

RESOLUTION NO. 2018 - 10

**RESOLUTION TO APPROVE A SCHOOL RESOURCE OFFICER PROGRAM CONTRACT WITH THE SCHOOL BOARD OF TRI-COUNTY NORTH LOCAL SCHOOL DISTRICT, PREBLE COUNTY, OHIO**

That Whereas, a School Resource Officer Program Contract between the Village of Lewisburg and the School Board of Tri-County North Local School District, Preble County, Ohio, would be beneficial to the health, welfare, and safety of the citizens of Lewisburg, Ohio, at large, as well as to any student or other person on school grounds during school days;

And Whereas, the school itself is located within the Municipal limits of Lewisburg, Ohio;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF LEWISBURG, PREBLE COUNTY, OHIO, AS FOLLOWS:**

**Section 1.** The Council of the Village of Lewisburg, Ohio, herein approves the attached School Resource Officer Program Contract (including its Attachment A and Attachment B documents) with the School Board of Tri-County North Local School District, Preble County, Ohio.

**Section 2.** The Municipal Manager, Jeffrey A. Sewert, is herein authorized to sign the above said Contract on behalf of the Village of Lewisburg, Ohio.

**Section 3.** This Resolution shall be effective from and after the earliest period allowed by law.

Dated: 7-5-18

Marsha Jones  
Mayor

Attest: Wyn S. Cahill  
Clerk of Council

D1226

## SCHOOL RESOURCE OFFICER PROGRAM CONTRACT

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Village of Lewisburg and the School Board of Tri-County North Local School District, Preble County, Ohio, hereinafter referred to as "School", is for the provision of a School Resource Officer (SRO).

The School is desirous of acquiring police protection and the services of a SRO to better protect and educate its students, staff, and visitors and is vested with the authority to contract for a SRO pursuant to R.C. 3313.95 and R.C. 311.29.

The Village of Lewisburg is willing to supply a SRO to the school for 40 hours per week upon the terms and conditions herein established and as clarified by Attachment A and Attachment B, incorporated herein.

The Village of Lewisburg shall fill the position of SRO with personnel who shall work exclusively, except as otherwise mentioned in this agreement, on the School campus. During business days where School is not in session, the SRO will be scheduled per the direction of the Lewisburg Police Chief. During the term of this Agreement, the Village of Lewisburg and the School will meet annually to discuss the assignment of personnel responsible for the implementation of this contract. The Village of Lewisburg retains the right to promote, discipline, dismiss or assign employees as it deems appropriate.

In addition to providing the personnel, the Village of Lewisburg shall supply the SRO, with all special equipment as may be required.

All personnel assigned as an SRO shall meet or exceed the standards for employment required by the Village of Lewisburg for all other members of the Lewisburg Police Department employed in similar positions and shall be required to undergo the same training as all other members of the Lewisburg Police Department.

It is understood by the School that, should an emergency arise, The Village of Lewisburg may call upon the assistance of the SRO assigned pursuant to this Agreement, to provide assistance outside the geographical confines of this Agreement. It is further understood that this Agreement is for the provision of one Lewisburg Police Officer and the Officer may be assigned and replaced at the sole discretion of the Village of Lewisburg.

The Village of Lewisburg shall maintain adequate records concerning the performance of the personnel assigned under this Agreement and shall make said records available to the School, limited only by R.C. 149.43. Said records shall include daily activity reports, monthly reports, as well as semi-annual and annual reports regarding criminal activity within the School, the services provided by the Village of Lewisburg under this Agreement, and such other matters as are commonly reported by law enforcement agencies.

The parties to this Agreement hereby acknowledge that personnel assigned to the School under the terms of this Agreement are and shall at all times be considered employees of the Village of Lewisburg Ohio and shall not be considered employees or agents of the School or employees loaned to the School. It is further understood that the officer assigned pursuant to this agreement is under the exclusive control and supervision of the Lewisburg Police Department.

