WHEREAS, the purpose of this document is to establish a School Resource Officer (SRO) Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve have a shared understanding of the goals of the SRO program and that the SRO receives the necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

WHEREAS, the parties agree that an effective SRO program sets forth: the role of the SRO within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; respect for the rights of students; transparency and accountability; minimum SRO training requirements; and promotion of non-punitive approaches to student behavior;

WHEREAS, the signatories agree as follows:

1. The mission of the School Resource Officer program is to improve school safety and the educational climate at the school, not to enforce school discipline or punish students.

2. The success of the SRO Program is measured by the number of prevention programs offered to our students at every grade level and by reducing the number of Out of School Suspensions by 25% over the previous year.

3. Building-level school administrators shall be consulted as to whether a SRO will be deployed to the school and shall participate in periodic performance reviews of the SRO.

4. The SRO shall meet with building-level school administrators, teachers, parents, and student representatives at least annually to discuss issues of school safety.

5. The SRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.

6. The SRO shall maintain daily activity reports and submit monthly summaries of these reports to building-level school administrators, district-level school administrators, and the relevant law enforcement agency. The monthly summaries shall include, for each SRO, the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.
7. Absent a real and immediate threat to student, teacher, or school safety, and situations where formal law enforcement intervention is deemed appropriate, building-level school administrators shall have final authority in the building.

8. School Resource Officers are responsible for criminal law issues, not school discipline issues.

9. Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, or summon, filing of delinquency petition, referral to a probation officer, or actual arrest).

10. Students shall not be arrested at school, except where a child poses a real and immediate threat to student, teacher, or public safety; or a judicial warrant specifically directs the arrest of the student in a school; in all other instances the execution of an arrest warrant shall be undertaken at a location other than a school.

   a. School principals shall be consulted prior to an arrest of a student where practicable.

   b. The student’s parent or guardian shall be notified of a child’s arrest as soon as practicable.

11. Absent a real and immediate threat to student, teacher, or public safety, a School Resource Officer may conduct or participate in a search of a student’s person, possessions, or locker only where there is probable cause to believe that the search will turn up evidence that the child has committed or is committing a criminal offense.

   a. The SRO shall inform school administrators prior to conducting a probable cause search where practicable.

   b. The SRO shall not ask school officials to search a student’s person, possessions, or locker in an effort to circumvent these protections.

12. A school official may conduct a search of a student’s person, possessions, or locker only where there is reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.
a. Absent a real and immediate threat to student, teacher, or public safety, a school official shall not ask a SRO to be present or participate in such a search.

13. Absent a real and immediate threat to student, teacher, or public safety, a SRO may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of his or her Miranda rights and only in the presence of the child’s parent or guardian.

   a. The SRO shall inform school administrators prior to questioning the student where practicable.

   b. The SRO shall not ask a school official to question a student in an effort to circumvent these protections.

14. Absent a real and immediate threat to student, teacher, or public safety, a school official shall not ask a SRO to be present or participate in the questioning of a student that could expose the student to court-involvement or arrest.

15. Strip searches of children by either school officials or SROs shall be prohibited.

16. Absent a real and immediate threat to student, teacher, or public safety, other physically invasive searches by a school official or SRO shall not be conducted on a child.

17. Absent a real and immediate threat to student, teacher, or public safety, a SRO shall not use physical force or restraints — including handcuffs, Tasers, Mace, or other physical or chemical restraints — on a child.

18. The school district and relevant law enforcement agency shall maintain annual publicly available data, without disclosing personally identifiable information, documenting the following:

   a. Number of incidents resulting in a juvenile arrest for conduct on school grounds or at a school-sponsored event, broken down by school; offense; arrestee’s age, grade level, race, sex, and disability status; and disposition/result;

   b. Number of incidents resulting in other forms of law enforcement intervention — including searches and seizures by SROs; questioning by SROs; issuance of a citation, ticket, or summons; filing of a delinquency petition; or referral to a probation officer — for juvenile conduct on school grounds or at a school sponsored event, broken down by school; offense or reason; type of

Dr. Randall K. Davis, Superintendent
Marshall Public Schools • 100 East Green Street • Marshall, MI 49068
Phone: 269-781-1250 ext. 1104 • Fax: 269-789-1813
law enforcement intervention; juvenile’s age, grade level, race, sex, and disability status; and disposition/result;

c. Number of suspensions or other disciplinary consequences imposed on students, broken down by school; offense/infraction; student’s age, grade level, race, sex, and disability status; and disciplinary consequence imposed;

d. Regulations, policies, and protocols governing the SRO program;

e. Training materials for SROs; and

f. Number and types of complaints lodged against SROs.

19. The SRO program shall set forth a simple and straightforward mechanism for any student, parent, teacher, principal, or other school administrator to submit a complaint, orally or in writing, of abuses or misconduct by SROs.

a. Parents shall be permitted to submit a complaint in their native language.

b. The complaint system must be confidential and protect the identity of the complainant from the SRO to the extent consistent with the SRO’s due process rights.

c. The system shall provide for an independent investigation into the allegations in the complaint.

d. Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution, within 30 days.

e. Where serious allegations of abuse or misconduct are raised, the SRO shall be temporarily removed from having contact with students as appropriate.

f. Where allegations of abuse or misconduct are substantiated, the SRO shall be suspended or permanently removed from school assignments or receive additional training as appropriate.

g. Every student, parent, and guardian in the school system shall be informed of the complaint procedure.

20. Every School Resource Officer shall receive at least 40 hours of pre-service training and 10 hours of annual in-service training on the following topics:

a. Positive behavioral interventions and supports (PBIS), conflict resolution, peer mediation, or other restorative justice techniques;
b. Children with disabilities or other special needs, learning styles, and
c. Cultural competency.

