

**INTERGOVERNMENTAL AGREEMENT
SCHOOL RESOURCE OFFICER**

Between

FOREST GROVE SCHOOL DISTRICT

And

**THE CITY OF FOREST GROVE THROUGH THE FOREST GROVE POLICE
DEPARTMENT**

This document will serve as the written agreement between the Forest Grove School District and the Forest Grove Police Department . This agreement establishes the needed commitment and support from both institutions. 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 officers, school administrations, city administration, and students and their caregivers look to for structure and accountability. This document shall be reviewed, updated, and endorsed annually and takes into account input from community stakeholders, including caregivers, students, and teachers. Nothing in this Agreement should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above and all community stakeholders.

I. PURPOSE

This Agreement establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort between the Forest Grove Police Department, herein referred to as FGPD, and the Forest Grove School District herein referred to as FGSD. Additionally, the Agreement clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment, serve on behavioral assessment teams and decrease the number of youth formally referred to the juvenile justice system.

II. MISSION

The mission of the SRO Program is to foster a positive school climate, promote school safety by building positive relationships with students and families, and work in partnership with administration in crisis response and safety education.. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program will use an equity lens to accomplish this mission by supporting safe, secure, and culturally responsive and sustaining learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. GOALS OF THE SRO PROGRAM

SRO programs goals include:

1. To be committed and accountable to a positive school climate based on respect for all students, staff, and community members by knowing all stakeholders by Name, Strength, and Need.
2. Educate students, staff, and families on relevant law enforcement topics i.e. age of consent, child abuse and reporting, domestic violence prevention, and safe storage of weapons and ammunition.
3. Strengthen community relationship by creating a safe school environment, provide law enforcement resources with an equity lens to school administrators, teachers, and students to reduce crime.

The SRO Program is designed to fill three overall roles:

1. **Positive School Climate-** One of the primary roles SROs fulfill is to create a positive school climate through relationship-building and restorative conversations. Officers will engage in various activities, in coordination with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school and responding in a trauma-responsive and sensitive way.
2. **Education** –SROs should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community with an equity lens to build positive relationships with youth, their families, and school staff. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.
3. **Law Enforcement** – SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

While law enforcement is the role of SROs, alternatives to arrest should be used whenever possible, and investigations or arrest of students during school hours or

at school-sponsored events/activities should be a measure of last resort and must comply with the following Forest Grove School District Policies: Relations with Law Enforcement Agencies ([policy KN](#)), Relations with Law Enforcement Agencies ([policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([policy KN-AR \(3\)](#)). The SROs' discretion to act remains the same as that of any other police officer.

IV. ORGANIZATIONAL STRUCTURE

A. Composition:

1. FGPD shall provide one (1) School Resource Officers (SROs)
2. Nine months of a .50 FTE of the average cost of all officers step 4 and above.
2022-23 - \$57,876, to be updated annually
3. SROs shall be regular sworn officers of the City's Police Department.

B. Officer Recruitment & Selection

FGSD District officials and FGPD shall agree on guidelines for the selection of officers to serve as SROs. The FGPD and FGSD will collaborate on a selection process and the appointment of the SRO.

SRO's should meet the following general criteria:

1. **Preference-** will be given to candidates that are bilingual and bi-cultural. Efforts will be made to select SROs that mirror the Forest Grove School District community, specifically the students and families served.
2. **Experience as a police officer and commitment to student and community well-being-** SRO's must have a minimum of three years' experience as a patrol officer, be off probationary status, be at least 21 years of age and have experience with juvenile justice, working with diverse populations, child/adolescent development and psychology, and creating a positive school climate.
3. **Successful performance-** All candidates should have proven performance as reflected by prior performance evaluations. Applicants must have a demonstrated work history that reflects their ability to respectfully and effectively communicate with other officers, staff and the public. Candidates should be free of significant disciplinary actions.

C. Training Requirements

All SROs shall complete specialized training in addition to their already mandatory training with the police department which will include at a minimum the following:

1. A basic nationally recognized training class for police officers working in a school environment at FGPD expense. The course should include: training that covers responsibilities and limitations of SROs, Oregon school laws, Agreements, child development, conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. This course should be completed prior to the end of their first year of service as an SRO, unless a delay

