

**AGREEMENT  
BETWEEN THE CITY OF SHEBOYGAN AND  
SHEBOYGAN AREA SCHOOL DISTRICT**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ 2026, by and between the City of Sheboygan, hereinafter referred to as the "**CITY**," and the Sheboygan Area School District, hereinafter referred to as the "**DISTRICT**."

**WHEREAS** it is the mutual desire of the **CITY** and the **DISTRICT** to provide the Sheboygan area public high schools and middle schools with six (6) School Resource Officers (**SROs**) from the Sheboygan Police Department (**SPD**); and

**WHEREAS**, the **CITY** and the **DISTRICT** have agreed to equally finance the cost of the high school and middle school **SRO** program;

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration,

**IT IS AGREED AS FOLLOWS:**

1. **SPD** shall assign, on a full-time basis, a total of six (6) Police Officers to act as **SROs** as follows:
  - a. One (1) officer to each of the **DISTRICT'S** two (2) public high schools commencing upon the effective date of this Agreement.
  - b. One (1) officer to each of the **DISTRICT'S** three (3) public middle schools commencing upon the effective date of this Agreement.
  - c. One (1) officer to the **DISTRICT'S** Alternative Charter High School (Central), commencing (date), 2026
  
2. Said department's assigned officers shall continue to maintain their identity as police officers and be answerable as such to their superiors in the department.
  
3. The **CITY** shall budget, be responsible for and pay fifty percent (50%) of the resource officers' salaries during the term of this contract, which salaries also shall include, but not be limited to, the Wisconsin Retirement Fund, overtime hours, Social Security, uniform allowance, health insurance, and life insurance payments.
  
4. The **DISTRICT** shall budget, be responsible for and pay the remaining fifty percent (50%) of the resource officers' salaries during the term of this contract, which salaries also shall include but not be limited to the Wisconsin Retirement Fund, overtime hours, Social Security, uniform allowance, health insurance, and life insurance payments.
  
5. The **DISTRICT** agrees to pay the **CITY** its portion of the **SROs'** cost as a flat fee to be billed in twelve equal installments. This amount shall be adjusted annually by any actual cost adjustment realized by the **CITY** or the **DISTRICT**. The annual amount to be paid by the **DISTRICT** shall be determined and agreed upon by **CITY** and **DISTRICT** Finance Departments before October 1 of the preceding calendar year consistent with applicable City policies relating to employee compensation.

6. The **DISTRICT** shall pay its portion of the liaison officers' salaries at the end of each month and upon receipt of a billing statement from the City Finance Director/Treasurer.
7. The **CITY** is responsible for keeping in full force and effect such worker's compensation or unemployment compensation insurance for the six (6) assigned **SROs** as required by federal, state, or local law.
8. An **SRO** is assigned to their respected school for a period of five years at the discretion of the Chief of Police. The **DISTRICT** is part of the interview process for hiring new **SROs**.
9. An **SRO** performs his/her duties in accordance with **SPD's** operating procedures.
10. **SROs** may contact students during school hours in conjunction with criminal investigations so long as such contact does not interfere with or impede the orderly operation of the school and the rights of the individual student and does not disrupt learning.
11. **SROs** are expected to be familiar with, offer input about, and support plans and strategies for the prevention and control of dangerous situations in the school.
12. **SROs** do not act as school disciplinarians. Student discipline is a school responsibility. A school principal may contact the **SRO** regarding any violations of the law. The **SRO** will determine whether law enforcement action is appropriate. An **SRO** may confer with the principal regarding minor law violations to determine if school sanctions and/or citations are appropriate in order to serve the best interest of the student. This does not preclude the **SRO** from reminding students of school rules and referring school violations to the school principal if appropriate.
13. An **SRO** assigned to a school receives specialized training in forensic interviewing and other related techniques due to their position and continuous involvement in juvenile investigations. They inevitably develop experience fostering relationships with students outside of established school hours. In addition, conflicts outside school involving students may be investigated during school hours in order to avoid potential disruptions within the school environment. Such investigations may require contact within the school during school hours as student victims often view the school setting as a safe and secure environment to provide information to police and request assistance. Such investigations may also require follow-up outside of the school during school hours. In such cases, the **SRO** supervisor will ensure that law enforcement resources are available to the school if needed in the absence of the **SRO**. Investigations not directly related to the student/school relationship should be evaluated by the supervisor to determine urgency and seriousness for the **SRO** assignment to avoid an undue disruption of the school environment.
14. **SROs** assist other law enforcement officers and other government agencies in matters regarding their school assignment whenever necessary and should keep the principal apprised of any such instance.

