



ROSS TOWNSHIP RESOLUTION

RESOLUTION NUMBER 2014-058

RESOLUTION ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH THE ROSS LOCAL SCHOOL DISTRICT OUTLINING THE WORK TENETS AND CREATING A JOB DESCRIPTION FOR A SCHOOL RESOURCE OFFICER WITHIN THE POLICE DEPARTMENT AND AUTHORIZING THE POLICE CHIEF TO EXECUTE THE AGREEMENT

WHEREAS, the Ross Local School District has a desire to provide a School Resource Officer in the facilities within its district; and

WHEREAS, the Ross Local School District has a desire to equally share in the cost for the School Resource Officer with the Ross Township Police Department; and

WHEREAS, Ross Township desires to affirm its commitment to the Ross Local School District through a Memorandum Of Understanding; and

WHEREAS, Ross Township desires to create a job description for the School Resource Officer position to accurately define the duties and responsibilities of the position.

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, as follows:

SECTION 1-A:

That the Board hereby enters into a Memorandum Of Understanding with the Ross Local School District to provide a School Resource Officer in the facilities within its district, pursuant to and substantially in the form of the agreement attached hereto as Exhibit "A", subject to modifications approved by the Township Legal Council on terms not adverse to the Township.

SECTION 1-B:

That the Board hereby adopts a job description for the School Resource Officer position to accurately define the duties and responsibilities of the position in the form of the document attached hereto as Exhibit "B".

SECTION 1-C:

That the Board of Township Trustees hereby authorizes the Police Chief to execute the agreement as stated herein.

SECTION 2:

This resolution shall take effect on August 21, 2014 following the filing of this resolution with the Ross Township Fiscal Officer.

SECTION 3:

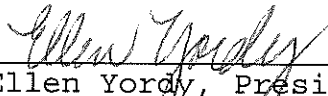
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

INTRODUCTION AND VOTE RECORD:

Trustee Yordy introduced the foregoing Resolution and moved its adoption, Trustee Wurzelbacher seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustees: Willsey AYE Wurzelbacher AYE Yordy AYE


Adopted at the meeting of the Ross Township Board of Trustees this 21st day of August, 2014.



Ellen Yordy, President



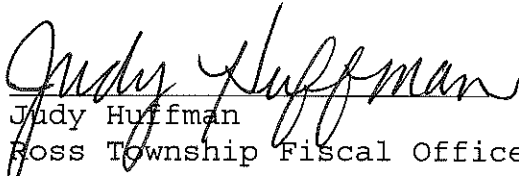
Thomas Willsey, Vice President



Raymond Wurzelbacher, Trustee

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 21st day of August, 2014.



Judy Huffman
Ross Township Fiscal Officer

THE REMAINDER OF THIS PAGE INTENTIONALLY

ROSS LOCAL SCHOOL DISTRICT

SCHOOL RESOURCE OFFICER PROGRAM

2014 – 2015 School Year

ROSS TOWNSHIP POLICE DEPARTMENT
ROSS LOCAL SCHOOL DISTRICT

This document will serve as a written agreement between the Ross Township Police Department and the Ross Local School District. This agreement establishes the needed commitment and support from both organizations. This document also provides a series of guidelines and policies relevant to the performance of the School Resource Officer, and will be the guiding document the officer, school administrators, and township administrators look to for structure and accountability. This document will be reviewed and endorsed at least annually prior to the beginning of each school year.

August 2014

A. School Resource Officer Program Overview

The goals of any school resource officer program typically include items such as:

- 1) Bridging the gap between police officers and students;
- 2) Increasing positive attitudes toward law enforcement;
- 3) Encouraging more cooperation between students and police;
- 4) Reducing juvenile crime;
- 5) Ultimately helping to develop an atmosphere conducive to learning.

The roles of the School Resource Officer are that of law enforcement officer, teacher, and counselor. The SRO is considered a school official while implementing the School Resource Officer Program. The Ross School Resource Officer Program is designed to fulfill three objectives: Law Enforcement, Crime Prevention, and Education.

1. Law Enforcement Objective

The SRO 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 other police department personnel and for passing relevant information on to patrol and detective personnel. In addition, the officer is responsible for information sharing between school officials and the police department. While enforcement is a role of the SRO, alternatives to arrest may be used and the officer's discretion to act remains the same as that of any other police officer. To establish and maintain credibility, it is imperative, however, that the SRO does not compromise his/her position as an enforcement authority.

