

KINGSPORT CITY SCHOOLS - KINGSPORT POLICE DEPARTMENT
SCHOOL CROSSING GUARDS
INTERDEPARTMENTAL MEMORANDUM OF UNDERSTANDING

This interdepartmental Memorandum of Understanding effective March 31, 2024 is between the Kingsport City Schools, hereinafter "School System" and the Kingsport Police Department, hereinafter "Police Department." This Memorandum of Understanding is to provide direction for acquisition, management, and funding of crossing guards for the 2024-2025 school year and each school year thereafter during the term of this Memorandum of Understanding.

The School System and the Police Department are setting out hereinafter the general terms and conditions of the services to be performed by the parties.

1. The Police Department will provide qualified crossing guards and equipment, which may be through a private provider, hereinafter "Contracted Company". Crossing guards will be staffed each school day during the 2024-2025 school year, and other school years as applicable. Crossing Guards will not be staffed during summer school or special events.
2. The general duties of a crossing guard includes monitoring and stopping traffic as necessary at assigned street crossing for the safety of school children and directing or escorting children going to and from school across assigned street crossings. The crossing guard may also instruct children on the precautions used when crossing a street.
3. The Contracted Company shall be responsible for completion of a background check required by T.C.A. Section 49-5-413 on each contracted employee prior to employment and placement.
4. Crossing guards shall be under the supervision of the Contracted Company. Should personnel issues arise it shall be the responsibility of the Police Department to address the issue with the Contracted Company. In the event that a personnel issue is brought forward by the School System it shall be responsible for communicating pertinent information to the Police Department in a timely manner.
5. The School System shall transfer \$27,896.65 from one of its accounts to the Police Department Contractual Service account for payment of the contracted crossing guard services incurred by the Police Department. Transfer of funds shall be handled by the city's finance department. The departments will include this dollar amount as part of their budget request on an annual basis to ensure proper and equitable funding and continuation of the school crossing guard program.
6. This Memorandum of Understanding shall remain in effect until terminated by either department. Such termination shall occur at the end of the school year unless the departments agree otherwise.
7. The departments shall review the Memorandum of Understanding after the commencement of each fiscal year and prior to each new school year term for any necessary or suggested changes.
8. The Police Department and the School System will comply with all applicable state, federal, and local laws, rules, and regulations.
9. Either the School System or the Police Department may request a change in the number of school crossing guard positions needed for the school year. Expense incurred as a result of staffing changes and contractual price increases shall be shared by the Police Department and the School System in an equitable manner. These positions serve at the pleasure of either or both departments. No individual has a property right to the assignment.

10. This Memorandum of Understanding may be modified upon mutual written agreement of the Police Department and the School System.
11. The crossing guard placements shall be reviewed annually by the Police Department and the School System. Priority will be given to the locations where the need is determined to be the greatest and with the understanding that only the locations that are funded will be staffed. The mutually agreed upon placements will be submitted annually as an exhibit to this document.

IN WITNESS WHEREOF:

Kingsport City Schools:

Melissa Woods, School Board President

Chris Hampton, Superintendent of Schools

Kingsport Police Department:

Dale Phipps, Chief of Police

Chris McCartt, City Manager

ATTEST:

City Recorder

APPROVED AS TO FORM:

City Attorney

EXHIBIT TO KINGSPORT CITY SCHOOLS - KINGSPORT POLICE DEPARTMENT SCHOOL
CROSSING GUARDS
INTERDEPARTMENTAL MEMORANDUM OF UNDERSTANDING
2024-2025 SCHOOL YEAR

Crossing Guard Location	Times AM	Times PM
Jessee St at Ross Robinson School	07:00-07:45	14:30-15:00
E Center St at Summer St	08:00-08:30	15:15-15:45
Donelson St at Jackson St	08:00-08:30	15:15-15:45
Fairview St at Lake St	08:00-08:30	15:15-15:45
E Center St at E St	08:00-08:30	15:15-15:45
Lynn Garden Dr at W Sullivan St	08:00-08:30	15:15-15:45
Donelson St at Lovedale	08:00-08:30	15:15-15:45
Lynn Garden Drive at Dellwood	08:00-08:30	15:15-15:45
University Blvd at Bellingham	08:00-08:30	15:15-15:45