

AGREEMENT

Made as of the 8th day of August 2022, by and between the West Lafayette Community School Corporation, hereinafter referred to as "School Corporation" and the West Lafayette Police Department, hereinafter referred to as "Police Department".

Whereas, the School Corporation wishes to hire off duty police officers to provide security services for the School Corporation; and

Whereas, the Police Department is willing to provide off duty police officers to provide said services;

Now therefore, in consideration of the premises and the covenants and agreements herein, the parties agree as follows:

Purpose. The School Corporation wishes to hire off duty police officers of the Police Department to provide security services to protect the persons and property of students, staff and visitors to the schools of the School Corporation; and the Police Department is Willing to provide off duty police officers to provide said services for the School Corporation. All such police & officers are known as School Resource Officers hereinafter referred to as "SRO".

Service Provided. The Police Department shall make every effort to provide one SRO each day that school is in session to provide security services for the School Corporation. Said services shall principally be performed at the West Lafayette Junior/Senior High School, hereinafter referred to as "Junior/Senior High School," but may be provided all other schools of the School Corporation.

SROs shall also provide security services for student activities and events at the request of the Junior/Senior High School Principal. The Junior/Senior High School Principal shall make a request for SROs to the Police Department not less than one week prior to the date of the event. The number of SROs needed and the times they are needed shall be designated at the time of the request .

Duties. The SROs shall generally perform the security duties set forth in the SRO Duties attached hereto as Exhibit A and made a part hereof. Said duties may be amended from time to time to meet the security needs of the School Corporation. SROs shall perform the duties pursuant to the SRO Guidelines attached hereto as Exhibit B and made a part hereof. SROs shall inform the Junior/Senior High School Principal or other school administrator if it becomes necessary for him or her to leave the school campus during the time he or she is providing security service.

Coordination of Services. The Chief of Police of the Police Department c his or her designee shall coordinate the SROs who shall provide security services for the School Corporation. The Police Department shall provide the Junior/Senior High School Principal with the names and dates of the off-duty police officers who provide security services to the School Corporation by 8:00 a.m. on Friday for the following week. Each SRO who will provide security services for the School Corporation shall be given a copy of the SRO Duties and SRO Guidelines attached hereto as Exhibits A and B respectively.

The SRO shall work under the supervision of the School Principal or his or her designee. The School Principal or his or her designee shall determine the locations, times at such locations, and any specific security duties that the SRO shall perform. At the beginning of each shift the SRO, who will provide security services, shall sign-in at the Junior/Senior High School office. At the end of each shift the SRO shall sign out at the Junior/Senior High School. For planning purposes the Police Department and each SRO shall be provided a school calendar. The Police Department and the SRO scheduled to be on duty shall be advised of weather or other emergency communications.

If an SRO assigned to provide security services is unable to work or will arrive late, he or she shall inform the School Corporation by leaving a message at one of the Junior/Senior High School's Administrative Offices at least one-half hour before the beginning of his or her shift. The SRO shall try to arrange for a replacement if he or she is not able to work a scheduled shift.

Payment. SROs shall be paid \$31.98 per hour. The SROs shall be paid by the School Corporation on the fifth and twentieth of each month. Paychecks will be directly deposited into the bank account provided.

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION

WEST LAFAYETTE POLICE DEPARTMENT

School Resource Officer Duties

General duties throughout the school day:

- Monitor hallways, locker areas, and cafeteria whenever students are present. ● Serve as a quiet deterrent for students who may choose to use or possess illegal drugs or alcohol before coming to school or while at school. Assist school administrators in assessing situations with students suspected of being under the influence of illegal drugs or alcohol at school or on school property.
- Serve as a deterrent to student fights/conflicts and respond appropriately to conflicts that do occur.
- Assist administrators with monitoring school activity using security cameras. ● Assist administrators with school attendance enforcement and student truancy. ● Monitor for valid school-issued permits for staff and student parking on school property.
- Conduct security checks of all entry points to the building.
- Check loading docks and fire lanes for safety hazards and illegal parking. Serve in a resource capacity with teacher in-service training concerning issues of school safety.
- Serve in a resource capacity with classroom teachers whose curriculum involves topics relating to the duties of a police officer including substance abuse, safety, law, and careers in law enforcement.
- Performs other duties as assigned by the School Principal.

**West Lafayette School Corporation
School Resource Officer
Guidelines**

Introduction

The information contained herein should serve as guidelines for an SRO in performing security duties for the West Lafayette Community School Corporation. These guidelines are to be followed whenever practicable. However, it is understood that in the event of extreme or emergency conditions, it may be necessary to deviate from these guidelines to protect the safety and well-being of the students, staff and visitors of the School Corporation.

Purpose

The intent of the School Corporation is to work in partnership with the West Lafayette Police Department ("Police Department") to provide security for the schools of the School Corporation. The purpose of security is to make the schools safe and provide protection to students, staff, and visitors.

SROs shall perform the duties set forth on Exhibit A attached hereto. Said duties shall principally be provided on the Junior/Senior High School campus.

Duty Hours

On all regular school days, SROs shall be provided security services from 7:30 a.m. to 3:30 p.m. When school is delayed due to weather conditions SROs shall provide security services from 9:30 a.m. to 3:30 p.m. For planning purposes, the Police Department and each SRO shall be provided a school calendar. The Police Department and the SRO scheduled to be on duty shall be advised of weather or other emergency communications.

