

**THE STATE OF TEXAS**  
**COUNTY OF HARRIS**

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**INTERLOCAL AGREEMENT FOR  
SCHOOL RESOURCE OFFICERS**

This Interlocal Agreement for School Resource Officers ("Agreement") is made and entered into by and between the **CITY OF TOMBALL** ("City"), a Texas home-rule municipal corporation, and **TOMBALL INDEPENDENT SCHOOL DISTRICT** ("District"), an independent school district situated in Harris County and Montgomery County organized under Chapter 11 of the Texas Education Code, for the purpose of establishing the terms under which the City will provide the District with School Resource Officers ("SROs"). The City and District may be jointly referred to as "Parties" in this Agreement.

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Texas Government Code, Chapter 791, as amended, the parties to this Agreement have determined the most economic and efficient manner to fulfill their obligations to the students and staff at the District and to the taxpaying citizens of the City and the District is to enter into this Agreement between and among themselves; and

WHEREAS, the District and the City mutually agree that it is in the interest of the students and employees of the District and the citizens of the City that the City provide SRO services to the District; and

WHEREAS, the safety and security of District facilities, the development of positive relationships between police officers, students and faculty of the District, and the creation and maintenance of a positive and safe learning environment are priorities for the City Council of the City of Tomball and the Tomball Independent School District Board of Trustees; and

WHEREAS, the City and the District mutually find that entering into this Agreement serves a public purpose of both the City and the District.

NOW, THEREFORE, the terms of this Agreement are as follows:

**1. DEFINITIONS**

"Counsel" or "Counseling" when referring to the duties of an SRO, refers to mentoring and advisement and not to any counseling activity requiring a license or certificate to perform.

"District Academic Calendar Year" refers to the calendar adopted annually by the District's Board of Trustees which outlines the regular school days, staff development/workdays and student

holidays, staff and student holidays, early release days, make up days, and reporting periods of the District.

“Overtime” refers to any hours worked by law enforcement officers during any Fair Labor Standards Act-defined workweek, which exceed forty (40) hours specified for such workweek. For the purposes of this Agreement, SRO overtime may be incurred through administrative tasks required by the District or the City, tactical incidents, police investigations, follow-up activities related to ensuring the wellbeing of TISD staff or students, or other police services carried out in the interest of protecting and serving District students or staff.

“Police Officer” or “Law Enforcement Officer” refers to a certified peace officer, of any rank, employed by the City.

“Regular Work Day” or “Regular Work Hours” refers to the normal work day or work schedule assigned to an SRO. Typically, this is referring to the eight (8) working hours of an SRO, worked each day during a regular five-day work week, to total forty (40) hours.

“Salaries and Benefits” refers to the regular annual salary and employer paid benefits for SROs. Benefits include federal income taxes, including Social Security and Medicare, Texas Municipal Retirement System contributions, medical, dental, and vision insurances, employer-paid life insurance, and any other employer-paid benefits offered to SROs as part of their employment compensation.

“School Resource Officer” or “SRO” refers to a City-employed peace officer, of any rank, certified and assigned to perform the duties of a School Resource Officer per this Agreement.

“Service Days” refer to the one hundred eighty-seven (187) days in the district calendar adopted annually by the District’s Board of Trustees, described generally as the days in which SRO services will be provided by the City.

“Triad Concept” refers to a concept of school-based policing developed by the National Association of School Resource Officers (NASRO) that divides the SRO responsibilities into three areas: teacher, informal counselor, and law enforcement officer.

## **2. PARTIES**

2.1. The Parties to this Agreement are the City of Tomball ("City"), a Texas home-rule municipal corporation, and Tomball Independent School District (“District”), an independent school district situated in Harris County and Montgomery County organized under Chapter 11 of the Texas Education Code.

### **3. PURPOSE**

3.1. The purpose of this Agreement is to provide the terms and responsibilities necessary for the City to provide SRO services to the District and to allow and authorize the City's Chief of Police to authorize and direct law enforcement officers to serve as SROs in the District.