2. Crime Prevention Objective

One of the primary roles the SRO fulfills is that of crime prevention. The officer will conduct various activities including but not limited to foot patrols, speaking to teachers about reducing the opportunity for crimes to occur, analyzing crime patterns, investigating crimes and patrolling the parking lots. The officer may also complete security surveys relative to the physical security of the 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 staff of the school for advice on matters relative to criminal activity. Finally, the officer will coordinate or conduct crime prevention presentations for staff and students.

3. Education Objective

Considering the overall mission of the school district is to educate, it is very important that the SRO participate in this mission. By becoming a member of the educational team, the SRO will become more accepted by staff and students. The presence of the SRO in the classroom provides both subject matter and safety resources, which directly contribute to the educational and security climate of the school. The SRO can provide educators with an opportunity to build links between academic achievement and a real world profession. The SRO can 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. The SRO can 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; Self-defense; Conflict resolution; Personal and social responsibility; and Gang prevention.

In addition to providing presentations within the school, the SRO will also deliver an anti-drug/alcohol program at the fifth grade. This program should focus on informing students about the hazards of abuse and the development of resistance skills. Support will also be given to the anti-

drug/alcohol programs at each of the school district buildings especially for Red Ribbon Week and the RHS Mock Crash.

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

B. Selection/Assignment/Supervision

1. Officer Selection

As with any program of this type, the success or failure of the program largely depends on the officer involved in it. For this reason, the SRO selection process is designed and conducted to insure a good match. The candidate should meet three general requirements:

- a. **College degree, coursework, or experience as an educator** – The SRO is in an educational atmosphere and will be instructing classes. To increase credibility in this area, a college education or experience as an educator is beneficial.
- b. **Experience as a police officer** – Experience as a patrol officer should be established. Prior experience with juvenile assignments or interest in juvenile programs is preferred.
- c. **Successful performance** – All candidates should have a proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

Candidates will be initially screened by the Ross Township Police Department. A list of acceptable candidates will then be interviewed jointly by the township and the school district. The group will decide on who should fill the position by consensus.

2. Officer Assignment and Supervision

The SRO is an employee of the Ross Township Police Department. The officer is assigned to the schools during the school year and may be used in a variety of other duties including patrol, crime prevention, community relations, etc. when school is not in session.

C. School Resource Officer Operational Procedures

The SRO's activity in the school district is guided by the following procedures. These procedures have been drafted in a cooperative effort between the Ross Township Police Department and the Ross Local School District.

1. Duties of the SRO

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 district and the Ross Township Police Department. Specific daily assignments to accomplish these functions will vary by school. The SRO and school principal or designee will meet to discuss plans and strategies to address specific issues or needs that may arise. In addition to these duties, the SRO will be responsible to teach an anti-drug and alcohol curriculum at the middle school and to facilitate the teaching of self-defense techniques in physical education classes at the high school. As required by law, SRO'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 SRO 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 SRO may wear a 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 Daily Schedule

The SRO's will normally work an eight hour day from 7:00 a.m. to 3:30 p.m. with a one-half hour lunch break, Monday through Friday. These times are contingent upon Ross Local School's defining specific dates for the school year and changes in the daily start and end times. The SRO is expected to leave information with school officials regarding his/her location when off campus, during the school day.

4. School Resource Officer Absence

In the event of the absence of the SRO, no substitute will be provided. The Ross Township Police Department will make a concerted effort, however, to have that day's patrol officer stop by the school buildings and maintain as close proximity as possible.

5. Special Events or Activities

The SRO may adjust his or her schedule, with approval from the SRO supervisor, in order to accommodate school activities and requests as long as the total time worked does not exceed eight hours per day.

6. Role in Crime Suppression

One of the SRO's roles is law enforcement, to include traditional crime investigation and report taking. As a police officer, the SRO has the authority to make arrests and use alternatives to arrest at his or her discretion. The following procedures will help the SRO be as effective as possible in this role.

