

Memorandum of Understanding Employment and Utilization of School Resource Officers

The Camden County School System, the City of St. Marys, and the St. Marys Police Department will partner with one another to help provide a safe and secure learning environment at St. Marys Middle School. The employment of a School Resource Officer (SRO) will be an integral part in meeting this objective. The SRO will not only assist in maintaining this safe environment, he/she will also provide opportunities for counseling and mentoring students as well as delivering prevention and education programs.

Specific Goals and Objectives

The following goals and objectives will be the focus of the School Resource Officer's Duties.

1. Increase awareness and effectiveness of community based policing programs and initiatives.
2. Increase the effectiveness of the "Drug Free School Zone" policy through intervention and education programs at the school level.
3. Monitor and counsel students who are on probation for violations of both school rules and community laws.
4. Assist in improving the communication between the Juvenile Court system and the school officials.
5. Assist in developing programs that are aimed at preventing, reducing or responding to gang related activities.
6. Assist in activities that will decrease the truancy rates.
7. Assist in developing and implementing school safety programs.
8. Assist with disruptive students and violations of the law.
9. Prevention of crime or delinquent behavior on the school campus.
10. Provide support for faculty, staff and members of other departments or agencies when involving students and/or their families.
11. Educate school officials and students in crime prevention and safety issues.
12. Assist in conflict resolution with students.
13. Assist in developing and maintaining school policies that address school safety, crime, emergencies and recommended procedural changes.
14. Assist in the identification of physical changes in the environment that may reduce crime in or around the school campus.

Program Issues

A. Supervision Responsibility of the SRO

The SRO will be assigned as a full-time officer to St. Marys Middle School. He/she will be under the direct supervision of the building principal or his/her designee and the indirect

supervision of the St. Marys Police Department. The SRO work schedule and overtime hours will be the direct responsibility of the principal. Evaluations will be performed by the principal and the St. Marys Police Department.

B. Decision Making Authority

As an employee of the City of St. Marys whose law enforcement authority is provided through the City's police charter, the SRO will have a primary responsibility to act in accordance with the policies of the City of St. Marys and the St. Marys Police Department. The SRO will also strive to follow the policies and guidelines set forth by the Camden County School System while assigned to a school campus. When a conflict between the policies of the Camden County School System and those of the City of St. Marys or the St. Marys Police Department arises, the SRO will seek to resolve the conflict with the building principal first. If no resolution can be found, the SRO will report the conflict to the Police Chief or his/her designee.

C. Discipline, Removal and Replacement of the SRO

The responsibility for managing the disciplinary requirements for the SRO falls to the St. Marys Police Department. However, the SRO will be removed from the St. Marys Middle School immediately upon the request of the building principal or the Chief of Police. If this removal is performed by the Chief of Police, every effort will be made to do so only after consulting with the building principal to determine the proper timing of the move. Additionally, the process for replacing the SRO will include a selection of interested candidates, and will not merely be an assignment of an officer to the position.

D. Roles and Responsibilities

The City of St. Marys and the St. Marys Police Department will accept the following responsibilities for the implementation of the School Resource Officer Program:

- A. Receipt and distribution of funds to the SRO including salary, overtime, benefits, insurance, workman's compensation, unemployment benefits, and social security.
- B. Completion of program reports as requested by the Camden County School System and other agencies.
- C. Completion of annual financial reports or audit requirements as required by the Camden County School System.
- D. Oversee the coordination, research and implementation of grant opportunities in cooperation with the Camden County School System.
- E. Ensure that the SRO maintains their State Certification by providing the requisite training.
- F. Provide the SRO with the proper and required items of uniforms and equipment necessary to perform the functions of the job.
- G. Provide the SRO with a marked police vehicle and fuel.


The Camden County School System will accept the following responsibilities for the implementation of the School Resource Officer Program:

- A. Disbursement of City of St. Marys funds equal to an amount stipulated in a contract for purchased services agreed to by the Camden County School System and the City of St. Marys to provide SRO services between July 1, 2012 and June 30, 2013.
- B. Assignment of the SRO to an office at St. Marys Middle School, with the appropriate administrative supplies necessary to fulfill the goals and objectives of the program.
- C. Assist in the researching and completion of any future grant opportunities.
- D. Coordinate after school activities with the SRO to provide for direct supervision by either the SRO or other law enforcement authorities.



Mayor, City of St. Marys, Georgia

8/6/12
Date



Chief of Police, City of St. Marys, Georgia

8/7/2012
Date



Superintendent, Camden County Schools

7/17/12
Date



311 South East Street
Kingland, GA 31548

Telephone: (912) 729 5637
Fax: (912) 729 1489

Dr. William C. Hardin, Superintendent

Contracted Services Agreement

Name of Individual or Business
Address

City of St. Marys
418 Osborne Street
St. Marys, GA 31558

Social Security Number or
Tax Identification Number

58-6000601

Date(s) of Service:

July 2012 – June 2013

Type of Service Provided:

School Resource Officer

Contracted Service Fee @ Not to Exceed \$ 44,028.80

Other (Explain) _____ \$ _____

_____ \$ _____
Total \$ 44,028.80

This contract shall be self-renewing from year to year unless modified and approved by both the Camden County Board of Education and the City of St. Marys.

Either party may cancel this contract upon providing a thirty (30) day notice of the intent to do so.

Board Members:

- Herbert Rowland, Chairperson · Daniel Simpson, Vice-Chairperson
- Doug Benton · Jimmy Coffel · Jane Brown

The specific terms of agreement between the involved parties are defined by a separate Memorandum of Understanding.


CITY MANAGER'S SIGNATURE

8/7/12
Date


ADMINISTRATOR'S SIGNATURE

8-7-12
Date


SUPERINTENDENT'S SIGNATURE

7/17/12
Date

Accounting Code: 100-3-2100-595.00-9990-32-0-001021

TRS Approval:
 Not Applicable
 Granted
 Not Granted