### **4. TERM OF THE AGREEMENT**

4.1. The term of this Agreement begins on August, 1, 2022 and ends on July 31, 2025, unless terminated sooner in accordance with **Section 12** of this Agreement.

### **5. PROVISION OF SCHOOL RESOURCE OFFICERS**

5.1. The City will assign SROs to the District for the 2022-2023, 2023-2024 and 2024-2025 District Academic Calendar Years.

5.2. The City will assign twelve (12) Law Enforcement Officers as SROs in Academic Calendar Year 2022-2023, thirteen (13) Law Enforcement Officers in Academic Calendar Year 2023-2024, and fifteen (15) Law Enforcement Officers in Academic Calendar Year 2024-2025.

5.3. Those Law Enforcement Officers designated as SROs shall devote one hundred eighty-seven (187) Service Days to the provision of SRO services to the District.

5.3.1. The following days are included in the one hundred eighty-seven (187) Service Days:

- Election days where campus property is used;
- High school graduations for Tomball High School, Tomball Memorial High School, and Tomball Star Academy;
- District staff development days where SROs will be used to provide training to campus staff;
- District staff development days where SROs will not be used to provide training to campus staff; and
- Any day during which SROs are used to provide dedicated safety and security training to District staff.

5.4. For the purpose of this Agreement, any working time, whether regular time or overtime, that an SRO spends in the provision of SRO services is counted as hours worked. SROs will primarily spend their Regular Work Hours devoted to the responsibilities outlined in **Section 6. Duties of School Resource Officers** during the one hundred eighty-seven (187) Service Days.

5.5. In the course of providing SRO services, an SRO's working time may include time an SRO is on duty within the District, the time an SRO is in court in connection with cases arising out of events occurring within the District, the time an SRO officer spends preparing reports and documents pertaining to events occurring in the District, the time an SRO spends in making

preparations to provide law enforcement to the District, the time an SRO spends transporting persons arrested in the District to jail, and the time an SRO spends investigating crimes or possible crimes committed in the District. The activities listed above are explanatory and the provision of SRO services is not limited to those activities.

5.6. In addition to the one hundred eighty-seven (187) Service Days agreed to herein, one (1) SRO will provide SRO services during summer school at one District facility or campus, as identified by the District.

5.7. SRO services may be required when students are on or off District campuses or facilities.

## **6. DUTIES OF SCHOOL RESOURCE OFFICERS**

6.1. While on duty, a Tomball Police Officer, of any rank, serving as an SRO shall perform the following duties:

- Protect the safety and welfare of any person in the jurisdiction of the school resource officer;
- Establish positive relationships with District and school leadership, faculty, and students;
- Protect the property of the District;
- Patrol District property for suspicious activity or unauthorized persons;
- Serve as a visible and active law enforcement presence on campus and at school functions on or off campus, to prevent, deter, and investigate criminal activity as defined in the Texas Penal Code, the Texas Education Code, and local, state, and federal statutes;
- Serve as a visible and active law enforcement presence on campus, in the vicinity of campus, and at school functions on or off campus;
- If requested by District administrators, assist in the enforcement of campus rules and regulations;
- Take law enforcement actions when necessary to protect the students, staff, and campus;
- Make arrests as allowed or as required by local, state and federal law, as delineated in the Texas Education Code, Texas Transportation Code, the Texas Family Code; the Code of Criminal Procedure, the Texas Penal Code, and other applicable and pertinent laws or ordinances;
- Work and collaborate with outside agencies;
- Assist in coordinating security for crowd or traffic control;
- Assist in outside agency investigations when it involves a student in the District;
- Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations;
- Conduct building security assessment at District facilities;
- Guard, check, and secure doors, rooms, buildings, and equipment;
- Conduct investigations of crimes or suspected crimes occurring on District property including, but not limited to, violent crime, property crime, crimes against persons, and victimless crimes;
- Conduct drug or alcohol assessments, as needed, for students or staff;
- Develop crime prevention efforts and strategies;

