



## S.R.O. CONTRACT 2020 -2023

### AGREEMENT BETWEEN THE WESTERVILLE DIVISION OF POLICE AND THE WESTERVILLE CITY SCHOOL SYSTEM TO PROVIDE SCHOOL RESOURCE OFFICERS.

The School Resource Officer (S.R.O.) program is an example of the cooperative partnership between the Westerville Division of Police and the Westerville City Schools for the benefit of our community's youth. As a result of this cooperative effort, we are able to maintain a safe learning environment for the students of Westerville City Schools.

# SCHOOL RESOURCE UNIT

## STANDARD OPERATING PROCEDURES

### MISSION STATEMENT

We the members of the Westerville Division of Police and the Westerville City Schools will strive to provide a positive school environment for students and staff. We will accomplish this through mentoring, education, crime prevention, and enforcement actions. This commitment will provide an educational environment that is conducive to learning.

### GOALS

- **Make the campus a safe environment for learning**
- **Foster a positive relationship between students, staff, and law enforcement**
- **Encourage more cooperation between students and the police**
- **Reduce juvenile crime**
- **Seek alternative methods of enforcement that hold youth responsible for their actions while providing life enhancing skills to address conflict**

## **SCHOOL RESOURCE OFFICER PROGRAM**

The Westerville Division of Police School Resource Officer program will be based on input from the Division of Police, the school administration, teachers, faculty, and students. The program will be fashioned to fulfill four main roles: 1) **Mentor/Problem solver** 2) **Education** 3) **Crime Prevention** and 4) **Law Enforcement**.

**MENTOR/PROBLEM SOLVER-** The role of the S.R.O. is that of a mentor/problem solver. Officers can mentor students within the context of that officer's knowledge, training, and experience. The officer can be available to the students on a variety of issues that range from dealing with anger, personal conflicts, drug and alcohol issues, abuse and neglect, and other issues that may in some way be connected with the law. The S.R.O. works closely with the school counselors, social workers, and psychologists in order to provide appropriate levels of support and information to students in need.

**CRIME PREVENTION-** A second role the S.R.O. fulfills is crime prevention. The officer will conduct various activities, including foot patrol and internal security, throughout the school property. The officer will periodically update information in reference to the "School Crisis Plan" which is relative to the physical security of school property and facilities. The officer will also be responsible for security at special events occurring during the school day such as assemblies.

**EDUCATION-** The third role of the S.R.O. is education. The overall mission of our school is to educate. It is very important that the S.R.O. participate in this mission. By becoming a member of the educational team, the S.R.O. will become more accepted by students, faculty, and staff. Officers may provide presentations on law-related topics that are usually one hour in length and are provided to any class by teacher invitation. The officer may also speak to student support groups, parent support groups, and provide training to administrators and faculty in the area of law enforcement. Officers are required to submit a lesson plan for any presentation to ensure consistency. Computerized lesson plans shall be retained by school administration and by the Westerville Division of Police.

**LAW ENFORCEMENT ROLE-** the S.R.O. will be responsible for the majority of law enforcement activities occurring at the school during school hours. This will involve the traditional enforcement activities of arrests, reports, and filing of charges, diversions, etc. In addition, the officer is responsible for information sharing between school officials and the police division. To establish and maintain credibility, it is imperative that the S.R.O. not be compromised in his position as an enforcement authority.

In order to maintain a clear distinction between the S.R.O.'s law enforcement role and the administrator's educational role, the S.R.O. will act as a liaison between school administration and the police division. The S.R.O. shall be actively involved in the daily operation of school

affairs and will offer input and guidance as related to law enforcement issues. The S.R.O. shall also be cognizant in maintaining a clear distinction between administrative and law enforcement authority.

## **OFFICER SELECTION AND TRAINING**

As with any program of this type, the success or failure largely depends on the officer involved in the program. For this reason, selection of the S.R.O. will be carefully done to ensure a good match. The candidate should meet the following general requirements:

- **Experience as a police officer-** The candidate will possess a minimum of three years post-probationary experience as a police officer with the Westerville Division of Police.
- **Successful Performance-** All candidates will have proven acceptable performance as reflected by prior performance evaluations and will be free of disciplinary action for the previous year.
- **Review Board-** The candidate will be interviewed by a review board. The board will consist of the following individuals with final approval by the Chief of Police or designee and school district supervisor or designee.
  - Westerville Division of Police Community Services Lieutenant or Sergeant
  - Westerville Division of Police current School Resource Officer
  - Westerville City School Administrator
  - Student representative from the Superintendent's Student Advisory Committee
  - Former S.R.O.
  - Additional District Administrator
  - Parent representative

Selection will be based on recommendation of the review board to the Chief of Police. The final decision on selection will be made by the Chief of Police.

