

## **Chowan County Sheriff's Office / Edenton-Chowan Public Schools**

### **School Resource Officer Memorandum of Agreement**

#### **Goals and Objectives**

- Provide a law enforcement presence for security purposes
- Bridge the gap between law enforcement officers and youth
- Develop and maintain youth programming at each school
- Increase positive attitude toward law enforcement officers
- Encourage more citizen cooperation between youth and law enforcement officers
- Reduce juvenile crime through:
  - Counseling
  - Teaching about the system
  - Personal interests in students

#### **Employment, Assignment and Control of School Resource Officers**

The Chowan County Sheriff's Office agrees to employ three full time state certified School Resource Officers during the term of this agreement.

#### **Chowan County Sheriff's Office Responsibilities / Duties**

- Provide reimbursed law enforcement services to the middle and high schools and to Provide non-reimbursed law enforcement services to the elementary schools. It is understood that in the absence of the middle or high school SRO, the Sheriff will provide a certified law enforcement officer to cover responsibilities and duties until their return.
- Provide for the employment, supervision and evaluation of the School Resource Officer program.
- Notify the school contact person of any changes in assignment as soon as possible.
- Assign a replacement in the event that an SRO is unable to perform his/her duties due to illness, in-service training, or other assignment for a period of more than one consecutive day or when the Board has requested the removal of a SRO.
- Provide security for official home athletic games.
- Dress code – SROs shall be required to wear a departmental issued uniform, which shall be provided by the Chowan County Sheriff's Office, clearly identifying the SRO as a law enforcement officer.
- To provide each SRO with supplies and equipment which is not school-specific, including the following equipment:
  - Weapons and Ammunition: The Chowan County Sheriff's Office agrees to provide the standard issued firearm and rounds of ammunition for each SRO.

- Vehicles: The Chowan County Sheriff's Office agrees to provide a vehicle for each SRO. In addition, the CCSO agrees to purchase and maintain comprehensive general auto liability insurance on the said vehicles in an amount not less than the coverage recommended by the Risk Manager for the county. The CCSO agrees to maintain the vehicles assigned to SROs and pay for gasoline, oil, replacement tires and other expenses associated with the operation of the said vehicles as it relates to preventive maintenance.

### **Edenton-Chowan Public School Board of Education Responsibilities**

- The school shall provide the SRO access to an air-conditioned and properly lighted private office which shall contain a telephone that may be used for general business purposes, a location for files and records that can be properly locked and secured, a desk with drawers, a chair, filing cabinet and office supplies, and access to a computer.
- Requests for after hours presence and sporting events is considered overtime rather than compensatory time for the SRO and will be reflected as such on overtime sheets.

### **SRO Duties**

- The SRO shall not act as a school disciplinarian. However, if the principal believes an incident in a violation of the law, the principal may contact the SRO who shall then determine whether law enforcement action is appropriate. The SRO is not to be used for regularly assigned lunchroom duties, hall monitors, bus duties or other monitoring duties. The SRO is however expected to be highly visible and unpredictable in his/her whereabouts in all areas of the school throughout the day. At no time shall the SRO be "assigned" or otherwise perform the school administrative function of investigating student misconduct complaints.
- Answer questions students may have about North Carolina criminal or juvenile laws and make classroom presentations at the request of teachers, but not give legal advice.
- Provide a presence at open house, parent-teacher meetings or other after hours events as requested by the principal. This time will be paid overtime just as sports or athletic events.
- Attend meetings of parent and faculty groups to solicit their support and understanding of the SRO program and to promote awareness of law enforcement functions.
- To work year round (12 months) on the school calendar schedule of the school system as duly adopted each year. During summer break and teacher workdays, SROs will provide programming for the county's youth for the purpose of building positive relationships between the youth and law enforcement of Chowan County. It is understood that planning and preparing may require some time in an office during school hours on school campus.
- To attend up-to-date trainings and professional conferences annually such as NCASRO and/or NCJOA.
- Attend monthly SRO meetings.

- To serve on the Juvenile Crime Prevention Council and Chowan Collaborative for Children.
- To serve on the School Safety Committee.

### **Transporting Students**

- SROs shall not transport students in their vehicles except:
  - when the students are victims of a crime, under arrest, or some other emergency circumstances exist; **and**
  - when students are suspended and sent home from school pursuant to school disciplinary actions if the student's parents or guardian has refused or is unable to pick up the child within a reasonable time period **and** his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- If circumstances require that the SRO transport a student, then the school officials must provide a school official or employee of the same gender as the student to be transported to accompany the officer in the vehicle.
- When students are suspended and sent home from school pursuant to school disciplinary actions, a student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported.

### **Supervision and Chain of Command for the SRO**

- School Resource Officers are employees of the Chowan County Sheriff's Office and shall be subject to the administration, supervision and control of the Chowan County Sheriff's Office.
- The Chowan County Sheriff's Office, in its sole discretion, shall have the power to hire, discharge and discipline SROs, but agrees supervisors with the Chowan County Sheriff's Office will consult with and ask for a non-binding recommendation from the principal and/or representatives from the schools staff and faculty when evaluating a SRO's job performance.
- SROs shall answer directly to the Sheriff or a supervising officer from the Sheriff's Office.

### **Investigation, Interrogation, Search and Arrest Procedures**

- SROs shall adhere to federal and state law when conducting investigations, interrogations, searches and arrests. Specifically, SROs shall adhere to the procedures set forth in Chapter 78 of the General Statutes of North Carolina when interacting with juveniles.

## **Access to Education Records**

- School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations.
- If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, the need of the information to meet the emergency situation and the extent to which time is of the essence.
- If confidential student records information is needed, but no emergency exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

## **Duty Hours**

- SROs are expected to be on duty no later than 7:00 am until 3:30 pm. They may leave their school upon departure of the last **regular** school bus.

This agreement constitutes a final written expression of all the terms of this agreement and is a complete and exclusive statement of those terms.

The terms of this agreement will be evaluated yearly and appropriate changes will be made with consent of the Sheriff and the Superintendent.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their duly authorized officers.

THE SCHOOL BOARD OF EDENTON-CHOWAN SCHOOLS

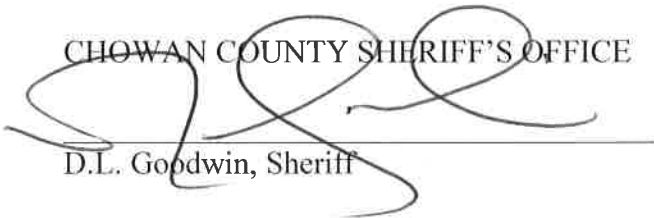
\_\_\_\_\_  
Gene Jordan, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rob Jackson, Superintendent

\_\_\_\_\_  
Date

CHOWAN COUNTY SHERIFF'S OFFICE

  
\_\_\_\_\_  
D.L. Goodwin, Sheriff

10.2.17  
\_\_\_\_\_  
Date