- Educate school-age victims in crime prevention;
- Provide informal counseling to students at the request of District staff, at the request of a student or parent of a student, or when the SRO feels it is in the best interest of a student.
  - The SRO shall notify the school principal or appropriate District personnel of the fact that a student has been counseled.
- Develop and expand restorative justice initiatives for students, and, if feasible, work with District faculty and staff to ensure a cohesive, unified and holistic approach to resolving low-level crimes, disputes, and altercations through a restorative justice process;
- Help students with conflict resolution and crime awareness;
- Assist in the identification of environmental alterations that may reduce crime in or around schools (e.g., trimming bushes, improving lighting, installing camera systems, adding signage, etc.);
- Maintain all certifications and stay up to date on training;
- Assist with all types of threats as a team member of the threat assessment team;
- Utilize the NASRO-adopted Triad Concept serving as a teacher, informal counselor, and law enforcement officer;
- Speak to District personnel or students on law enforcement topics, as requested;
- Make referrals to social service agencies, as needed;
- Coordinate with and assist District security personnel and District staff in preparing, implementing, and evaluating security programs within an assigned school;
- Coordinate with school administrators, staff, other law enforcement agencies and courts to promote order on school campuses;
- Upon request, participate with school/student committees;
- Perform other duties mutually agreed upon by the school principal and the SRO supervisor, provided the performance of such duties is legitimately and reasonably related to the SRO program as described in this Agreement, and such duties are consistent with state and federal law and the policies and procedures of the District and the City; and
- Perform any other duties as directed by the Chief of Police.

6.2. All SROs are required to follow policies and procedures of the District and the City. If any District policy or procedure directly conflicts with a policy or procedure of the City, the SRO shall follow the City's policy and procedure, and report the conflict in policy and procedure to his/her supervisor and school administrator as soon as practicable (see **Section 8. Mutual Obligations of the Parties**).

6.3. All SROs shall be in their official police uniform while performing SRO duties unless the SRO has received prior approval of his or her supervisor.

## **7. CITY'S RIGHTS AND OBLIGATIONS**

7.1. The City will assign twelve (12) Law Enforcement Officers as SROs in Academic Calendar Year 2022-2023, thirteen (13) Law Enforcement Officers in Academic Calendar Year 2023-2024, and fifteen (15) Law Enforcement Officers in Academic Calendar Year 2024-2025. The City will carry the appointment of the SROs and be responsible for ensuring compliance with all applicable

licensure requirements as defined by the Texas Occupations Code and the Texas Commission on Law Enforcement.

7.2. For the entirety of the term of this Agreement, the Law Enforcement Officers assigned as SROs are the employees of the City and not the District. The City shall be responsible for the hiring, discipline, and dismissal of City employees. The City shall also be responsible for all compensation, including salary, benefits, sick leave, vacation, and any other obligations associated with full-time employment for all Law Enforcement Officers assigned as SROs, except as may otherwise be provided herein.

7.3. The Chief of Police shall retain control and supervision of all Law Enforcement Officers assigned as SROs to the same extent he or she does for all other officers employed by the City. The rules, regulations, procedures, and policies of the City shall govern the performance of duties rendered pursuant to this Agreement. All SROs shall also abide by the policies, procedures, and rules of the District in accordance with **Section 6.2** herein.

7.4. The City shall be responsible for the provision of any equipment necessary for any law enforcement officer to fulfill the role as an SRO. Equipment for which the City is responsible for furnishing maintaining, and replacing includes but is not limited to, uniforms, body worn cameras, firearms, ammunition, hand-held radios utilized to communicate with the Tomball Police Department and outside agencies, handcuffs, duty belt, less-lethal weapons and munitions, vehicles, fuel, and bulletproof vest.

