

### **ARTICLE III**

#### Financing of the School Resource Officer Program

The School System agrees to pay \$83,944.00 as its share of the School Resource Officer Program. The Contract will continue to stay open for negotiation.

Funds provided by the School System during the term of this agreement for the total amount of \$83,944.00 for the School Resource Officer services listed in this agreement shall be paid to the City of Monroe Police Department at the end of each school year. These funds also cover K-9 asset usage, investigative resources, drug awareness literature, fuel cost, vehicle usage, Officer equipment, training and professional development of assigned SROs.

#### ARTICLE IV

##### Employment Status of School Resource Officer

School Resource Officers shall remain employees of the Monroe Police Department and shall not be employees of the Walton County School System. The School System and the Monroe Police Department acknowledges that the School Resource Officers shall remain responsive to the chain of command of the Monroe Police Department.

#### ARTICLE V

##### Appointment of School Resource Officers

- A. The Monroe Police Department's School Resource Officer Unit Commander shall be responsible for the recruiting, interviewing and evaluation of School Resource Officers.
- B. SRO applicants must meet the following requirements:
  - 1. The applicant must be a volunteer for the position of School Resource Officer.
  - 2. The applicant must be an officer in "Good Standing" with no disciplinary problems in their personnel file.
  - 3. Post-secondary education is preferred but not required.
- C. Among additional criteria for consideration by the Unit Commander is knowledge, experience, training, education, appearance, attitude, communications skills and bearing.
- D. The names of any applicants receiving a favorable recommendation from the Unit Commander shall be forwarded to the Chief of Police who shall appoint a viable officer from the list that was recommended.
- E. Any SRO may transfer to any school when a vacancy occurs provided:
  - 1. The Principal agrees with the transfer;
  - 2. The SRO supervisor agrees with the transfer.



## ARTICLE VI

### Dismissal of School Resource Officer; Replacement

- A. In the event the principal of the school to which the SRO is assigned feels that the particular SRO is not effectively performing his or her duties and responsibilities. The principal shall recommend to the Unit Commander and/or the Chief of Police that the SRO be removed from the program from his or his or her school and state the reason therefor in writing. Within a reasonable time after receiving the recommendation from the principal, the Unit Commander or his designee, shall meet with the SRO to mediate or resolve any problem, which may exist.

At such meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation is not sought by the Unit Commander, then the SRO shall be removed from the program at the school and a replacement shall be obtained.

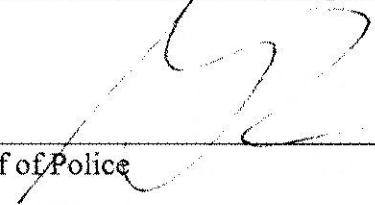
- B. The Unit Commander may dismiss or reassign a SRO based upon Monroe Police Department Policy, Regulations and/or General Orders and when it is in the best interest of the citizens of Monroe and Walton County.
- C. In the event of the resignation, dismissal or reassignment of a SRO, or in the case of long-term absences by a SRO, the Chief of Police shall provide a temporary replacement for the SRO within thirty (30) school days of receiving notice of such absence, dismissal, resignation or reassignment. As soon as practicable, the School Resource Officer Unit Commander shall recommend a permanent replacement for the SRO position.
- D. Transfers will not be permitted during the school year, except under certain circumstances such as vacancies or promotions. SRO's requesting a transfer to a new school should submit a request in writing. Transfers shall be subject to approval as described in Article V, Section E of this contract.

**ARTICLE VII**

Good Faith

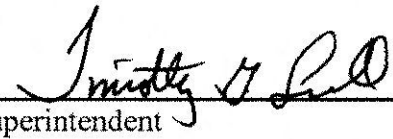
The Walton County School System and the City of Monroe Police Department and their employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiations between the **Chief of Police** and the **Superintendent**, or their designee.

The City of Monroe Police Department

  
\_\_\_\_\_  
Chief of Police

8/15/07  
Date

The Walton County School System

  
\_\_\_\_\_  
Superintendent

6 Aug 07  
Date

RECEIVED

AUG 03 2007

Superintendent  
Walton Co. BOE

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date