- a. The SRO will be informed of all criminal activity, which occurs on school property. The SRO will also inform school administrators of all criminal activity occurring on campus to make sure all interested parties are informed.
- b. Typically, for misdemeanor offenses the SRO working cooperatively with the school administration, will determine whether formal charges will be filed. Alcohol or drug offenses, sex offenses, weapon offenses, and any offenses of violence will be evaluated in cooperation with school officials on a case-by-case basis to determine if formal charges are appropriate.
- c. For all felony offenses the SRO will normally file formal charges or facilitate the filing of formal charges in cooperation with school administration and/or other law enforcement personnel.
- d. When the SRO serves at Morgan Elementary which is outside the limits of Ross Township, he or she will adhere to the following guidelines:
 - (1) When informed of any offense, the SRO will make timely and appropriate referrals. The SRO's powers to arrest will be governed by the Ohio Revised Code. If the SRO does make an arrest, he or she will contact the Butler County Sheriff's Office as soon as practical to conduct the ensuing investigation.
 - (2) If the SRO is faced with a situation where he or she could file a chargeable offense that occurs at the school, he or she will first liaison with the BCSO.
- e. If the SRO 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 element of a criminal offense, the SRO will document the incident on an official Offense/Incident Report, and the parent(s) or guardian(s) of victim will be notified by the SRO. Moreover, the SRO will advise the parent(s) or guardian(s) of the nature of the event, and their option to pursue criminal prosecution. In the event the SRO has made an arrest, or the parent(s)/guardian(s) request official action, the SRO will conduct the appropriate referral, reporting and investigatory measures. Should the parent(s)/guardian(s) decline official action where there is a crime and victim, the SRO may act as the reporting party.

- f. Any incident that appears to meet the elements of a criminal offense will normally be reported using a Offense/Incident Report.

7. Role in Enforcing/Reporting School Policy Violations

The SRO 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 personnel. The SRO, as a staff member, will normally report school policy violations through the proper channels to be handled by school administrators. It is the responsibility of the SRO to become familiar with the student handbook.

8. Sharing of Information

Communication and information sharing is essential to the success of the SRO program. The following procedures should be followed to facilitate a free flow of information between school officials and the SRO.

- a. The sharing of information is governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, and relevant Ross Township Police Department and Ross Local School District policies. The SRO will make every effort to keep school administrators aware of those incidents being investigated by police which involve the school, staff or students, as permitted by law.
- b. A weekly report of activity will be distributed to the school district's superintendent and principals by the SRO.
- c. Juvenile fingerprints and photos as a part of the arrest record will not be shared by the SRO.
- d. If the SRO is aware of information on a student that is officially obtained by the Ross Township Police Department, which reflects that the student is in violation of school policies (Student Handbook or Extracurricular Rules), the SRO may forward that information to school administrators.
- e. If a juvenile is an uncharged suspect in a crime, his or her information will not be released pursuant to Ohio Public Records Law.
- f. Information which the SRO obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the SRO as a criminal justice file. This file may be shared with police personnel and criminal justice agencies, but will not be a part of the student's school record.
- g. Any information obtained by the SRO that pertains to criminal activity occurring on school property located outside the Ross Township limits shall be relayed to the police department of jurisdiction.
- h. When any crime or situation occurs that prompts a press release from the schools the SRO shall contact his or her supervisor as soon as possible.

9. Chain of Command for the School Resource Officer

The SRO is primarily responsible to the Ross Township Police Department's chain of command. While at a school, the SRO will be additionally responsible to the principal or his/her designee, as long as doing so will not conflict with direction from the Ross Township Police Department chain of command. The SRO is expected to cooperate with the school officials, including administrators and staff. The SRO will abide by school policy and respond to the requests of school officials.

10. Role in Locker, Vehicle, Personal and Other Searches

The SRO shall not be involved in any searches conducted by school personnel unless such search involves a criminal act for which probable cause exists or a legal search warrant has been obtained. However, when requested, the SRO may assist school administrators 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 or knife, a suspicion that may be supported on the slightest articulated indication, including conclusions drawn as a result of teaching or law enforcement experience.

The SRO may perform searches independent of the school administration only under the existing provisions of the Ohio Revised code and Ross Township Police Department policy.

11. School K-9 Searches

The use of 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 SRO will act as a liaison between the school administration and the K-9 units. Prior to the planned use of police K-9, the Police Chief and the School District Superintendent will be notified. In exigent circumstances notification may occur after the use, and as soon as practical.

12. Role in Critical Incidents

The SRO will be familiar with the Crisis Plan of the Ross Local School District. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration, Ross Township Police Department personnel and other emergency responders, if practical.

13. Role in Truancy Issues

Truancy will normally be handled by school personnel. The school administrator may on occasion request the assistance of the SRO in tracking or confronting truant students. This would particularly apply to situations in which safety concerns may exist.

14. Residency Investigations

The SRO may be asked to assist in the investigation of residency claims.