The Village of Lewisburg agrees to provide motor vehicles for the personnel assigned as an SRO and to pay for all maintenance required for the use of said automobiles.

The School shall provide and maintain adequate facilities for use by the personnel assigned to the School by the Village of Lewisburg.

The Village of Lewisburg shall present an invoice to the School quarterly. This invoice will identify the actual expenses incurred in providing the SRO. The Tri-County North Local School District agrees to incur 75% of the expense of the SRO. The Village of Lewisburg agrees to incur the remaining 25% of the expense of the SRO. Upon receipt of said invoice the School shall, within thirty (30) days, pay said invoice by issuing a check to the Village of Lewisburg. It is understood by both parties that each subsequent contract year may have a cost increase from the previous year and are subject to review on an annual basis. Furthermore, it is understood that should the Village of Lewisburgs costs increase in the middle of a contract year this agreement will be amended by mutual agreement of the parties to reflect the actual cost of services provided.

This Agreement shall commence on August 16, 2018, and shall terminate on the 31<sup>st</sup> day of July, 2019. However, said Agreement may be terminated by either party, upon giving ninety (90) days advance written notice.

This agreement may be amended by agreement of both parties yet any modification of this Agreement will be effective only if it is in writing and signed by representatives of the parties herein named.

This Agreement supersedes any and all other agreements, either oral or in writing between the parties hereto, and contains all of the covenants and agreements between the parties. This Agreement includes all documents, specifications and/or attachments incorporated herein by reference. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this agreement shall be valid or binding on either party.

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time be deemed a waiver or relinquishment of that right or power for all or any other times.

Approved via Resolution number  
\_\_\_\_\_ of the Village Council  
of Lewisburg, Ohio

\_\_\_\_\_  
Jeffery Sewert, Village of Lewisburg  
Municipal Manager

Date: \_\_\_\_\_

Approved via Resolution number  
\_\_\_\_\_ of the Tri-County North  
Board of Education

\_\_\_\_\_  
William K. Derringer, Superintendent  
Tri-County North Local Schools

Date: \_\_\_\_\_

## **A. School Resource Officer Program Overview:**

The <sup>Village</sup> of Lewisburg School Resource Officer program is unique to the community and designed to fulfill three overall roles:

- 1) Law Enforcement**
- 2) Crime Prevention**
- 3) Education**

**Law Enforcement Role** - The School Resource Officer is responsible for the majority of law enforcement activities occurring at the school during school hours. This will involve the traditional enforcement activities of arrests, filing charges, etc. The officer is also responsible for conducting follow-up investigations at the request of the Lewisburg Police Chief or designee. In addition, the officer is responsible for information sharing between school officials and the Lewisburg Police Department. To establish and maintain credibility, it is imperative that the School Resource Officer does not compromise his position as an enforcement authority.

While enforcement is a role of the School Resource Officer, alternatives to arrest may be used and the officer's discretion to act remains the same as that of any other Lewisburg Police Officer.

**Crime Prevention** - One of the primary roles the school resource officer fulfills is that of crime prevention. The officer will conduct various activities including foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes and patrolling the parking lots. The officer may also complete security surveys relative to the physical security of school property and facilities. The officer will be responsible for security at special events occurring during the school day such as assemblies. Additionally, the officer will act as a resource to the faculty and staff of the school to advise on matters relative to criminal activity. Finally, the officer will coordinate or conduct crime prevention presentations for faculty, staff and students.

**Education** - The third role of the School Resource Officer is educational. Considering the overall mission of our schools is to educate, it is very important that the School Resource Officer participate in this mission by becoming a member of the educational team, the School Resource Officer will become more accepted by students, faculty and staff.

