

## **“EXHIBIT A”**

### **SCOPE OF WORK SCHOOL RESOURCE OFFICER (SRO)**

#### **MISSION:**

The Los Gatos-Monte Sereno Police Department as part of the Town of Los Gatos (TOWN), HIGH SCHOOL DISTRICT, and LOS GATOS UNION, seeks to ensure an efficient and cohesive SRO program, building positive relationships between law enforcement, students, and school employees. The goal of the program is to create and maintain a safe school environment, while reducing crime and providing a law enforcement resource to school administrators, faculty, and students.

#### **SRO ROLE AND RESPONSIBILITIES:**

The SRO acts in accordance with the recommended National Association of School Resource Officers (NASRO) three roles of law enforcement officer, teacher, and informal counselor/mentor; however, they do not enforce academic school rules or policies or become involved with matters that are strictly related to school discipline issues. Los Gatos-Monte Sereno Police Department as part of the TOWN, HIGH SCHOOL DISTRICT, and LOS GATOS UNION have identified specific responsibilities of the SRO while serving at the schools to include:

- Build collaborative working relationships with students, campus administrative staff and school faculty through positive interaction.
- Provide formalized education to students and faculty on approved topics related to campus safety and preventative education related to illegal/criminal activity.
- Assist school administrators with the development and deployment of campus safety and emergency response plans.
- Act as a law enforcement liaison and member of the HIGH SCHOOL DISTRICT Behavioral Intervention Team (BIT) program.
- When requested, attend special activities, assemblies, or programs during school hours.
- Maintain law enforcement safety presence in and around school campuses related to crime deterrence and prevention, Safe Routes to School traffic safety, and promoting positive student, staff, and community interaction.

#### **SERVICE HOURS:**

SRO schedule will be defined in accordance with TOWN personnel rules and Police Officer's Association Memorandum of Understanding.

- SRO will work four days/week, 10 hour/days from 0700-1700 hours.
- SRO work week will be Tuesday to Friday, unless otherwise directed.

- SRO will be assigned to dedicated SRO duties and presence at the schools. The remainder of the SRO shift hours will be allocated to the Investigations Division, where the SRO will be assigned to the investigation of Juvenile Crimes or as directed by his/her immediate supervisor.
- Any additional work outside the allotted hours per week or special event presence needed by the SRO, will require HIGH SCHOOL DISTRICT and LOS GATOS UNION to reimburse TOWN at the special events officer rate per hour.
- Calls for service at the campuses of HIGH SCHOOL DISTRICT or LOS GATOS UNION requiring a police response when the SRO is not on campus or on duty, shall be referred to Police Dispatch for a patrol officer response.

#### **SUPERVISION, EVALUATION, SELECTION:**

- The SRO position will be supervised by the Investigations Sergeant and will be assigned to the Investigations Division when not assigned to the schools as the SRO.
- The SRO performance evaluations will be completed by the TOWN, SRO's immediate supervisor, with input and feedback from HIGH SCHOOL DISTRICT and LOS GATOS UNION school representatives/liaisons.
- The SRO position will be filled according to the Police Department selection process. The TOWN will make the final selection of any SRO, in consultation with the HIGH SCHOOL and LOS GATOS UNION.

#### **TRAINING:**

- The SRO position is considered a specialized assignment within the Police Department, requiring specialized training.
- The SRO is employed by the TOWN and is entitled to approved leaves of absence, required training, and other time off in accordance with TOWN personnel rules and POA MOU. Should there be an extended break in service by the SRO for any unforeseen circumstance, TOWN will identify a temporary or permanent replacement to fulfill SRO duties.

#### **INFORMATION SHARING:**

- It is the understanding of the HIGH SCHOOL DISTRICT, LOS GATOS UNION, and TOWN that confidentiality and a student's right to privacy are of the utmost importance in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards.