

**SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN  
THE CITY OF SANDPOINT AND LAKE PEND OREILLE SCHOOL DISTRICT #84**

This Agreement is effective July 1<sup>st</sup> 2026, by and between **LAKE PEND OREILLE SCHOOL DISTRICT #84** and **CITY OF SANDPOINT** as follows:

WITNESSETH:

WHEREAS, the City of Sandpoint by and through the Sandpoint Police Department agrees to provide Lake Pend Oreille School District #84 a School Resources Officer (SRO) Program; and

WHEREAS, the Lake Pend Oreille School District #84 and the City of Sandpoint desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the School District;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

**1. Cost of the SRO Program.**

A. The cost of the SRO Program shall be paid by the parties as follows:

Lake Pend Oreille School District #84 shall pay the daily rate of pay of one (1) FTE Sandpoint Police Officer designated as the SRO for 170 days. Additional days of coverage and overtime (1 ½ times daily rate of pay) for extracurricular activities will only be paid when coverage is requested by Lake Pend Oreille School District #84, in writing, prior to the event(s).

**2. Employment of School Resource Officers.**

A. The SROs shall be employees of the City of Sandpoint and shall be subject to the administration, supervision, and control of the City of Sandpoint.

B. The SROs shall be subject to all personnel policies and practices of the City of Sandpoint except as such policies or practices may be modified by the terms and conditions of this Agreement.

C. The City of Sandpoint, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.

D. Minimum Qualifications of the SRO:

1. Idaho P.O.S.T. Certified Law Enforcement Officer

2. Minimum three (3) years' police experience
3. Basic SRO Training within one (1) year of assignment

E. Desired Qualifications:

1. Instructor development
2. Advanced training (SRO within two (2) years of assignment)
3. Previous positive youth involvement (i.e.; teacher, coach, community)
4. Advanced training in topics related to Assignment
5. Drug Recognition Expert Training

F. Lake Pend Oreille School District #84 will review the SROs' annual Performance Evaluation with the City of Sandpoint Chief of Police or authorized representative or designee for input during the first quarter each year

If Lake Pend Oreille School District #84 is dissatisfied with an SRO who has been assigned, then the Lake Pend Oreille School District #84 may request the City of Sandpoint assign a different officer as the SRO.

3. **Duty Hours.**

- A. The City of Sandpoint will dedicate one full-time employee, 40 hours a week SRO's to work in the Lake Pend Oreille School District #84. One (1) FTE SRO will be assigned to Sandpoint High School SROs will document their time through time sheets and program activity logs tracked on the Spilman System. See **Exhibit A, Scope of Services**, for detailed expectations
- B. In the event of an emergency, if SROs are ordered by the City of Sandpoint to leave during normal school/duty hours to perform other services for the City of Sandpoint, then time spent shall not be considered hours worked under this Agreement.
- C. In the event an SRO is absent from work, the SRO shall notify his or her supervisor with the City of Sandpoint and the authorized designee of Lake Pend Oreille School District #84. If available, the City of Sandpoint will assign another qualified SRO officer.

4. **Term of Agreement.**

This Agreement shall commence on July 01, 2026 and end on June 30, 2027. Should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty-day's written notice.

5. **Chain of Command.**



## SCOPE OF SERVICES

**The City of Sandpoint through the Sandpoint Police Department shall provide the following resources, personnel, and support to the School Resource Officer Program of the Lake Pend Oreille School District #84:**

