

**MEMORANDUM OF UNDERSTANDING  
CITY OF MERCED  
AND THE  
MERCED COUNTY OFFICE OF EDUCATION**  
School Resource Officers Program – Partnership Agreement  
2016-2017

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**THIS AGREEMENT** is made and entered into on July 1, 2016 by and between the City of Merced (hereinafter referred to as “the City”) and the Merced County Office of Education (hereinafter referred to as “MCOE”).

**WHEREAS**, MCOE and the City desire to set forth in this Memorandum of Understanding (hereinafter “MOU” or “Agreement”) the specific terms and conditions of the services to be performed and provided by the School Resource Officers (hereinafter referred to as “SRO”) at Valley Community School (hereinafter referred to as “VCS” or “School”).

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

**1.0 Goals and Objectives** - It is understood and agreed that the MCOE and the City officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the school:

- 1.1** To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies;
- 1.2** To encourage the SRO to attend extra-curricular activities held at school, such as parent meetings, athletic events and concerts;
- 1.3** To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sales and/or distribution of controlled substances, and riots;
- 1.4** To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
- 1.5** To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.

**2.0 Employment and Assignment of School Resource Officer**

- 2.1** The City agrees to make one SRO available during the term of this Agreement. The SRO shall be an employee of the City and be subject to the administration, supervision and control of the Merced Police Department except as such administration, supervision and control are subject to the terms and conditions of this Agreement.

- 2.2** The City agrees to provide and to pay the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the Merced Police Department, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. The SROs shall be subject to all other personnel policies and practices of the Merced Police Department except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- 2.3** MCOE agrees to reimburse the City for the SRO's salary, including any applicable benefits and administrative costs, in an amount not to exceed \$112,817 for fiscal year 2016-2017 for the services provided under this Agreement. Any and all overtime for VCS must have prior approval from a VCS administrator and will be reimbursed at 100% of the cost. The total amount, including salary and requested overtime, if any, shall not exceed \$114,817.
- 2.4** In the event the City is not able to assign a full time SRO to VCS, the City may assign a temporary SRO at VCS to work 25 hours or less per week and no more than 960 hours per fiscal year. MCOE agrees to reimburse the City for One Hundred Percent (100%) of the SRO's salary or hourly wage at the rate of a Temporary Senior Police Officer Step 5, as well as any applicable benefits and administrative costs, for the services provided under this Agreement. The salary scale for a Temporary Senior Police Officer is set forth in Exhibit A, which is attached hereto and incorporated herein by reference. Temporary SRO's are not authorized to work overtime under this Agreement. The total amount including salary and benefits for a temporary SRO shall not to exceed \$37,546.03.
- 2.5** The City, in its sole discretion, shall have the power to hire, discharge and discipline the SRO; however, a Valley Community School representative will participate in the selection of the SRO to be placed on the Valley campus.
- 2.6** In the event an SRO is absent from work, the SRO shall notify his or her supervisor and duty Sergeant in the Merced Police Department and the Principal (or designee) of the school to which the SRO is assigned.

### **3.0 Duty Hours**

The officer in charge of the SRO program shall set specific duty hours at the assigned schools by mutual agreement, at the discretion of the principals of the schools, and the Merced Police Department. The SRO will work 40 hours per week (full time) OR 25 hours per week (for temporary officers).

### **4.0 Basic Qualifications of School Resource Officers (SRO)**

To be an SRO, an officer must first meet all of the following minimum qualifications:

- 4.1 Shall be a city employed Police Officer with two years of law enforcement experience;
- 4.2 Shall possess sufficient knowledge of the applicable Federal and State laws, City and County ordinances, and Board of Education policies and regulations;
- 4.3 Shall be capable of conducting criminal investigations;
- 4.4 Shall possess an even temperament and set a good example for students; and
- 4.5 Shall possess communication skills, which would enable the officer to function effectively within the school environment.

