

**AMENDMENT OF PROFESSIONAL CONTRACT  
SERVICES RELATING TO A SCHOOL RESOURCE OFFICER PROGRAM  
BETWEEN  
THE CITY OF MCKINNEY  
AND  
THE MCKINNEY INDEPENDENT SCHOOL DISTRICT**

THE STATE OF TEXAS    )

)           **KNOW ALL MEN BY THESE PRESENTS:**

COUNTY OF COLLIN     )

THIS AMENDMENT, entered into this \_\_\_\_ day of July, 2016, by and between the **CITY OF MCKINNEY** (hereinafter called "**CITY**") and the **MCKINNEY INDEPENDENT SCHOOL DISTRICT** (hereinafter called "**MISD**").

WITNESSETH:

That, WHEREAS, the CITY and MISD entered into that certain Professional Services Agreement relating to the School Resource Officer Program for the 2015-2016 school year (the "Agreement"); and

WHEREAS, the CITY and MISD desire to amend the Agreement to reflect certain changes to the terms and conditions previously agreed upon by the parties.

NOW, THEREFORE, the parties hereby do mutually agree to amend the Agreement as follows:

I.

Section I and Exhibit A of the Agreement are hereby amended to read as follows:

Scope of contract: CITY shall provide eleven (11) licensed police officers and one (1) licensed police sergeant for the School Resource Officer Program in the 2015-2016 school year to be assigned to duties as described in Exhibit A, attached hereto and incorporated herein for all purposes.

II.

Section III of the Agreement is hereby amended to read as follows and Exhibit B is deleted in its entirety:

Payment for services: MISD shall pay CITY the sum of one-half of the non-grant funded Salary Expenses of the officer for the full term of this contract to be paid at the end of the school year, on or before September 1, 2016 "Salary Expenses" include, but are not limited to, salary, benefits, insurance, etc. MISD shall pay CITY the sum of \$623,256.65 for the twelve (12) months for services rendered. This payment is for 50% of eleven (11) certified officers at pay step 7 and 100% for one (1) sergeant at pay step 4 provided by the CITY.

MISD shall not be relieved of its obligation to pay the entire amount described in this contract in the event that CITY exercises its right to temporarily reassign the resource officers when, in the sole judgment of CITY, their services are required in response to a citywide or major emergency, or in the event that the resource officer is absent due to sickness, injury, training, or court appearances.

III.

Defined Terms: Capitalized terms used, but not defined, in this Amendment shall have the meanings assigned to them in the Agreement.

IV.

Entire Contract of Parties: This Amendment, the Agreement, and any exhibits shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire agreement between the parties. No other agreements, oral or written, pertaining to the performance of the contract exists between the parties.

**IN WITNESS WHEREOF**, the parties have executed this Amendment in the year and day first above written.

McKINNEY INDEPENDENT SCHOOL DISTRICT

CITY OF McKINNEY

By: \_\_\_\_\_  
DR. RICK McDANIEL  
Superintendent

By: \_\_\_\_\_  
TOM MUEHLENBECK  
Interim City Manager

Attest:

\_\_\_\_\_  
SANDY HART, TRMC, MMC  
City Secretary  
DENISE VICE, TRMC  
Assistant City Secretary

\_\_\_\_\_  
MARK S. HOUSER  
City Attorney

## SCHOOL RESOURCE OFFICER PROGRAM

### "Exhibit A"

#### PURPOSE

The primary purpose of the School Resource Officer (SRO) Program is the reduction and prevention of crime committed by juveniles and young adults. This is accomplished by assigning patrol officers to school facilities on a permanent basis. The SRO Program accomplishes this purpose by achieving the established goals and objectives. Goals and objectives are designed to develop and enhance rapport between youth, police officers and school administrators. Officers who are chosen for this program are responsible for establishing the communication links and creating a free flow of information between all parties involved.

#### GOALS

1. Reduction of criminal offenses committed by juveniles and young adults.
2. Establish rapport with the students.
3. Establish rapport with the parents, faculty, staff, administrators and other adults.
4. Create and expand programs with vision and creativity to increase student participation, which will benefit the students, the school district, the police department, and the community.
5. Present a positive role image for students and adults.
6. Provide safety for students, faculty, staff and all persons involved with the school district.

#### ORGANIZATIONAL STRUCTURE

1. Uniformed police officer(s) designated as School Resource Officers (SRO) will be assigned to McKinney Independent School District secondary campuses, and will directly report to an SRO Sergeant. The maximum span of supervisory control within the SRO program will be one (1) SRO Sergeant for eleven (11) Officers. The addition of SRO's to the program above eleven (11) will require the authorization of an additional (1) SRO Sergeant. When a need arises for an SRO at an elementary campus, SRO's will use the same

feeder pattern as the school district in order to determine which SRO should respond.

2. SRO's are a police officer first, employed by this department and responsible for carrying out all duties and responsibilities as a police officer. SRO's have enforcement responsibilities where criminal matters are concerned. The expectations toward counseling and education are more formally established in this setting. SRO's are not school disciplinarians and should not assume this role.
3. School Resource Officers report directly to an SRO Sergeant, who in turn reports to Police Administration, regarding all matters pertinent to their position and function. SRO's will not involve themselves in administrative personnel matters of the McKinney Independent School District which are not criminal offenses.