15. **SROs** serve as a resource to the school and may collaborate with the school to present information to the student body to supplement information presented by the school. Topics include, but are not limited to, alcohol and drugs, school safety, occupational training, life skills, etc.
16. **SROs** should assist with the orderly flow of traffic on and around school property.
17. **SRO** attendance at normal activities, such as scheduled sporting events or dances, are pre-approved by **SASD** and **SPD**. When **SASD** desires an **SRO** be present outside of school hours for events that were not pre-approved, **SASD** shall obtain the **SRO** supervisor's advance approval.
18. **SROs** will coordinate with school administrators and **SPD** K-9 officers to conduct random canine searches of **SASD** buildings. Searches comply with **SPD** Canine Policy 309. **SRO/K-9** Supervisors are notified of the scheduled searches prior to the event.
19. **SASD** shall provide a secure and private office area for an **SRO** to conduct daily business, including a booking area, if applicable, within the school. **SPD** provides and maintains computers allowing access to the **SASD** and **SPD** networks. The cost of the computers and associated software is shared equally between the **SPD** and **SASD** and purchases will follow **SPD**'s scheduled computer replacement protocol.
20. **SROs** are familiar with community agencies that aid youths and their families, including but not limited to mental health clinics and drug treatment centers, etc. **SROs** make referrals to such agencies when appropriate and are also instructed to work with school social workers to discuss alternative solutions when applicable.
21. **SPD** reserves the right to temporarily reassign an **SRO** to ensure community needs are being met based on police operational demands. In such cases, the **SRO** supervisor will work with school administration to ensure **SROs** are reassigned back to their respected school as soon as practical.
22. **SROs** utilize body cameras issued and maintained by **SPD** and follow **SPD** Policy 425 with regard to use. **SPD** is the custodian of any record created in connection with such recordings. **SPD** is responsible for the purchase, maintenance, and associated training related to body worn cameras.
  - a. **SPD** may provide access to representatives of **SASD** to view recordings for internal or disciplinary use. Copies of recordings provided to **SASD** are considered a behavioral record and therefore maintained confidentially and separate from other pupil records in compliance with **SASD** Policy Number 7440.02 Use of body Cameras on School Property. Requests made for such recordings to **SASD** will be directed back to **SPD**.
23. **SASD** shares surveillance camera files with **SPD** upon request for investigative purposes. **SPD** considers this as secondary dissemination and, as such, is not considered the custodian of the record. Any requests to **SPD** for such records are directed back to **SASD**. Exchanges of information between **SPD** and **SASD** are made pursuant to §938.396 and §118.125. Wis. Stats.

24. **SPD** provides the necessary training to maintain the State certifications required to be a law enforcement officer in the State of Wisconsin. **SPD** supplies and maintains the necessary equipment needed to fulfill the duties of the role, including but not limited to: Duty Firearm, Radio, Handcuffs, and Taser.

a. The cost related to the purchase and maintenance of Tasers assigned to **SROs** are shared equally between the **SASD** and **SPD** in order to ensure that the issued Tasers are in proper working order and follow the **SPD** scheduled Taser replacement protocol.

25. In the event an **SRO** uses force as defined by Sheboygan Police Policy 300.1, the **SRO** shall report the incident to supervision so that a use of force investigation can be completed. In the event an **SRO** assists school staff in the use of physical restraint or seclusion as defined in §118.305(1)(g) and (i), Wis. Stats., the **SRO** shall report such actions to the Principal or his designee in order to ensure compliance of §118.305(4), Wis. Stats., and **SASD** Policy Number 5631.01.

26. The parties acknowledge that an **SRO** is an employee of **SPD** and not **SASD**.

27. The term of this Agreement shall be five (5) years, commencing the latter of the 1<sup>st</sup> day of January 2026 or the date executed by the parties, and ending on December 31, 2030. This Agreement shall automatically renew for successive one (1) year terms unless either party informs the other of their intent to non-renew. Such notice shall be made in writing and given to the other party at least 90 days prior to that term's expiration date.

28. Nothing contained herein and agreed to by these parties shall abrogate the **CITY'S** responsibility for keeping in full force and effect such worker's compensation or unemployment compensation insurances for the six (6) assigned liaison officers as required by federal, state or local law.

**IN WITNESS WHEREOF**, the parties hereunto have set their hands and seals the day and year first written above.

FOR THE CITY

FOR THE DISTRICT

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Kurt Zempel, Police Chief

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Jacob Konrath, Superintendent