The presence of the School Resource Officer in the classroom provides both subject matter and safety resources which directly contribute to the educational and security climate of the school. School Resource Officers provide educators with an opportunity to build links between academic achievement and a real world profession. School Resource Officers visit classrooms and provide a variety of presentations both formal and informal. These presentations give vivid and tangible examples of fundamental academic skills such as; science, math, civics and language arts being employed within a profession. School Resource Officers bring to life in the classroom concepts and ideas critical to students as they develop into responsible adults and enter society. Examples of these presentations include the following:

- Traffic Law Overview
- Criminal Law Overview
- Crime Prevention
- Suicide Prevention
- Conflict Resolution
- Personal and Social Responsibility
- Gang Prevention

Whether talking to students in the hallway or delivering a presentation in the classroom, School Resource Officers are embedded in the educational fabric within the school. School Resource Officers are expected to be proactive in creating educational situations and school administrators are encouraged to leverage this resource.

## **B. School Resource Officer Operational Procedures**

The School Resource Officer's activity in the school is guided by the following procedures. These procedures have been drafted in a cooperative effort between the Lewisburg Police Department and the Tri-County North Local School District.

**1. Duties of the School Resource Officer:** The primary functions of the School Resource Officer are to help provide a safe and secure school environment, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the school and the Lewisburg Police Department. Specific daily assignments to accomplish this function will vary by school. The School Resource Officer and school principal or designee will meet to discuss plans and strategies to address specific issues or needs that may arise. As required by law, School Resource Officer's should never be assigned to duties within their schools in place of, or in lieu of a certified teacher.

**2. School Resource Officer Uniform:** Normally, the School Resource Officer is in the uniform of the day and armed. The standard uniform of the day does not prevent the officer from performing any of the duties involved in the program. Occasionally, and with supervisory approval, the School Resource Officer may wear a Lewisburg Police Department approved "soft" uniform when presenting programs such as personal defense or other programs, which are more suitable to this attire.

**3. School Resource Officer Duty Schedule:** The School Resource Officer's normal work hours in the schools will be from 7:15 a.m. until 3:15 p.m, Monday through Friday. The School Resource Officer's schedule can be adjusted as needed and will be approximately 40 hours a week. The School Resource Officer is expected to leave information with school officials and a Lewisburg Police Supervisor regarding their whereabouts when off campus during the school day. The School Resource Officers specific work days will be reviewed and communicated monthly.

**4. School Resource Officer Absence/Substitution:** The Village of Lewisburg employs one School Resource Officer to be assigned to Tri-County North Local Schools. The School will be notified when the Resource Officer will not be present on a scheduled day.

- a. Examples of this would be unforeseen emergencies or for events that place a high demand on the Lewisburg Police Department. The School Resource Officer may be scheduled to work assignments in lieu of the normal school duties

**5. Special Events or Activities:** The School Resource Officer may also be assigned overtime to cover evening events or activities with approval from the Lewisburg Police Chief or his designee.

**6. Role in Crime Suppression:** One of the School Resource Officer's roles in law enforcement includes traditional criminal investigation and report taking. As a Lewisburg Police Officer, the School Resource Officer has the authority to make arrests and use alternatives to arrest at his/her discretion. The following procedures will help the School Resource Officer be as effective as possible in this role.

- a. The School Resource Officer shall be informed by school administration of all criminal activity occurring on campus to make sure all interested parties remain informed.
- b. The School Resource Officer will also inform school administration of all criminal activity occurring on campus to make sure all interested parties remain informed.
- c. Typically, for misdemeanor offenses, the School Resource Officer works cooperatively with the school administration to determine whether formal charges will be filed. For alcohol or drug offenses, sex offenses, weapons offenses and any offenses of violence the School Resource Officer will normally file formal charges.
- d. For all felony offenses the School Resource Officer will normally file formal charges or facilitate the filing of formal charges in cooperation with school administration and/or other law enforcement personnel.
- e. If the School Resource Officer learns of any incident which results in a victim who is a student or who is under the age of 18 years and the incident meets (or could meet, after investigation) the elements of a criminal offense, the School Resource Officer will document the incident on an official Incident Report. The parent(s) or guardian(s) of the victim will be notified by the School Resource Officer or a Tri-County North Administrator. Moreover, the School Resource Officer will advise the parent(s) or guardian(s) of the nature of the event, and the procedure to pursue criminal prosecution. In the event the School Resource Officer has made an arrest or the parents/guardian request official action, the School Resource Officer will conduct the appropriate referral, reporting and investigatory measures. Should the parents/guardian decline official action where there is a crime and a victim, the School Resource Officer may act as the reporting party.
- f. Any incident that appears to meet the elements of a criminal offense will normally be reported using an Incident Report.