1. The SROs' time will be divided between investigations regarding activities at the school/s, conducting follow-up investigations involving assigned juveniles, investigating crimes involving juveniles such as petit, grand theft, vandalism, child abuse, burglary, robbery, runaway, possession and/or delivery of drugs/narcotics, aggravated battery, and battery
2. The SROs will spend much of their time with students in both formal and informal situations. SROs will visit students in the classroom upon invitation and will act as a deterrent to delinquent acts and establish friendly relations with students. SROs will be encouraged to attend after school activities and/or functions such as games and dances where opportunities present themselves for informal contact
3. Additional duties include making contact with school counselors, probation officers, psychologists, teachers, and parents to gain pertinent information; initiating and conducting surveillance when appropriate; securing warrants, arresting suspects, issuing warnings; submitting cases to court; testifying in court regarding actions taken and results in cases; patrolling school grounds; and issuing citations
4. SROs, Juvenile Probation Officers, and authorized representatives and/or designees of the school district will meet on a continual basis to monitor individuals and incidents, with the goal of reducing court referrals, suspensions, and expulsions
5. SROs will provide juveniles, administration, and staff a positive link to law enforcement and other agencies
6. SROs will maintain a Program Activity Log to track activities related to services provided under this Agreement

### **The Officer assigned will:**

1. Remain on campus while school is in session
2. Be responsible for conducting investigations regarding law violations
3. Be responsible for conducting safety surveys and making recommendations regarding securing the campus
4. Enforce laws of the State of Idaho
5. Refer delinquent and dependent students to appropriate school and community help agencies and resources
6. Conduct classroom presentations
7. Be involved in and/or conduct Law Related Education at school, including classes
8. Work closely with the administration to educate on trends and activities related to mission of law enforcement
9. Assist school administration in enforcing local codes and city ordinances
10. Assist school administration with documentation including logs; copies of counseling reports, etc.
11. Serve as a positive role model to all stakeholders
12. Interact with parents, PTSA, and/or other community groups
13. Be available for extracurricular and co-curricular activities

14. Be available to attend school board meetings (*Subject to the new overtime rules*)
15. Conduct in-service training for school district faculty and staff
16. Assist school district in non-criminal investigations
17. Remain properly equipped at all times per City of Sandpoint Police Department regulations
18. Provide weekly and monthly Activity Reports to the City of Sandpoint Chief of Police or other authorized representative or designee
19. Complete assigned tasks
20. Develop rapport with school district students, faculty, parents, and staff
21. Notify authorized school district representative and/or designee of agency mandated absences from school (i.e.; training, court appearances, and/or emergency reassignment)
22. Notify authorized school district representative and/or designee regarding sick time or time off afforded the SRO by City of Sandpoint departmental compensation

**Lake Pend Oreille School District #84 shall provide the following resources, personnel, and support to the Lake Pend Oreille School District #84 School Resource Officer Program:**

**The School District will:**

1. Continue to enforce school district rules and policies
2. Provide appropriate workspace, including necessary equipment (i.e.; computer, phone, mobile phone, secure file cabinet)
3. Provide all other necessary equipment and supplies
4. Provide the SROs with school schedule and notify SROs of upcoming events
5. Provide SROs with a master key to ensure unrestricted access to all areas
6. Notify SROs of any and all reported illegal activity
7. Ensure crime scene and evidence security
8. Provide access to all student directory information
9. Provide SROs with Behavioral Tracking Reports for each school within the City of Sandpoint boundaries
10. Assist SROs at after school activities and community meetings to establish positive working relationships between the school district, the SRO Program, and the community (*subject to overtime rules*)
11. Ensure SROs remain informed and included on all crisis plans and emergency response meetings
12. Provide a designated parking space for the SROs
13. Assist the Sandpoint Police Department in additional training as it relates to the SROs' assignment
14. Apply for and/or participate in the grant process to assist funding the SRO Program, as well as identify other potential resources
15. Allow SROs' attendance at any mandated training
16. Provide SROs with any applicable school district policies and procedures
17. Work with the City of Sandpoint to ensure continued funding of the SRO Program
18. Mandate district wide cooperation with the SRO in the performance of duties
19. The school district will NOT:
  - a) assign any school duty and/or station to the SRO

- b)** utilize the SRO as a school disciplinarian
- c)** utilize the SRO as a truant officer
- d)** exclude the SRO from any and all onsite investigations
- e)** interfere with any and all criminal investigations