7.5. The City and the District may, at any point during the term of this Agreement, mutually agree that additional SROs are needed. If the Parties agree that additional SROs are needed, the Parties will seek to amend this Agreement as outlined in **Section 8. Mutual Obligations of the Parties**.

## **8. DISTRICT'S RIGHTS AND OBLIGATIONS**

8.1. The District shall provide an office, a networked computer, a District hand-held radio (used by SROs to communicate with District faculty and staff), and general office supplies needed for the SROs to perform their duties.

8.2. The District will appropriately involve and inform SROs in the security and safety plans and decisions made regarding the District and its facilities, personnel, and students.

8.3. The District will notify the City regarding any concerns, questions, or issues with SROs in a timely manner. The District reserves the right to request removal or reassignment of any SRO whose assignment it deems not to be in the best interests of the District and the City will work to accommodate the District's request to the extent feasible.

8.4. The District will ensure that SROs are provided information needed to carry out the duties defined in **Section 6. Duties of School Resource Officers**.

8.5. The District will be responsible for the payment of one hundred percent (100%) of the actual costs associated with Overtime hours worked by SROs in the provision of SRO services as outlined in this Agreement. Any Overtime hours worked by officers not in connection with SRO duties, as determined by the City, shall be paid in full by the City. Where Overtime hours can be anticipated, the Parties will work together to develop an approval process for any such Overtime hours.

8.7. The District will pay one hundred percent (100%) of the costs associated with any training which is mandated by the Texas Commission on Law Enforcement (TCOLE) specifically for peace officers serving as SROs or officers newly assigned to be SROs. Newly assigned SROs shall receive SRO training prior to assignment in the District whenever practicable. All other SROs shall complete SRO training through TCOLE every other year, or as otherwise required by law. All other peace officer training not specific to the task of SRO but required by TCOLE shall be the responsibility of the City.

8.8. The District will provide a radio for each SRO to use on their respective assigned campuses.

8.9. The District will provide additional security personnel to supplement the SROs as deemed appropriate by the District.

## **9. MUTUAL OBLIGATIONS OF THE PARTIES**

9.1. The Parties agree that any conflicts, questions, or interpretations of this Agreement will be addressed between the District's Superintendent, or designee, and the City Manager, or designee. Any clarifications or amendments resulting from those conflicts, questions, or interpretations will be made in writing and signed by both parties, and the Superintendent and the City Manager are authorized to execute agreements acknowledging the clarifications or amendments.

9.2. The Parties agree that this Agreement is not intended, nor shall it be construed, to obligate the City in any manner whatsoever to assign any Law Enforcement Officer to devote any portion of his or her working time to the provision of SRO services. However, if for any reason, the City does not provide SRO services for the one hundred eighty-seven (187) Service Days as described in this Agreement, then the District is entitled to pay the City only a proportionate share of the identified costs identified in this Agreement. If the amount paid to the City exceeds the proportionate amount of services received, the District is entitled to a refund equal to the proportionate amount of excess paid.

9.3. The Parties agree to meet no less than quarterly to discuss issues and concerns relative to SRO services as agreed upon herein. These discussions should include an analysis of District growth, reports of incidents, trends, needs, and any other information deemed necessary to evaluate the continued effectiveness of SROs, promote safety within the District, identify opportunities for efficiencies, and resolve potential conflicts.

9.4. For any incident involving an active police investigation which occurs on District property or occurs in relation to an individual or individuals identified as District students or employees, the Parties agree that any public statements released in any manner to media, the community, students,

parents, and faculty will be jointly reviewed and agreed to prior to release. Nothing in this Agreement should be construed as preventing or restricting either Party from releasing information or issuing statements that are critical to protecting the immediate safety of the public, students, or faculty.

9.5. The Parties agree that the number of SROs outlined in this Agreement are based on projections, including projections of District growth, and supplemental security services being provided by District security personnel. The Parties agree that they will work together to resolve any issues and conduct joint analyses when necessary to ensure that the obligations of this Agreement can be met. If at any point during the term of this Agreement, either party desires to make a change to the number of SROs, duties of SROs, or other Agreement obligations, that Party is required to notify the other Party as soon as feasible, provide a detailed analysis of facts used to come to the conclusion, and meet with the other Party to discuss the potential changes to the Agreement.