- **Training-** The candidate, upon being selected for the position, will attend a basic School Resource Officer class as soon as practical.

## **OFFICER ASSIGNMENT AND SUPERVISION**

S.R.O.'S will fall under the Community Services Bureau. The Community Services Sergeant directly supervises the S.R.O.'s. These officers will be assigned to the schools during the school year. During the school breaks and closures, including summer vacation, S.R.O.'s may be assigned to other duties as division needs dictate.

All officers will be heavily involved in educating our youth and other crime prevention and community relations activities. We believe this structure provides our community the most effective response to the needs of juveniles and offers us the opportunity to expand our services in crime prevention and community education.

**S.R.O. UNIFORM-** Officers will be in the uniform of the day at all times. The standard uniform of the day does not prevent the officer from performing any of the duties involved in the program.

**WRITTEN AGREEMENT-** This document will serve as the written agreement between the Westerville City School system and the Westerville Division of Police and the City of Westerville. This agreement establishes the needed commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the S.R.O. This document will be the guiding agreement our officers, school administrators, and city administration look to for structure and accountability. The Westerville City Schools agree to provide for one-half of each officer's salary and benefits for the nine month period covering each of the school years.

**SCHOOL LIAISON-** Each school will assign a representative to act as the liaison to the S.R.O. program. This person is very important in ensuring acceptance and successful continuation of the program.

**OFFICE AREA-** The school will provide office space for the S.R.O. The office will need a computer with internet access, desk, chairs, file cabinet, and a separate telephone line. Students should have easy access to the office, but the office should provide for privacy when needed.

## **S.R.O. STANDARD OPERATING PROCEDURES**

The S.R.O.'s activity in the school will be guided by the following procedures. These procedures have been drafted in a cooperative effort between the Westerville Division of Police and the Westerville City Schools.

**DUTIES OF THE S.R.O. -** The primary functions of the S.R.O. are to provide a safe and secure school environment, serve as an educational resource, and serve as a liaison between

the school and the division of police. Specific daily assignments to accomplish this function will vary by school. The S.R.O. and school principal or designee will meet to discuss plans and strategies to address specific issues or needs that may arise. The S.R.O. will not be utilized in a parking enforcement role.

**ROLE IN CRIME SUPPRESSION-** One of the S.R.O.'s roles will be enforcement to include traditional criminal investigation and report taking. As a police officer, the S.R.O. has the authority to make arrests and use alternatives to arrest at his/her discretion. The following procedures will help the S.R.O. be as effective as possible in this role.

- The S.R.O. will be informed of all criminal activities that occur on the school campus during the day regardless of the seriousness of the offense. The S.R.O. will also inform school administration of all criminal activities occurring on campus to make sure all parties remain informed.
- Typically, for misdemeanor offenses other than drug offenses and offenses of violence, the S.R.O., working cooperatively with the school administration, will determine whether formal charges will be filed. For drug offenses and other offenses of violence, the S.R.O. may file formal charges, based on the totality of circumstances.
- For felony offenses, the S.R.O. will facilitate the filing of formal charges in cooperation with school administration and other Westerville Division of Police personnel.

**ENFORCING/REPORTING SCHOOL POLICTY VIOLATIONS-** The S.R.O. is not a school disciplinarian and will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The S.R.O. will report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the S.R.O. to become familiar with the student handbook.

**SHARING OF INFORMATION-** Recognizing communication and information sharing is essential to the success of the S.R.O. program. The following procedures should be followed to facilitate a free flow of information to and from the S.R.O.:

- The Family Educational and Privacy Act ("FERPA"), The Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, and relevant Westerville Division of Police and Westerville City Schools policies will govern sharing of information.
- Juvenile fingerprints and photos, as part of the arrest record, will not be shared by the S.R.O.

- If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by a Bureau Commander or the Chief of Police.