## **5.0 Duties of School Resource Officer**

- 5.1 The SRO shall coordinate all of his/her activities with the Principal (or designee) and will seek permission, advice and guidance prior to enacting any program within the school.
- 5.2 The SRO shall develop expertise in presenting various subjects to the students, staff, parents and community. Such subjects shall include, but not be limited to: a basic understanding of the law, the role of the police officer and law related areas;
- 5.3 The SRO shall encourage individual and small group discussions with students, based upon material presented in class to further establish rapport with students.
- 5.4 When requested by the principal, the SRO shall attend parent/staff/administrative meetings to solicit support and understanding of the program, including the SRO Collaborative Meeting.
- 5.5 The SRO shall make himself/herself available for conference with students, parents and faculty members in order to assist them with problems of a law enforcement or crime prevention nature;
- 5.6 The SRO shall become familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc.;
- 5.7 The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result in student arrest;
- 5.8 Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to school board policy, police policy and legal requirements for conducting such interviews;
- 5.9 The SRO shall take all law enforcement action as required. As soon as practical, the SRO shall make the principal or his/her designee aware of such action. The SRO shall take appropriate law enforcement actions against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law;

- 5.10 The SRO shall, whenever possible, participate in and/or attend school functions;
- 5.11 The SRO shall give assistance to other law enforcement personnel in matters regarding his/her school assignment as well as responding to an officer needing assistance.
- 5.12 The SRO shall maintain detailed and accurate records of the operation of the School Resource Officer Program. These records requested by the MCOE supervisor of the SRO Program shall include, but not be limited to, statistical findings from his/her school. These records will be submitted to the supervisor of the School Resource Officer Program.
- 5.13 The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However if the principal believes an incident is a violation of the law, the principal may contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.

## **6.0 Chain of Command**

- 6.1 As employees of the Merced City Police Department, the SRO shall follow the chain of command as set forth in the Merced Police Department Policies and Procedures Manual.
- 6.2 In the performance of their duties, the SRO shall make every reasonable effort to coordinate and communicate with the principals or the principals' designee(s) of the assigned schools as set forth in this agreement.

## **7.0 Training**

- 7.1 The SRO shall be required by the Merced Police Department to attend police training sessions. Training sessions will be conducted to provide SROs with appropriate in-service training, such as updates in the law, in-service firearm training and law enforcement-school related training. VCS will not be responsible for reimbursement of salary during required training sessions.
- 7.2 The School District also may provide training in Board of Education policies, regulations and procedures.

## **8.0 Supplies and Equipment**

- 8.1 The Merced Police Department agrees to provide SRO's with standard issue equipment, firearm and rounds of ammunition as needed to perform their duties;
- 8.2 The Merced Police Department agrees to provide the SRO with the required duty uniform.
- 8.3 The School District agrees to provide an office, desk, desk chair, computer and the usual and customary office supplies to the SROs.

## **9.0 Access to Education Records**

- 9.1 School officials shall allow the SRO to inspect and copy any public records maintained by the school including student directory information, classroom assignments and discipline files. However, the SRO may not inspect and/or copy confidential student education records except as allowed by law.
- 9.2 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;
- 9.3 If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

## **10.0 Evaluation**

It is mutually agreed that the MCOE and the School shall evaluate annually the SRO program and the performance of the assigned SRO. It is further understood that the MCOE and the School's evaluation of each officer is advisory only and that the Merced Police Department retains the final authority to evaluate the performance of the SRO.

## **11.0 Term of Agreement**

The term of agreement is one year, commencing on July 1, 2016, ending June 30, 2017, unless sooner terminated in accordance with this Agreement.

## **12.0 Notices**

All notices, requests, demands or other communications under this Agreement shall be in writing. Notice shall be sufficiently given for all purposes as follows:

- A. Personal Delivery. When personally delivered to the recipient, notice is effective upon delivery.
- B. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three mail delivery days after deposit in a United States Postal Service office of mailbox.
- C. Certified Mail. When mailed certified mail, return receipt requested, notice is effective upon receipt if delivery is confirmed by a return receipt.
- D. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.
- E. Facsimile Transmission. When sent by fax to the last fax number of the recipient known to the party giving notice, notice is effective upon receipt,

provided that: a) a duplicate copy of the notice is promptly given by first class mail or certified mail or by overnight delivery, or b) the receiving party delivers a written confirmation of receipt. Any notice given by fax shall be deemed received on the next business day if received after 5:00 p.m. or on a non-business day.

Any correctly addressed notice that is refused, unclaimed or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messengers or overnight delivery service.

Mailing and contact information for notice to the parties to this Agreement at the time of endorsement of this Agreement is as follows:

**Merced County Office of Education**

632 W. 13<sup>th</sup> Street  
Merced, CA 95340

Holly Newlon, Asst. Superintendent  
Career & Alternative Education Department  
(209) 381-6740

**City of Merced**  
678 W. 18<sup>th</sup> Street  
Merced, CA 95340

Steve Carrigan, City Manager  
(209) 385-6834

**Merced Police Department**  
611 W. 22<sup>nd</sup> Street  
Merced, CA 95340

Norman Andrade, Chief of Police  
(209) 385-6915

Any party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**13.0 Termination**

This agreement may not be changed or modified except in writing and signed by both parties.