9.6. The Parties agree that any amendment to this Agreement must be made in writing, and approved by both the City Council of the City of Tomball and the District's Board of Trustees.

9.7. The Parties agree to follow, through their best efforts, the Standard Response Protocol attached hereto and incorporated into this Agreement as **Exhibit A. Standard Response Protocol**.

9.8. The Parties agree that any Overtime related to the provision of SRO services will be approved by the SRO supervisor and/or Chief of Police, and, to the extent feasible, agreed to by the appropriate District administrator or faculty member.

9.9 The Parties agree that the Chief of Police shall submit to the District his/her recommendations for SRO staffing and assignments, including, but not limited to the rank and proposed assigned location of each SRO, for the following Academic Calendar Year no later than June 1 of each year in the contract term. The Parties agree that this list is to be provided for budget planning purposes and the Chief of Police has the right to assign Law Enforcement Officers of any rank as SROs to fulfill the obligations of this Agreement as he/she deems appropriate.

## **10. CONTRACT AMOUNT**

10.1. The District shall pay the City an amount equal to seventy-five percent (75%) of the cost of the actual Salaries and Benefits of the SROs for each year in the term of this Agreement except as noted in Section 10.1.1.

10.1.1. For Academic Calendar Year 2022-2023, the City will provide twelve (12) SROs, and the District will pay seventy-five percent (75%) of the actual cost of the Salaries and Benefits of ten (10) SROs, while the City will pay one hundred percent (100%) of the actual cost of the Salaries and Benefits of two (2) SROs. For Academic Calendar Year 2023-2024 and Academic Calendar Year 2024-2025, the District will pay seventy-five percent (75%) of the actual cost of the Salaries and Benefits of thirteen (13) SROs and fifteen (15) SROs, respectively.



10.2. Because Salaries and Benefits will change annually due to raises, promotions, personnel changes, benefit changes, the calculation of the total amount the District shall remit to the City for the provision of SRO services in Academic Calendar Year 2023-2024 and Academic Calendar Year 2024-2025 will be based on the actual costs of Salaries and Benefits of the SROs in those Academic Calendar Years.

10.3. The District will pay one hundred percent (100%) of any Overtime costs incurred by SROs acting in the course and scope of their primary duties, including, but not limited to, overtime incurred through administrative tasks required by the District or the City (report completion, required school meetings), tactical incidents, police investigations, follow-up activities related to ensuring the wellbeing of TISD staff or students, or other police services carried out in the interest of protecting and serving District students or staff.

10.4. The District will pay one hundred percent (100%) of the costs associated with any training which is mandated by the Texas Commission on Law Enforcement (TCOLE) specifically for peace officers serving as SROs in accordance with Section 8.7 herein All other peace officer training required by TCOLE shall be the responsibility of the City.

## **11. PAYMENT PROVISIONS**

11.1. The District agrees to pay the City for the provision of SRO services as outlined in this Agreement in **Section 10. Contract Amount**.

11.2. Payments will be made quarterly, based on the actual Salaries and Benefits, and Overtime worked, and training costs.

11.3. Any payment remitted by the District to the City should be made via ACH and payable to the "City of Tomball".

11.4. If this Agreement is terminated at any time other than the scheduled termination date, payments under this Contract shall be prorated as needed.

11.5. If District fails to make a payment within thirty (30) days the date due, the City is authorized to terminate this Agreement without further notice. Further, the City's failure to make demand for payments due is not a waiver of the District's obligation to make timely payments.

11.6. If, at any time, the City fails to provide SROs in accordance with **Section 4. Provision of School Resource Officers**, the District is entitled to a prorated reimbursement that will be calculated and agreed to in writing by both Parties.