**ROLE IN ADMINISTRATIVE HIERARCHY-** The S.R.O. will be accountable to the police division's chain of command. However, while at the school, the S.R.O. will recognize the school principal's authority under the direction of the designated District Administrator, and cooperate with school officials, including administrators and faculty. The S.R.O. will serve as part of the school administrative team but may not be assigned administrative job assignments unless agreed upon by the Community Services Sergeant and the designated District Administrator.

**ROLE IN LOCKER, VEHICLE, AND PERSONAL SEARCHES-** When requested, the S.R.O. may stand by to keep the peace while school administrators search persons, property, or vehicles under the following, but not limited to, applicable reasons:

- Student may reasonably be considered a threat to assault the searcher.
- Student may attempt to escape in a situation in which the student would be a danger to themselves or a danger to others.
- Student may possess a weapon; a suspicion that may be supported on the slightest articulated indication including conclusions drawn as a result of teaching or law enforcement experience.
- Student is suspected of having drugs which may include needles or toxic substances.
- Items being searched may contain dangerous items.

The S.R.O. may perform searches independently of the school administration only under the existing provisions of the Ohio Constitution, Ohio Revised Code, and the Westerville Division of Police General Orders.

**ROLE IN CRITICAL INCIDENTS-** The S.R.O. will be familiar with the emergency operations manual of the Westerville City Schools. During any critical incident occurring on school property, the S.R.O. will act as a liaison between school administration, Westerville Division of Police, and other emergency resources. Each S.R.O. will be on the school's safety committee.

**ROLE IN TRUANCY ISSUES-** The Westerville Division of Police and Westerville City Schools take truancy very seriously. School administrators and the S.R.O. may investigate truant students to promote compliance with state attendance regulations.

**ROLE AS AN EDUCATOR-** The S.R.O. will serve as an educational resource to school faculty, staff, and students. The S.R.O. may be called upon for presentations on specific topics that may lend valuable insight regarding a particular subject. The S.R.O. may not be a certified teacher; therefore, the normal classroom teacher will be present during any instructional period. The S.R.O. will maintain complete lesson plans on their topics of instruction and will furnish a list of topics to school personnel.

**S.R.O. DAILY SCHEDULE-** The S.R.O. will normally work from 7:00 a.m. until 3:00 p.m., Monday through Friday. S.R.O.'s will mark in and out of service each day using their radio. The S.R.O. may adjust their schedule, with approval from their supervisor, in order to accommodate school activities and requests. Overtime must also be approved in advance by the S.R.O. supervisor in order to accommodate these activities. S.R.O.'s are permitted to leave the school campus only for official business and must leave information with school officials regarding their whereabouts and estimated time of absence. Officers are permitted to eat their lunch at their assigned school. When school is not in session, such as holidays, professional days, calamity days, and summer break, the S.R.O. will report to the Community Services Sergeant for further assignment.

**LEAVES AND ABSENCES-** S.R.O.'s will not be permitted to take extended leave during the school year. The Community Services Sergeant must approve personal days. Sick leave will be handled as directed by the Division's general orders. In addition, the S.R.O. will notify the school administration of his/her sick leave. Depending on staffing levels, a substitute may be assigned to replace the S.R.O. from the police division.

**TRANSPORTATION-** S.R.O.'s will be assigned a cruiser to use when going to their assigned school. The cruiser will be parked in an area to ensure high visibility. The cruiser will be used for any required official business during the duty day. At no time will officers use their privately owned vehicle. If their assigned cruiser is down for service, a replacement cruiser will be assigned.

## **CONCLUSION**

The S.R.O. program is a unique opportunity for the Westerville Division of Police and the Westerville City Schools to expand our partnership for the benefit of our community's youth. With this cooperative effort, we will strive to maintain a safe learning environment for the students of the Westerville City Schools.



**AGREEMENT PERIOD**

This agreement will be in effect for a period covering the next three school years unless amended by mutual agreement. The three school years are the 2020-2021, school year, the 2021-2022 school year, and the 2022-2023 school year.

Nicole Marshall  
Westerville City School Representative

Date: 7/21/2020

David A. Collinsworth  
Westerville City Manager

Date: 7/17/2020 | 12:44 PM PDT

[Signature]  
Westerville Division of Police Representative

Date: 7/20/2020

***Proof of Liability naming Westerville City School Board of Education with regard to the School Resource Officer as additional insured will be provided on an annual basis.***