

SCHOOL RESOURCE OFFICER
SCOPE OF SERVICES
EXHIBIT A
July 1, 2015-16

The PARTIES desire to set forth in this Exhibit the specific terms and conditions of the services to be performed and provided by the School Resource Officer(s) (SRO) for the Monterey Peninsula Unified School District (MPUSD).

Each City shall assign one regularly employed police officer to the MPUSD within its jurisdiction to provide SRO services to the High School, Middle School and Elementary Schools within its jurisdiction. While selection of the SRO is at the sole discretion of the respective Chief of Police, a representative from MPUSD shall be included in the SRO selection process.

In the event the Superintendent or designee of the associated MPUSD schools believes the SRO is not effectively performing his/her duties and responsibilities, the Superintendent or designee may recommend to the Chief of Police or designee that the SRO be removed from the program, and shall state the reasons in writing. The respective Chief of Police shall meet with the MPUSD Superintendent and/or designee to mediate or resolve any problems that may exist. If, within a reasonable amount of time after such meeting, the problem cannot be resolved, the respective Police Department will make reasonable attempts to provide a replacement SRO as soon as practical. MPUSD staff recognizes each respective city must abide by all provisions of each collective bargaining agreement.

The SRO will monitor the police radio frequency when on and off campus, as well as be available by the department issued cellular telephone. The SRO will have an office at the High School within its jurisdiction, established and provided by the MPUSD. The SRO shall maintain confidentiality of records to which he/she has access or possession.

As employees of the Police Department, SRO's are subject to the chain of command of his/her respective Police Department. In the performance of his/her duties the SRO shall coordinate and communicate with the principal or the principal's designee.

It is understood and agreed the SRO's duties will include, but not be limited to:

Transporting Students

- SRO's shall not transport students in their personal vehicles. SRO's shall not transport students in Police Department vehicles except:
 - When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - When students are suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the

student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

- SRO's shall notify school personnel upon removing a student from campus.
- In the event a SRO determines the need to arrest and take a student into custody, the SRO will provide the principal or designee with the address and telephone number of the location where the student will be transported. The principal or designee will take immediate steps to notify one of the student's parent/guardians. MPUSD's notification to the students' parents/guardians shall not relieve the SRO of the responsibility to notify the student's parents/guardians in accordance with departmental policy or law.

Documenting Activity

- SROs will document activities of the SRO on and off campus, and provide a monthly report to the Police Department and to the Assistant Superintendent of Student Support Services with MPUSD. In the event another Police Officer responds to a school related call for service, he/she shall provide the requisite information to the SRO for inclusion in the monthly report. The monthly reports shall include, by school site:
 - The first, last name; date of birth of each student and identify one or more of the following types of contact and/or disposition (if applicable):
 - Arrested
 - By police on the school sites for school related offenses.
 - By police on school sites for non-school related offenses.
 - By police off school sites for school related offenses.
 - Cited
 - By police on the school sites for school related offenses.
 - By police on school sites for non-school related offenses.
 - By police off school sites for school related offenses.
 - Searched
 - Formally questioned
 - Delinquency petitions filed
 - Verbal warning or caution
 - Date of the event and contact
 - School Site
 - Name of school official who referred the student or submitted the report

Complaints against the SRO:

- Under the general policy of the Department of Justice, complaints about a law enforcement agency or its employee(s) must be first addressed to the appropriate local authority. Each law enforcement agency in the State of California is required by California Penal Code Section 832.5 to establish a procedure to investigate citizen's complaints. California Penal Code Section 832.7 specifies the findings and disposition notification requirements.

- In accordance with California Penal Code Section 832.5, any complaint alleging misconduct or other questionable behavior on the part of the SRO must be immediately forwarded to the SRO's respective Police Department.
- A document outlining each Police Department's complaint process will be provided to MPUSD, for MPUSD staff to provide to a complainant. If the complaint is initiated by a MPUSD staff member, the staff member must also conform to MPUSD policies and practices regarding notification to the appropriate MPUSD designee.
- California Government Code Section 3300-3313 is known as the Public Safety Officers Procedural Bill of Rights Act (POBR) and is applicable to all public safety officers (all peace officers) within the State of California. POBR defines the conditions in which complaints against public safety officers are received and investigated, and who may access that information.
- While California Penal Code 832.7(e)(1) allows for up to one year to complete the investigation, the Police Department will take every lawful effort to provide the following to the complainant as quickly as possible:
 - Complaint findings
 - Determination as to whether the allegation(s) are sustained, not sustained, unfounded, or the officer was exonerated

SRO MINIMUM TRAINING REQUIREMENTS

Within the first year of assignment, every School Resource Officer shall receive at least 40 hours of training, provided by their agency, and up to 10 hours of annual in-service training provided by the District in consultation with the Police Department of the following topics:

- Education Law – Discipline code and student privacy
- Child and adolescent development and psychology;
- Positive behavioral interventions and supports (PBIS), conflict resolution, peer mediation, de-escalation techniques, and/or other restorative justice techniques;
- Working with at-risk students (trauma, social isolation, drop-outs, behavioral, etc.)
- Children with disabilities or other special needs,; and
- Implicit bias and cultural competence.

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 SRO shall participate in all trainings associated with that program.