21. The School Resource Officer shall be familiar with and trained in all programs adopting non-punitive approaches to discipline available in the school district. If a school has implemented a specific program designed to improve overall school climate or respond to student behaviors in specific ways, the school resource officers shall participate in all trainings associated with that program.

22. Funds raised through a grant award to Marshall Public Schools from the Kalamazoo River Recreation Area Foundation will represent 50% of the annual cost of the SRO; and the remaining 50% of the cost will be covered by the Marshall Police Department for one year of operation (January 1, 2016 to December 30, 2016)

23. The SRO will be an employed officer of the Marshall Police Department.

24. Equipment and law enforcement training will be the responsibility of the Marshall Police Department; and additional professional development on cultural competence, diversity and inclusion, and PBIS will be provided by the Marshall Public Schools.

25. The SRO reports and is supervised directly by the Marshall Police Department’s Administrator with input from the School Superintendent; and the SRO will report directly under the building administrator of any school building while on school grounds.

26. The SRO will have an office location at the Marshall Middle School; and will work eighty four (84) hours flexible shifts every two weeks of the contract;

27. During the holidays and breaks in the school year (winter, mid-winter, spring breaks) and summer while school is not in session the SRO will provide services to the Marshall Police Department as assigned.

28. This Governance Document shall become effective immediately upon execution by signature and remain effective until 12/30/2016, whereupon it must be reviewed annually by all signatories or their successors before being renewed.

29. A signatory may terminate this Governance Document by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of School Resource Officers at Marshall Public Schools.
Signed on this Tenth Day of March, 2016.

Superintendent

Representative of Law Enforcement Agency

This Agreement has been taken (in part) from an ACLU White Paper by Catherine Y. Kim and I. India
Geronimo August 2009
CITY OF MARSHALL

JOB DESCRIPTION

JOB TITLE: School Resource Officer
REPORTS TO: Deputy Chief of Police

AFFILIATION:
Police Officers Labor Council

SUMMARY

Protects and preserves the life, liberty and property of people within the community. Enforces the laws and ordinances of the City of Marshall, State of Michigan and federal government. Specific assignments and shift responsibilities of SRO will vary according to department staffing requirements, and/or occurrence of emergency situations. The SRO is assigned to handle all school incidents, programs, events and assignments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An * denotes duties or responsibilities judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA)

The employee in this special assignment may be called upon to do any of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- All principle duties and responsibilities of a patrol officer.*
- Initiate appropriate law enforcement action as a police officer as needed.
- Provide assistance to human services and social agencies working with school age children as well as their parents.
- Direct students to the appropriate agency for help including encouraging the students to self-refer.
- Provide assistance to students, teachers and school administrators to understand local, state and federal laws and how they apply.
- Provide assistance in understanding the juvenile and adult judicial system as needed or requested.
- Provide and facilitate classroom lectures, demonstrations and discussions related to law enforcement topics.
- Responsible for discussing confidential personal concerns of students/staff as they refer to the safety of all students and staff and ensuring their safety.
- Patrol school properties and respond to calls for service as needed/requested. Enforce local, state and federal law as necessary.
SRO

- Communicate and effectively interact with students, parents, school personnel and community members relating to school issues and other law enforcement related matters.
- Assures a continuous, accurate information flow between Administration and the Marshall Police Department.
- Responsible for security, as requested, at extracurricular events held on school properties.
- Compile statistics of criminal and non-criminal activities and provide them to the Director of Public Safety monthly. Reports will be forwarded to the Marshall Public Schools Superintendent monthly and will be forwarded to the Calhoun County Intermediate School District, as requested.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: The job requires knowledge normally acquired through completion of an Associate's Degree in police administration or criminal justice. Completion of a Bachelor's Degree is desirable.

Experience: Minimum of 3 years as a police officer with the Marshall Police Department. If no letters of interests qualify or no letters of interests are received, the City shall have the ability to hire from outside the Agency.

Other Knowledge, Skills and Abilities:

- Knowledge and comprehension of rules, regulations, policies, procedures and the law with regard to appropriate officer behavior/response and enforcement activities involving the public are required.
- Knowledge of Juvenile Laws and procedures is required.
- Ability to speak clearly and provide presentations is required.
- Knowledge of investigative police techniques, methods and procedures is required.
- Knowledge of controlling laws and ordinances, including the laws of arrest and evidence is required.
SRO

Skill in the use and care of firearms and other assigned weapons is required. Must be able to shoot both hand and shoulder weapons.

Ability to operate and use photographic and electronic surveillance and recording devices is required.

Knowledge and ability to administer first aid and CPR is required. Ability to obtain and maintain Medical First Responder certification is desired.

Ability to accommodate the physical and mental stress associated with confronting violence, danger, tragedy, injury, destruction and loss of human life is required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

MCOLES certification is required.

A valid State of Michigan Driver’s license is required.

Knowledge of school related programs such as DARE and GREAT and ability to get certified if required.

SPECIAL CONSIDERATIONS

Incumbents are periodically exposed to extremely undesirable or disagreeable working conditions associated with bad weather conditions, e.g., rain, sleet, snow, high winds, heat, cold and humidity.

Incumbents are exposed to major accident and health hazards, including gun fire, assaults, automobile accidents, infections diseases, and blood born pathogens.

The job periodically requires heavy physical exertion characterized by activities such as lifting, carrying, or dragging people or heavy objects while performing arrests, rescues or general security functions.

Reviewed: 09/24/2015