- up to 12 months is mutually agreed upon between FGSD and FGPD due to limited course availability or catastrophic event.
2. Eight hours annually of diversity, equity, inclusion and anti-bias training- by attending district or building level professional development offerings.
 3. Three hours of disability training provided by FGSD Student Services department, specifically on the topic of Autism, students who experience challenging behavior, students with co-occurring mental health and developmental and/or behavior disabilities, and best practices when communicating and interacting with students who experience disability.
 4. 16 hours of Safety Care training in the officers first year and eight hours annually each year after- provided by FGSD Student Services Team (note training does not mean certification; SROs are not required to be certified in Safety Care)
 5. Four hours of annual Trauma Informed Practices and Collaborative Problem Solving (CPS) either by attending district or building level professional development offerings.
 6. Eight hours annually on the topics of: Trauma Informed Care, Trauma Responsive Care, Resilience or other similar topics by attending district or building level professional development offerings.
 7. One hour annually of FGSD Home Visit training provided by FGSD staff.
 8. The SRO must be trained annually on sexual abuse and misconduct information and reporting as required by ORS 339.400(2) as [linked here](#).

The above listed training, unless indicated, will be provided by FGSD and will be offered multiple times and at locations throughout the year. When possible efforts will be made to schedule SRO specific professional development with the SROs and their supervisors to accommodate scheduling needs. It is the expectation that SROs make every effort to attend FGSD provided training when they are scheduled, if a scheduling conflict arises the SRO will notify their supervisor and the trainer as soon as they become aware of the conflict. If the SRO or their supervisor for any reason elect to participate in a community or other nationally recognized training program to fulfill any of the required training hours mentioned above the cost of those training will become the individual or law enforcement agencies responsibility.

V. OPERATIONAL PROCEDURES

Chain of Command- General guidance and task supervision are the responsibility of the Division Captain, who will work closely with and in cooperation with the building Principal or identified designee.

- A. Duties-**The primary functions of the SRO is to help foster a positive school climate, serve as an educational resource, provide a safe and secure learning environment and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise. As required by law, SROs should never be assigned to duties within schools in place of or in lieu of a certified teacher.
- B. Uniform-** the SRO will wear the prescribed City uniform of the day including a firearm and bullet resistant vest. The SRO uniform is agreed to be an identifiable polo shirt with

police department logo and officer name displayed, a duty belt, department issued uniform pants, and department issued footwear. Drop holsters and load bearing vests are not preferred wear in the school setting. The police supervisor may allow for exceptions to this rule at their discretion based on investigatory or policing needs or as required by Oregon law.

C. Daily Schedule- The Superintendent and the Police Chief will monitor the SRO program. Each building Principal will designate a contact person for the school to facilitate communication with the SRO assigned to the Principal's school.

D. Absence/Substitutions- in cases when the SRO is absent due to court appearances, illness, vacation, training, or other contracted leave of absence, the City may but is not required to provide a replacement officer during the term of the SRO's absence. The District will call 911 in cases involving emergencies and 503-629-0111 (non-emergency number) as needed when an SRO is not present. It is the responsibility of the SRO to report schedule conflicts to the school and the District's contact as identified in paragraph (C) as soon as possible.

E. Special Events - SRO's may assist with supervision of after-school activities as requested and approved by FGSD and their Supervisor. Such activities may include:

1. Supervision at after school activities like sports competitions and school dances
2. Supervision at high school graduations
3. Others as identified by FGSD and the police department

F. Summer/Extended Closure Activities- SRO may assist with supervision of summer/Extended Closure activities as requested and approved by FGSD and their Supervisor. Such activities may include:

1. Food box delivery
2. Summer meal distribution
3. Summer school supervision
4. Community Outreach
5. Delivery of training to the school board, staff, students, or parents in collaboration with FGSD staff
6. Participation in training opportunities

G. Role in Responding to violations of law on FGSD property- As sworn police officers, once SROs are involved in an official investigation of alleged violations of law, they have the following responsibilities.

1. Abide by all federal, state, and local laws and ordinances.
2. Report any conflict created by any laws, ordinances, rules, and policies and procedures to the building Principal and their supervisor for resolution.
3. Perform a thorough investigation as indicated by the circumstances and document the interviews of all involved parties as necessary based upon the needs of the investigation
4. In accordance with [ORS 419B.045](#), when an investigation of a report of child abuse is conducted on school premises, the school administrator shall first be notified that the investigation is to take place, unless the school administrator is a subject of the investigation.

5. Present the case to the District Attorney and/or the juvenile Department for review.

H. Role in School Policy Violations

1. SROs are not school disciplinarians and violations of the student code of conduct or school rules that are not violations of law should always be handled by school faculty and staff, not SROs. SROs should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate.
2. School discipline is the responsibility of the appropriate school administrator; clear district guidelines on SRO involvement will be developed and distributed to school staff with a copy of guidelines provided to the SRO's. Revisions will be mutually agreed upon by FGSD and FGPD. The SRO will report school policy violations through the proper channels to be handled by school administration.
3. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct, but it is not the responsibility of the SRO to enforce the rules in these documents.

