

**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 AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the **CITY OF MCKINNEY** (hereinafter called "CITY") and the **MCKINNEY INDEPENDENT SCHOOL DISTRICT** (hereinafter called "MISD").

WITNESSETH:

WHEREAS, the CITY desires to enter into an agreement relating to providing certain police services to MISD in accordance with the program description and details entitled School Resource Officer Program (see Exhibit A).

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

I.

Scope of contract: CITY shall provide FIVE (5) licensed police officers for the School Resource Officer Program in the 2012-2013 school year to be assigned to duties as described in Exhibit A, attached hereto and incorporated herein for all purposes.

II.

Payment for services: MISD shall pay CITY the sum of fifty percent (50%) of the non-grant funded Salary Expenses of the officers for the full term of this contract to be paid at the end of the school year, on or before July 31, 2013 "Salary Expenses" include, but are not limited to, salary, benefits, insurance, cell phone, etc. This will also include one officer at fifty percent (50%) for the summer school sessions.

III.

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, family medical leave, training, or court appearances.

IV.

CITY is and at all times shall be deemed to be an independent contractor and shall be wholly responsible for the manner in which the officer is assigned to the School Resource Officer Program and the manner in which CITY performs the services required by the terms

of this Contract. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between MISD and CITY or any of CITY's agents or employees. CITY assumes exclusive responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment. CITY, its agents and employees, shall not be entitled to any rights or privileges of MISD employees and shall not be considered in any manner to be MISD employees.

V.

Insurance: CITY is insured, and upon request by MISD shall provide MISD documentation of its coverage, said coverage to meet the reasonable approval of MISD. CITY shall also provide, during the term of this contract, worker's compensation insurance, including liability coverage, in the amounts required by Texas state law, for any employee engaged in work under this contract. As to all insurance provided by CITY, it shall provide MISD with documentation upon request indicating such coverage prior to the beginning of any activities under this contract.

VI.

Availability of funds: Funds are not presently budgeted for performance under this contract beyond the end of the 2012-2013 fiscal year. MISD shall have no liability for payment of money for services performed after the end of any fiscal year.

VII.

Termination: This contract may be terminated by either party at its sole option and without prejudice by giving one hundred eighty (180) days written notice of termination to the other party. Upon termination of this contract, the CITY will assume any and all fiscal responsibilities for each officer.

VIII.

Assignment of contract: Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties or obligations under this contract without the prior written permission of the other party to this contract.

IX.

Waiver: No waiver of a breach or any provision of this contract by either party shall constitute a waiver of any subsequent breach of such provision. Failure of either party to enforce at any time, or from time to time, any provisions of this contract shall not be construed as a waiver thereof.

X.

Place of performance; Venue: All obligations of each party to this contract shall be performed in Collin County, Texas. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of this contract and the exclusive venue for any legal proceedings involving this contract shall be Collin County, Texas.

XI.

Notices: Notices to MISD shall be deemed given when delivered in person to the Superintendent of Schools of MISD, or on the next business day after the mailing of said notice addressed to said MISD by United States mail certified or registered mail, return receipt



## 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 High School and alternative school campuses, and will directly report to the Special Ops 1 Sergeant.
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 the Special Ops 1 Sergeant, who in turn reports to the Operations Deputy Chief 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 a 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, the SRO Sergeant will conduct a review of SRO assignments in conjunction with both MPD and MISD. Selection criteria will include but will not be limited to:

Oral presentation  
Performance reports  
Experience  
Interpersonal skills

## DUTIES AND RESPONSIBILITIES

### CITY Responsibilities

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

1. Take enforcement action on criminal offenses when appropriate.
2. Provide information concerning questions about law enforcement topics to students and staff.
3. Provide classroom instruction on various law-related topics.
4. Coordinate investigative procedures between police and school administration.
5. Provide limited counseling to students with personal problems.
6. Counsel with parents and staff as necessary.
7. Handle initial police reports of crimes committed on campus.
8. Wear police uniform at all times, or other apparel as approved by both the police department and school district.
9. Provide a secure environment during events and functions, as appropriate, when requested by the principal and as approved by the SRO Sergeant or Police Administration.
10. Keep school administration/office staff informed when off-campus.
11. When possible and practical, divert juveniles out of the criminal justice system into other social agencies.
12. 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.

### 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:

1. Access to an air-conditioned and properly lighted private office with hallway or direct access to students during passing periods. Such office shall be large enough to conduct interviews of multiple persons, parents, and school staff.
2. 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.
3. A location for files and records, which can be properly locked and secured.
4. A desk with drawers, chair, worktable, filing cabinet, and office supplies.
5. Access to a computer, cell phone and telephone for general business purposes.
6. Access to and encourage classroom participation by the SRO.
7. The opportunity for SRO to address teachers and school administrators about the SRO program, goals, objectives, and criminal justice problems relating to students.

### Student Consultation

The SRO is not intended to replace any school counselor nor is the SRO to conduct or offer any formal psychological counseling.

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

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

Student confidentiality should be maintained unless the gravity of the situation dictates otherwise.

An SRO 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, the SRO should notify the 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 has been placed in a formal education environment, he is 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 arrests made when appropriate pursuant to CITY department policy. When immediate action is needed and an SRO is not available, another officer may be dispatched to the school.

The SRO should investigate and prepare reports on all minor offenses committed at the schools. Other department personnel may be summoned, as the SRO deems 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 as directed by the Chief of Police or his designee. The SRO is considered a non-exempt employee under the Fair Labor Standards Act and is 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 will accrue holidays and vacation at the rate allowed by CITY policy. However, vacations should 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.

Overtime - The MISD agrees to create and provide contract overtime funding for other extracurricular activity, which is conducted after normal working hours by the SRO. The principal or his/her designee must approve this overtime activity in advance. The MISD will be responsible for the cost of Police Officers who provide police service at MISD athletic events at the cost of 45.00 an hour. Police Officers will be paid as contract employees by the MISD.

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.

#### REPORTING PROCEDURES

Activity Report - SRO will develop an activity report to be approved by Police Administration and will be submitted to Police Administration weekly while school is in session. The report will include, but will not be limited to, counseling sessions with students, faculty, etc., referrals, criminal offenses investigated, classroom sessions, special events attended and any other pertinent information. Additionally, a semester report will be submitted summarizing all accumulated data. In addition, where possible, advance schedules of the SRO's activities will be submitted to Police Administration.

#### SUMMER ACTIVITY

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

#### PROGRAM FUNDING

The SRO school dates are August 27, 2012 to June 6, 2013. The current year program will be jointly funded by the City of McKinney and the McKinney Independent School District and will be for the period of August 27, 2012 through June 6, 2013; and additional summer hours for summer school sessions, which hours are to be determined.