**7. Role in Enforcing/Reporting School Policy Violations:** The School Resource Officer is not a school disciplinarian and normally will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The School Resource Officer, as a staff member, will normally report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the School Resource Officer to become familiar with the student handbook

**8. Sharing of Information:** We recognize that communication and information sharing is essential to the success of the School Resource Officer program. The following procedures should be followed to facilitate a free flow of information between school officials and the School Resource Officer.

- a. The sharing of information is governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law and relevant Lewisburg Police Department policies.
- b. Pursuant to an official public records request by the Tri-County North Local Schools, an arrest information report will be distributed to the school administration by the Lewisburg Police Department on an as needed basis. This report will contain the name of the student arrested, date of arrest, and nature of the offense. It will be distributed to the School Resource Officer and the School Principals or their designees.
- c. Juvenile fingerprints and photos as part of the arrest record will not be shared by the School Resource Officer.
- d. If the School Resource Officer is aware of information on a student that is officially obtained by the Lewisburg Police Department which reflects that the student is in violation of school policies (Student Handbook or Extracurricular Code), the School Resource Officer may forward that information to school administration.
- e. If a juvenile is an uncharged suspect in a crime, his/her information will not be released pursuant to Ohio Public Records Law.
- f. Information which the School Resource Officer obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the School Resource Officer as a criminal justice file. This file may be shared with other Lewisburg Police Department personnel and Criminal Justice Agencies, but will not be part of the student's school record.
- g. Any information that is obtained by the School Resource Officer that pertains to criminal activity occurring on school property located outside of The Village of Lewisburg shall be relayed to the law enforcement agency of that jurisdiction.
- h. When any crime or situation occurs that prompts a Public Information response from the schools or the County, the School Resource Officer shall contact his immediate supervisor as soon as possible. The supervisor shall ensure that the chain of command is notified as soon as practical thereafter.



**9. Chain of Command for School Resource Officer's:** The School Resource Officer is primarily accountable to the Lewisburg Police Department chain of command. While at the school, the School Resource Officer will be additionally accountable to the principal or his/her designee, as long as doing so will not conflict with direction from the Lewisburg Police Department chain of command. The School Resource Officer is expected to cooperate with the school officials, including administrators and faculty. The School Resource Officer will abide by school policy and respond to the reasonable requests of school officials.

**10. Role in Locker, Vehicle, Personal and Other Searches:** When requested, the School Resource Officer may assist school administration in searches of person(s), property or vehicles when there is an articulated concern such as the following:

- a. Student may reasonably be considered a threat to assault the searcher.
- b. Student may attempt to escape in a situation in which the student would be a danger to themselves or a danger to others.
- c. Student may possess a firearm, knife, or some other deadly weapon, a suspicion that may be supported on the slightest articulated indication, including conclusions drawn as a result of teaching or law enforcement experience.

The School Resource Officer may perform searches independent of the school administration only under the existing provisions of Ohio Revised Code, relevant case law and the Lewisburg Police Department policy and procedure.