11.7. The Parties agree that this Agreement is a commitment of the District's current revenue only. Notwithstanding anything to the contrary in this Agreement, the District is obligated to make payments only as approved each year by the District's Board of Trustees. The District retains the right to terminate the Agreement as outlined in **Section 12**.

## **12. TERMINATION AND DEFAULT**

12.1. Prior to the expiration of the term, either Party is authorized to terminate this Agreement without cause by giving to the other party at least ninety (90) days advance written notice of its intention to do so, specifying therein the effective date of such termination.

## **13. NOTICE**

13.1. Any notice permitted or required to be given to City may be given by registered or certified United States Mail, postage prepaid, return receipt requested, addressed to:

Tomball Police Department  
Attn: Chief of Police  
400 Fannin Street  
Tomball, Texas 77375

Notice shall be deemed given upon deposit of the notice in the United States Mail as aforesaid.

13.2. Any notice permitted or required to be given to the District may be given by registered or certified United States Mail, postage prepaid, return receipt requested, addressed to:

Tomball ISD  
Attn: Superintendent of Schools  
310 S. Cherry Street  
Tomball, Texas 77375

Notice shall be deemed given upon deposit of the notice in the United States Mail as aforesaid.

13.3. Either Party may designate a different address by giving at least ten (10) days written notice in the manner provided above.

## **14. MISCELLANEOUS**

14.1. The terms and provisions of this Agreement constitute the entire Agreement between the City and the District, and no modification of this Contract is effective unless in writing and executed by both Parties.

14.2. Notwithstanding anything to the contrary contained in this Agreement, City and District agree and acknowledge that the District is entering into this Agreement in reliance on City's ability to provide SRO services. The District accepts the relationship of trust and confidence established between it and the City by this Agreement. The City covenants with District to use its best efforts, skill, judgment, and abilities to perform the services outlined herein and to further the interest of the City and the District in compliance with all applicable federal, state, and municipal laws, regulations, codes, ordinances, and orders and with those of any other body having jurisdiction.

The City warrants, represents, covenants, and agrees that all work to be performed by the City under or pursuant to this Agreement shall be of the standard and quality which prevail among similar businesses and organizations of superior knowledge and skill engaged in provided similar services in major United States urban areas under the same or similar circumstances and involving a project such as the work to be performed in accordance with this Agreement.

14.3. The provisions of this Agreement are severable and if, for any reason, a clause, sentence, paragraph, or any other part of this Agreement shall be determined to be invalid by a court or federal or state agency, board or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect other provisions which can be given effect without the invalid provision.

14.4. The failure of either Party to insist upon the performance of any term or provision of the Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment to any extent of either Party's right to assert or to rely upon such term or right on any future occasion.

14.5. Should any action, whether real or asserted, at law or in equity, arise out of the execution, performance, attempted performance or nonperformance of the Agreement, the venue for said action shall lie in Harris County, Texas.

14.6. This written instrument and any exhibits hereto which are incorporated by reference and made a part of this Agreement for all purposes, constitute the entire agreement between the Parties hereto concerning the work and services to be performed hereunder and any prior contemporaneous oral or written agreement which purports to vary from the terms hereof shall be void. Any amendments to the terms of this Agreement must be in writing and must be approved by both the City and District.

14.7 It is understood and agreed between the Parties that each Party will be responsible for its own actions or omissions, including the acts or omissions of its employees, officers, trustees, and agents. Where injury or property damage result from the joint or concurrent negligence of both Parties, liability, if any, will be shared by each Party on the basis of comparative responsibility in accordance with the applicable laws of the State of Texas, subject to all defenses, including governmental immunity. The District and City agree that each Party will be individually responsible for responding to all complaints or causes of action resulting from the provision of services pursuant to this Agreement.