Lunch/Break Schedule

Each SRO shall have 30 minutes off duty during each shift worked. This time can be taken in two 15-minute periods or one 30-minute period. The off-duty time can only be taken between 9:00 a.m. to 10:45a.m. and 1:30 p.m. to 2:30 p.m. SROs should not leave school property during off duty periods without the prior consent of the Junior/Senior High School Principal.

Accountability

The SRO shall work under the supervision of the School Principal. At the beginning of each shift the SRO who will provide security services shall sign in at the Junior/Senior High School office. At the end of each shift the SRO shall sign out at said office. The School Principal shall determine the locations, times at such locations, and any specific security duties that the Security Officer shall perform.

SROs shall inform the Junior/Senior High School Principal or other school administrator if it becomes necessary for him or her to leave the School campus during a shift.

If an SRO assigned to provide security services is unable to work or will arrive late, he or she shall inform the School Corporation by leaving a message at one of the Junior/Senior High School's Administrative Offices at least one-half hour before the beginning of the shift. The SRO shall try to arrange for a replacement if he or she is not able to work a scheduled shift. The telephone number for the Junior and Senior High is 746-0400.

Security Office

The School Corporation will designate space for a security office at the Junior/Senior High School. A computer will be available in that office to allow SROs to monitor the video security system as necessary or appropriate.

Communication

The SRO shall carry and use school communication compatible radios at all times while providing security services.

School Resources Officer Identification

SROs shall wear protective equipment and utility belts with apparel provided by the School Corporation at all times while performing security services.

Respect

It is a policy of the School Corporation that employees act professionally and with respect when interacting with students, other staff, visitors and members of the community. Accordingly, under no circumstances should SROs make any racial or sexual remarks, use profanity, or behave disrespectfully toward any student, staff, visitor or person in the community while performing security services for the School Corporation.

Privacy/Confidentiality

SROs are subject to the privacy of information/confidentiality policies established by the Board of School Trustees of the School Corporation. A copy of Board Policy No. 8350 is attached hereto. SROs will provide no information concerning any student, staff member, or incident to any unauthorized person or representative of the media. All questions regarding any student, staff member or incident shall be directed to the Junior/Senior High School Principal for a response.

Student Questioning

SROs questioning of students should be conducted with the building principal or his or her designee present. A school administrator will try to contact a parent or guardian before questioning, if possible. Questioning of students should be conducted in a professional manner. A written report shall be made as soon as possible after the questioning is complete. The report shall be given to the building principal.

Searches

SROs are considered contract employees of the School Corporation and as such are authorized to act at the direction of the building principal or his or her designee in assisting with searches of students and their property. All searches, including those of

student lockers, other personal property, or person, must be conducted in the presence of the building principal or his or her designee. Strip searches are prohibited.

Use of Force

SROs may use reasonable force to re-establish order in the event of a disturbance. The definition of reasonable force shall follow the Police Department guidelines. The use of physical force shall only be used to restrain persons for the safety of others. Use of force will be the last option used to re-establish order.

Display/Use of Weapon

While on duty as SROs a police department issued or approved weapon will be worn visibly and in an open fashion. The officer will prominently display the police department shield/badge around the neck or on the belt to which the weapon is affixed. A weapon may be used only as a last resort and when the life of a student, staff, visitors or the SRO is threatened.

Incident Review

SROs shall prepare a report of all incidents occurring during their shifts. If the incident involves one or more students, the report shall be made on the school disciplinary form or incident report. All such reports shall be given to the building principal.

If force is used during an incident, the SRO shall prepare a report including a written statement from each person involved in the incident. The Police Department shall review the incident and make a determination as to whether reasonable force was used. A final report shall be made by the Police Department to the building principal and the SRO.

Daily Log

The SRO shall maintain a record of pertinent information that occurred during their shift for further review for other officers.

Time Sheets

The off-duty Police Officer providing security services shall be considered employees of the School Corporation. The work week shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday. The SRO shall follow the payroll procedures as provided at the Principal's office and submit their timesheets accordingly.

Questions and Concerns

The School Corporation invites your questions; concerns or suggestions relating to your employment or the security and safety in the schools. They should be

directed to Eric Ulrich, Assistant Principal of the Junior/Senior High School, or in his absence to any of the other administrators listed below.

Chain of Command - WLCSC

Ron Shriner, Principal	765.746.0400, ext 4614
Dan Walbaum, Associate Principal	765.746.0400, ext 4615
Eric Ulrich, Assistant Principal	765.746.0400, ext 4627
Shelby Johnson, Assistant Principal/Special Ed Director	765.746.0400, ext 4609
Joel Strode, Athletic Director	765.746.0435

Other Contact Personnel - WLCSC

School Nurse (JSHS)	765.746.0400, ext 4603
Dr. Shawn Greiner, Superintendent	765.746.1602
Anna Roth, Assistant Superintendent	765.746.1602

I have received and reviewed a copy of Guidelines for the School Resource Officer.

Name: _____

Date: _____



Book	Policy Manual
Section	8000 Operations
Title	CONFIDENTIALITY
Code	po8350
Status	Active
Adopted	August 5, 2019

8350 - **CONFIDENTIALITY**

It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege Case Law or Federal Law), the Board will maintain the confidentiality of said information as required by the law.

This policy applies only to identified confidential information received from a public agency. However, under the Family Educational Rights and Privacy Act, anything that is made part of the student's records will be sent to a receiving School Corporation with notice to the parent.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Superintendent's office will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

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Legal	20 U.S.C., Section 1232g 34 C.F.R. 99
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