I. Data Collection and Reporting

1. SROs shall submit a monthly activity report to the Superintendent, building principals, and their supervisor by the 5th of the following month (example: activity report for September will be submitted by the 5th of October).
 - a. At a minimum that data will include: law enforcement calls for service on school property, a log of hours spent in buildings and the activities being done, number of presentations/lessons delivered to students, staff or families, the topic(s), and number of participants, the number of investigations, interventions made, and themes of interactions.
 - b. The data will be collated to the goals of the program.
2. SROs will submit an annual professional development log by August 31st following the FGSD calendar cycle September to August.
3. The School Board will receive an update report in November and February.
 - a. At a minimum that data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families, the topic(s), and number of participants, the number of investigations, interventions made, and themes of interactions.
 - b. The data will be collated to the goals of the program.

J. Release of Student Information

FGSD designates the SROs as "school officials" as provided in the Federal Educational Rights and Privacy Act (FERPA). A SRO may be provided access to student educational records maintained by the school district only as needed by the SRO to perform their duties as an SRO under the following limitations:

1. All records are under the "direct control" of the school or district with respect to the use and maintenance of the education record and will not be compiled, maintained, or copied by SROs.
2. Student information is subject to FERPA's use and re-disclosure requirements in 34 CFR § 99.33(a), which provides that the PII from education records may be used only for the purposes for which the disclosure was made not re-disclose,

without appropriate consent, PII from education records to outside parties, including other employees of their police department who are not acting as school officials

3. A law enforcement official including an SRO may be granted access to view student records information in the event of an emergency situation threatening the health or safety of a student or other individual and as required by [ORS 336.184](#) and [ORS 336.187](#)

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

1. The SRO may perform searches independent of the school administration only during emergency situations and where violations of law are suspected.
 - a. Strip searches of students by SROs are prohibited.
 - b. Unless there is a serious and immediate threat to a student, a teacher, or public safety, SROs shall not initiate or participate in other physically invasive searches of a student.

L. Limits on Interviews, Arrest, and Investigations on District Premises

1. **Interviews** – Law Enforcement Officials including SROs may participate in the questioning of a student about conduct that could result in criminal charges in compliance with FGSD Policies: Relations with Law Enforcement Agencies ([policy KN](#)), Relations with Law Enforcement Agencies ([policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([policy KN-AR \(3\)](#)), and Oregon State Law: Investigation conducted on school premises ([ORS 419B.045](#)). Parents/guardians should be allowed sufficient time to arrive at school to be present for interview unless the investigation is a report of child abuse.
2. **Arrests** – Incidents involving public order offenses, including disorderly conduct, profanity, and fighting that do not involve serious physical injury or a weapon, should be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
 - a. Building principals and the Superintendent or their designee shall be consulted prior to an arrest of a student when practical.
 - b. The student’s parent(s) or guardian(s) shall be notified of his or her arrest immediately or as soon as practical and in a timely manner.
 - c. Unless there is a serious and immediate threat to students, teachers, or public safety, SROs shall not use physical force or restraints on students
3. **Investigations on District Premises**- When an administrator is notified that law enforcement, including SROs, would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official complete FGSD Board Policy form [policy KN-AR \(3\)](#) including providing information below:
 - d. Copy of the warrant
 - e. Copy of court order
 - f. Brief description of exigent circumstance
 - g. Name and date of parent that gave consent
 - h. Affirm that the interview is not considered a “seizure” pursuant to state and federal law.

Failure to meet one of the five criteria may result in the administrator’s refusal to allow the student interview on district property.

M. Involvement in school level meetings

1. SROs may participate in building level Safety Committee meetings either virtually or in person for every school they support when their schedule allows. SROs will notify building principals if unable to attend prior to the meeting date unless exigent circumstances prevents prior notice.
2. Upon administrator invitation SROs may facilitate a restorative circle as part of a re-entry meeting for students returning from expulsion, court ordered placement, or when a student is returning from a suspension that is five or more days in length, when the SROs schedule allows.
3. SROs will make efforts to prioritize their attendance/involvement at: Behavioral Safety Response Team , Care Team meetings, and Climate and Culture Team meetings to serve as a liaison between the school and resources available in the community to further each teams work and effectiveness.

N. Relationship Building and Classroom Presentations

1. SROs will actively build relationships with students and families they serve by attending at least one PAC/PTA/PTO meeting for each building they serve annually: to introduce themselves and provide 30 min of training on a mutually agreed upon safety topic.
2. Upon invitation each SRO will attend each district Parent Advisory Committee meeting at least once annually to introduce themselves and provide 30 min of training on mutually agreed upon safety topics.
3. Each SRO will provide annually, a minimum of 3 hours of training to any of the following audiences: students, building and/or district staff, or parents/families/caregivers.
4. SROs will meet with their building administrators and case managers annually to identify which specialized programs are offered at each school and the location of each program within the building.