D. Approval of School Resource Officer Program

The School Resource Officer Program is a unique opportunity for Ross Township and the Ross Local School District to create a partnership for the benefit of our community's youth. The undersigned agree to the Objectives and Procedures outlined in this document.

Ross Township Police Chief

Ross Local School District Superintendent

Date

Date

A.03.07 Part-time Police Officer-School Resource Officer

REVISED: August 21, 2014

POSITION SUMMARY:

The Ross Township Police Officer patrols and enforces laws; writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of Ross Township; and may use lethal and deadly force in critical situations.

The goals of any school resource officer program typically include items such as: bridging the gap between police officers and students; increasing positive attitudes toward law enforcement; encouraging more cooperation between students and police; reducing juvenile crime; and ultimately helping to develop an atmosphere conducive to learning.

The roles of the School Resource Officer are that of law enforcement officer, teacher, and counselor. The SRO is considered a school official while implementing the School Resource Officer Program. The Ross School Resource Officer Program is designed to fulfill three objectives: Law Enforcement, Crime Prevention, and Education.

POSITION FACTS:

Type:

Temporary Full Time Part Time Seasonal

Classification:

Salaried/Exempt Hourly/Non-Exempt Contractual

Weekend work required:

Yes No Possibly required

Shift work required:

Yes No Possibly required

Overtime:

Possibly required Not required Required

RELATIONSHIPS AND CONTACTS: Ross Township Police Officer / School Resource Officer reports to the Chief of Police. They must also maintain productive relationships between the Department, other governmental agencies, private organizations and residents, especially those concerned with traffic, crime prevention and the administration of justice. The Officer has a special role with the Ross Local School District and must maintain productive relationships between the Department and the school community as outlines in the Memorandum of Understanding which outlines the tenets of that relationship.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work sites include the Ross Township Police Department located at 3133 Hamilton Cleves Road, other township buildings, as well as areas inside and outside of Ross Township and the facilities of the Ross Local School District. Physical requirements of the position include lifting and/or moving varying amounts of weight, kneeling, bending at the waist and work in a standing position for long periods of time. Specific vision abilities required include close vision and the ability to adjust focus. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Perform all duties as outlined in the job description outlined in this Personnel Policy as A.03.04 Part-time Police Officer.
2. Perform all duties as outlined in the most current Memorandum of Understanding between the Police Department and the Ross Local School District.
3. Document activities on and off assigned campus and maintain a weekly activity report to be turned in to school administration and chief of police.
4. Attend after school home functions such as athletic events, PTO meetings, dances, pep rallies, prom, homecoming and graduation as requested by school administration and police supervisor depending on scheduled hours.
5. Improve school perception as a safe learning environment and deter misconduct by remaining visible in halls, cafeteria, gymnasium and other building areas as necessary.
6. Serve as a role model to students, especially in terms of appropriate attitude, character and respect for others.
7. Perform ongoing security checks of school campus and make recommendations to school administration as necessary.
8. Attend police department training as required by OPOTA and the chief of police.
9. Assist school administration in developing and practicing a school crisis plan.
10. Perform school safety surveys as necessary.
11. Interact with other SRO's and school administration to exchange information and ideas.
12. Serve as liaison between the police department and Ross local Schools.
13. Coordinate school activities with police department and school administration as necessary.
14. Check in at police department to get email, memos, phone messages, etc.
15. Be familiar with community agencies that offer assistance to youth and their families, such as mental health clinics, drug treatment centers, juvenile court, etc. and make referrals as necessary.
16. Observe "chain of command" within Ross Local Schools and Ross Township Police Department to create a positive flow of information.

ADDITIONAL DUTIES/RESPONSIBILITIES:

Ross Township Police Officers must exhibit the ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others; analyze situations quickly and objectively, and to determine proper course of action to be taken; understand and carry out oral and written instructions; write and speak effectively; develop skill in the use and care of firearms; possess good general intelligence and emotional stability; show a willingness to cooperate with officials and other police officers and a willingness to learn and increase skill in police work.

MINIMUM QUALIFICATIONS:

Must be at least 21 years old, have a high school diploma or GED, have a valid operator license and be insurable under the Ross Township insurance policy. Must have successfully completed an approved Ohio basic Peace Officer Academy, and be O.P.O.T.A. certified. Must possess a School Resource Officer Training Certification or attend and pass the course within 30 days of employment. Must meet such medical and physical standards as prescribed by Ross Township; pass a physical examine and drug screen.