**14.0 Disposition of Work Upon Termination**

In the event of termination, all finished or unfinished documents and other materials, if any, at the option of MCOE and to the extent permitted by law, shall become the property of MCOE.

**15.0 Modification of Agreement**

Notwithstanding any of the provisions of this Agreement, the parties may agree to amend the Agreement. No alteration of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.



## **16.0 Indemnification**

- 16.1** MCOE shall indemnify, protect, defend, save and hold the City of Merced, its agents, officers and employees volunteers and agents harmless from any and all claims or causes of action for death, sickness or injury to persons, or damage to property, including, without limitation, all consequential damages and attorney's fees, or from any violation of any federal, state or municipal law or ordinance, to the extent caused, in whole or in part, by the intentional or negligent acts, errors or omissions, of the School, MCOE and their respective officers, employees, volunteers and agents, arising from the performance of its obligations under this Agreement.
- 16.2** The City of Merced shall indemnify, protect, defend, save and hold School and MCOE and their respective officer, employees, volunteers and agents harmless from any and all claims or causes of action for death, sickness, or injury to persons, or damage to property, including, without limitation, all consequential damages and attorney's fees, or from any violation of any federal, state or municipal law or ordinance, to the extent caused, in whole or in part, by the intentional or negligent acts, errors or omissions of the City and its officers, employees, volunteers and agents, arising from the performance of its obligations under this Agreement.

## **17.0 Completeness of Contract**

This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto. This Agreement is executed in counterparts, each of which shall be deemed a duplicate original.

## **18.0 Applicable Law; Venue**

Any dispute concerning any question of fact or law arising under this Agreement or any litigation or arbitration arising out of this Agreement, shall be tried in Merced County, unless the parties agree otherwise or are otherwise required by law.

## **19.0 Confidentiality**

This Agreement shall comply with all applicable Federal, State and County laws relating to the confidentiality of information. MCOE and the City shall not publish, use or permit or cause to be published, disclose, or use confidential information pertaining to any minor, without express written permission from the minor's parent or legal guardian, except as permitted by law.

## **20.0 Nondiscrimination in Employment, Services, Benefits and Facilities**

- 20.1** MCOE and the City shall comply with all applicable Federal, State and local antidiscrimination laws, regulations, and ordinances. Neither party shall unlawfully discriminate, harass, or allow harassment against any employee,

applicant for employment, employee or agent of the other, or recipient of services contemplated to be provided or actually provided under this Agreement because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. Both parties shall ensure that evaluation and treatment of their employees and applicants for employment, and recipients of services, are free from such discrimination and harassment.

- 20.2** Both parties represent that they are in compliance with and agree to continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.), the Fair Employment and Housing Act (Government Code §12900 et seq.), and regulations and guidelines issued pursuant thereto.

### **21.0 Agency Relationship**

This Agreement is not intended to and shall not create the relationship of principal-agent, master-servant, or employer-employee between the City and MCOE.

### **22.0 Severability**

If a court of competent jurisdiction holds any provisions of this Agreement to be illegal, unenforceable or invalid, in whole or in part, for any reason, the validity and enforceability of the remaining provisions, or portion of them will not be affected.

IN WITNESS WHEREOF, the parties hereto have caused this Operations Agreement to be executed the day and year first written above.

#### **CITY OF MERCED**

A California Charter Municipal Corporation

By: \_\_\_\_\_  
Steve Carrigan, City Manager

\_\_\_\_\_  
Date

Approved by:  \_\_\_\_\_  
Norman Andrade, Chief of Police

7-7-16  
\_\_\_\_\_  
Date

#### **MERCED COUNTY OFFICE OF EDUCATION**

By:  \_\_\_\_\_  
Holly Newlon, Asst. Superintendent

6/27/16  
\_\_\_\_\_  
Date

#### **Approved as to Form:**

By:  \_\_\_\_\_

6/27/16  
\_\_\_\_\_



Kelly Fincher, City Attorney

Date

**Account Data:**

By: \_\_\_\_\_  
Verified by Finance Officer

\_\_\_\_\_  
Date