### Selection

When an SRO position becomes available, notice will be made to all sworn employees through regular postings. Applicants should have at least two years' experience with the McKinney Police Department or a combination of at least four years police experience. Interested officers should indicate such by sending a memo requesting consideration to the Chief of Police or his designee. The school district will be consulted with about the selection, and officers tentatively selected to fill vacant SRO position will meet with school officials prior to final staffing. The Chief of Police will be the final deciding authority on SRO staffing. Annually, an SRO Sergeant will conduct a review of SRO assignments in conjunction with both FPD and MISD. Selection criteria will include but will not be limited to:

- Oral presentation
- Performance reports
- Experience
- Interpersonal skills

### Duties and Responsibilities

Basic responsibilities of the SRO's will include but will not be limited to:

- Take enforcement action on criminal offenses when appropriate.
- Provide information concerning questions about law enforcement topics to students and staff.
- Provide classroom instruction on various law-related topics.
- Coordinate investigative procedures between police and school administration.
- Provide limited counseling to students with personal problems.
- Counsel with parents and staff as necessary.
- Handle initial police reports of crimes committed on campus.

- Wear police uniform at all times, or other apparel as approved by both the police department and school district.
- Provide a police presence during events and functions, as appropriate, when requested by the principal and as approved by an SRO Sergeant or Police Administration.
- Keep school administration/office staff informed when off-campus.
- When practical, attend all school special events.
- When possible and practical, divert juveniles out of the criminal justice system into other social agencies.
- Provide instructional teaching services in the area of narcotics, safety, public relations, occupational training and leadership and life skills.
- Prepare lesson plans as necessary for the presentation of approved topics.

Basic responsibilities of the SRO Sergeant will include but will not be limited to:

- Serve as the liaison between MISD, campus administrators, and the McKinney Police Department.
- Coordinate work assignments of the SRO's between various campuses.
- Coordinate scheduling and work hours of the SRO's. (Vacation requests, sick leave, rescheduled time, etc.)
- Approve police reports written by the SRO's for school related offenses at their campuses.
- Ensure SRO compliance of the police department's general orders.
- Take enforcement action on criminal matters when appropriate.

#### School District Responsibilities

The MISD shall provide the SRO of each campus and the SRO Sergeant the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

- Access to an air-conditioned and properly lighted private office with hallway or direct access to students during passing periods. Large enough to conduct interviews of multiple persons, parents, and school staff.
- The SRO office should not (when practical) be placed in the main office unless multiple officers are assigned to the campus with one office having hallway or direct access.
- A location for files and records, which can be properly locked and secured.
- A desk with drawers, chair, worktable, filing cabinet, and office supplies.
- Access to a computer and telephone for general business purposes.
- Access to and encourage classroom participation by the SRO's.

- The opportunity for SRO's to address teachers and school administrators about the SRO program, goals, objectives, and criminal justice problems relating to students.

### Administration

SRO's are not intended to be used to fill in for, or in place of school administrators and should not be utilized in that role.

### Student Consultation

SRO's are not intended to replace any school counselor nor are they to conduct or offer any formal psychological counseling.

SRO's will advise students on responsibilities and procedures concerning criminal matters.

SRO's will give advice to help resolve issues between students that involve matters that may result in criminal violations, disturbances or disruptions.

SRO's should not, in most cases, go to the homes of students except in actual emergencies or under conditions that warrant such a visit. Should a school administrator request an SRO make or accompany school staff on a home visit, SRO's should notify an SRO Sergeant or appropriate supervisor prior to the visit. Under emergency or exigent circumstances, such notification may occur after the fact.

### Enforcement

Although the SRO's have been placed in a formal education environment, they are not relieved of the official duties as an enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent violence, a breach of the peace, personal injury or loss of property. Citations should be issued and arrest made when appropriate and under department policy. When immediate action is needed and a SRO is not available, another officer may be dispatched to the school.

SRO's should investigate and prepare reports on minor offenses committed at the schools. Other department personnel may be summoned, as the SRO's deem necessary.

### Scheduling

Hours - Normally the SRO will work school hours Monday through Friday. However, there may be occasions when this schedule is altered because of court appearances, sickness, injury, training and special assignments. SRO's are still

considered non-exempt employees under the Fair Labor Standards Act and are subject to its provisions as well as department and city policy relating to overtime. All overtime requests will be reviewed and approved by Police Administration.

Holidays and Vacation - SRO's will accrue holidays and vacation at the rate allowed by City policy. However, they may be scheduled to coincide with school holidays or when schools are closed. SRO training should be accomplished during these periods or during the summer when school is not in session.

Substitution - Substitution for the SRO by another officer will only be considered through a request to Police Administration and only on the joint approval of Police Administration and the school district. Typically, this will only be considered for an extended leave.

### Summer Activity

SRO's should accomplish as much of the required training as possible during the summer months when school is not in session. SRO's may still be involved in some summer projects with the school district. However, they will probably spend the majority of this time on police department assignments.

### Program Funding

The SRO Program will begin one week before the first day of school thru the last day of school along with Summer Activities. The current year program will be jointly funded by the City of McKinney and the McKinney Independent School District with such agreement being included in a contract agreed to by both parties.