**11. School K-9 Searches:** The use of the Lewisburg Police Department K-9 and/or K-9 units from other jurisdictions in searches of property, lockers or vehicles at the request of school administrators will primarily be performed in an effort to detect illegal drugs and to enhance the safe learning environment in the schools. The School Resource Officer will act as a liaison between the school administration and the K-9 unit(s). Prior to the planned use of the police K-9, the Lewisburg Police Chief or his designee and School Superintendent will be notified.

**12. Role in Critical Incidents:** The School Resource Officer will be familiar with the emergency operations manual of the Tri-County North Local Schools. During critical incidents occurring when the School Resource Officer is present, the School Resource Officer will normally act as a liaison between school administration, Lewisburg Police Department personnel and other emergency resources, if practical.

**13. Role in Truancy Issues:** Truancy will be handled by school personnel. Normally, the School Resource Officer will not take an active role in the tracking of truants. The School Resource Officer will act as a liaison between school and law enforcement personnel, should law enforcement involvement become necessary due to safety concerns.

**TRI-COUNTY NORTH LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** SCHOOL RESOURCE OFFICER

File 209

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Helps maintain a safe/orderly school environment. Identifies and addresses problems that may have a negative impact on the safety and well-being of individuals and the school community.

**Minimum Qualifications:**

- High school diploma or GED. Work skills verified by training and/or work experience.
- Successful completion of a state-accredited training program is required.
- Satisfactory drug screening, physical fitness and psychological assessment profile.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.
- Valid driver's license. Qualified to be covered by the district insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

NOTE: Blood-borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment.

**Essential Functions:**

- 1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.**
  - Consults with staff to identify factors that impact the school environment (e.g., anti-social behavior, crime, fear of retribution, harassment, physical aggression, racism, sexism, threats, etc.).
  - Works with district staff and the community to address student attendance and behavior problems.
  - Helps families/students understand the consequences of persistent truancy and/or misconduct.
  - Actively patrols public areas. Maintains a conspicuous presence. Interacts cordially with staff/students/visitors. Responds immediately to address safety concerns.
  - Checks daily schedule to ensure suitable security coverage for school and community activities.
  - Communicates rules as needed (i.e., expectations and consequences).
  - Responds promptly to requests for assistance. Documents security incidents and/or injuries.
  - Monitors students during bus loading and unloading procedures.
  - Enforces school rules (e.g., prohibited use of cell phones, laptops, drink/food consumption, etc.).
  - Directs visitors to the office. Assists with crowd control during public events.
  - Verifies individuals have permission to be in the building during class periods/public events.
  - Prohibits loitering. Ensures identification badges and student hall passes are displayed properly.
  - Identifies risk factors (e.g., individual/group behaviors, situational factors, etc.) that indicate potential security threats. Initiates action to address safety concerns. Immediately notifies an administrator regarding the suspected presence of drugs and/or weapons.
  - Exercises extreme caution when confrontation and/or physical restraint is required.
  - Follows district protocols to request assistance from community law enforcement/safety personnel.
  - Assists with community service projects, safety/crime prevention presentations, special classes, and student clubs as directed. Shares information about the criminal justice system. Assists with anti-bullying and drug prevention programs. Assists with conflict-resolution skill-building activities.
  - Monitors parking lots. Upholds school policies governing driving privileges.
  - Directs private vehicles to designated student drop-off/pickup zones.
  - Documents/reports vehicles that fail to comply with traffic regulations.
  - Checks building security systems to ensure equipment is operating properly.
  - Monitors public areas to ensure clear routes are maintained for emergency egress. Secures doors/windows. Activates alarms systems. Assists with building evacuations during emergencies.
  - Keeps the main office informed about building concerns (e.g., equipment damage, leaks, structural defects, unusual noises/odors, etc.).
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.

## SCHOOL RESOURCE OFFICER

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- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

### **3. Maintains open/effective communications. Serves as a reliable information resource.**

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

### **4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

### **5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

### **6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

## **Working Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, *if duties involve any the following situations:*

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Tri-County North Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

**Revised:** 11/16      **Adopted:** 11/16