VI. SCHOOL DISTRICT RESPONSIBILITY

The School Resource Officer program is a partnership between the Forest Grove School District and Forest Grove Police Department. To this end FGSD will have responsibilities as a partner which include:

1. It is the responsibility of the Superintendent to provide the Division Captain and SRO with a schedule of professional development that is available through the district and/or buildings the same day that information is distributed to Certified Staff in the district.
2. Gather feedback annually by the end of March from students, families/caregivers, SROs, certified staff, classified staff, and administrators on their experience with the SRO program in FGSD. This feedback will be discussed with FGPD and used to set goals for the SRO program the following year.
3. Create a section on the District web site that hosts the mission and vision of the SRO program. Post data on SRO activities on FGSD district website monthly; At a minimum that data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families, the topic(s), and number of participants, the number of investigations, interventions made, and themes of interactions.
4. Include in the student handbook, information about the SRO program and the rights of students with regard to the SRO.

5. The District will develop administrative rules defining which school discipline is the responsibility of a school administrator and clear guidelines on when an SRO will be involved. This Administrative rule will be distributed to school staff with a copy of guidelines provided to the SRO's.
6. Ensuring the SRO have access to active FGSD email accounts and the paperwork to renew those accounts annually
7. Access to 3-2-1 Insight, and Frontline virtual training platforms.
8. Provide an office with a locking door and law enforcement approved safe at the high school and the middle school.
9. Providing annual training to all building level administrators on the role of SROs, the current Agreement, SRO program goals, and metrics for reviewing SRO program goals.
10. Ensure the SRO is not involved in school discipline, including consulting, unless the administrator is seeking a criminal investigation or reporting a violation of law.
11. Ensure SROs and schools staff follow FGSD policies: Relations with Law Enforcement Agencies ([policy KN](#)), Relations with Law Enforcement Agencies ([policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([policy KN-AR \(3\)](#))
12. Provide access to the same language development programs certified staff have access to at the districts expense
13. Providing language translation and interpretation for SRO activities that are not specific to law enforcement matters. SROs must follow the FGSD translation/interpretation request process.
14. Offer training listed in section C of this Agreement that indicates it is provided by FGSD staff.
15. Ensure SRO has access to training calendars and are able to enroll in courses when required by section C of this Agreement.
16. Invite SRO to Behavioral Safety Response Team, building Safety Team, Climate and Culture team, Care Team, Attendance team and re-entry meetings for students who are under state guardianship or court ordered incarceration.
17. Notify the City of Forest Grove Police Department related to any public records or media request related to this agreement or services performed by the SRO's.

VII. CRISIS PLANNING

1. SRO will participate in crisis response drills with other law enforcement agencies as part of their ongoing training and preparation as a law enforcement official.
2. SRO will serve on the building level safety committee and will provide knowledge and insight on specific safety and law enforcement topics as they arise.

VIII. REVIEWING THE INTERGOVERNMENTAL AGREEMENT

A. Review

1. This Agreement and the SRO data reports will be reviewed annually in April. This review will be collaborative between FGSD and FGPD with the purpose of reflecting on the progress made towards achieving the set goals identified in section III: Goals of the SRO Program.

2. This Agreement will be modified and/or revised (only if needed) on a yearly basis when agreed upon by FGSD and FGPD Chief of Police or designees.
3. The Agreement will stay in effect for a period of 1 year. Both parties will make the determination of whether to renew, amend, and/or terminate the agreement at least 60 days prior to May 1st.

IX. INSURANCE

FGPD shall maintain insurance acceptable to the District in full force and effect throughout the term of this contract to the extent it is required. Such insurance shall cover risks arising directly or indirectly out of FGPD’s activities or work hereunder. Such insurance shall include provisions that such insurance is primary and not contributory insurance with the insurance required hereunder. FGPD shall provide a minimum of 30 days’ written notice to the District in cases of cancellation, intent not to renew, or reduction in its coverage by the insurance Company. Insurance carriers must be A.M. Best rating of "A-VII" or better, or equivalent. FGPD will promptly provide Certificates of Insurance at the District’s request.

FGPD must meet FGSD’s minimum insurance requirements as outlined in the [District’s Master Vendor Agreement](#).

It is so agreed

 City of Forest Grove - Forest Grove Police Department

 Date

 City of Forest Grove - City Manager

 Date



June 27, 2022

Forest Grove School District - Superintendent

Date