14.8 The Parties expressly acknowledge that both the City and the District are governmental entities of the State of Texas, and nothing in this Agreement, including but not limited to its execution and the performance by the Parties of their respective functions or obligations hereunder, is intended to waive or relinquish, or shall waive, relinquish, or be considered as a waiver or relinquishment by the City or by the District of the right to claim any exemptions, privileges, rights, defenses, or immunities, including without limitation any governmental, sovereign immunities or defenses, from or to liability or prosecution available to either Party or to their respective trustees, officers, employees, or agents under federal or Texas laws, including without limitation the Texas Constitution or the laws of the State of Texas.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, on this 14 day of June 2022.

**CITY OF TOMBALL**

ATTEST:


\_\_\_\_\_  
Doris Speer, City Secretary

\_\_\_\_\_  
David Esquivel, City Manager

**TOMBALL INDEPENDENT SCHOOL DISTRICT**

ATTEST:

  
\_\_\_\_\_  
Dr. Steven Gutierrez, Chief Operating Officer

  
\_\_\_\_\_  
Martha Salazaar-Zamora, Superintendent of Schools

## EXHIBIT A. STANDARD RESPONSE PROTOCOL

### Standard Response Protocol Program Description:

The I Love U Guys Foundation (The Foundation) created its *proprietary* Standard Response Protocol (“SRP”) for classroom response based on five actions. When communicating these actions, the action is labeled with a “**Term of Art**” and is then followed by a **Directive**. Execution of the action is performed by active participants, including students, staff, teachers and first responders.

### Purpose of Using Terms of Art:

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers and staff this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

### Terms of Art:

- The “Term of Art” **Hold** is followed by the Directive “**In your room or area**” (or announce a location). The action is for the purpose of keeping halls and/or common areas clear until an incident is resolved.
- The “Term of Art” **Secure** is followed by the Directive “**Get Inside. Lock Outside Doors.**” The action associated with Secure is to bring participants into the Building, and secures the building’s outside perimeter by locking appropriate windows, doors or other access points.
- The “Term of Art” **Lockdown** is followed by the Directive “**Locks, Lights, Out of Sight**” The action associated with Lockdown is to secure individual classroom doors, move away from inside corridor line of sight and maintain silence until first responders release the room.
- The “Term of Art” **Evacuate** is followed by the Directive “**To a Location**” (Where Location is announced.) The action associated with Evacuate is to move students and staff from one location to another.
- The “Term of Art” **Shelter** is followed by the Directive “**Type and Method**” (Where Type is dictated by weather and other hazards which can be present in the region, and Method is an appropriate shelter method for those weather and other hazards.) The action associated with Shelter is dependent on the stated Type and Method.

### Agreement by Tomball Independent School District

TISD agrees to incorporate the SRP in the official, existing, written safety plans for the District or school, as applicable, either in the body or as an addendum or amendment.

1. TISD agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with the Agency and other department, district or agency SRP Liaisons.
2. TISD agrees to incorporate the SRP using the terms of art and the associated directives as defined in the Program Description.
3. TISD agrees to provide Law Enforcement Agencies having jurisdiction within the district/school with notice of compliance with SRP terms of art and directives.
4. TISD agrees to provide Fire Departments having jurisdiction within the district/school with notice of compliance with SRP terms of art and directives.
5. TISD agrees to provide Emergency Medical Services having jurisdiction within the

district/school with notice of compliance with SRP terms of art and directives.

6. TISD agrees to provide County and/or City Emergency Managers having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
7. TISD agrees to provide students with training on the SRP at least once per school year.
8. TISD agrees to provide staff with training on the SRP at least once per school year.
9. TISD agrees to drill each action.

#### **Agreement by Tomball Police Department**

1. The City agrees to incorporate SRP in the official written response plans of the Organization, either in the body or as an addendum or amendment.
2. The City agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Agency and other department, district or agency SRP Liaisons.
3. The City agrees to implement the SRP using the terms of art and the associated directives as defined in the Program Description.
4. The City agrees to provide Fire Departments having jurisdiction within the Organization's District with notice of compliance with SRP terms of art and directives.
5. The City agrees to provide Emergency Medical Services having jurisdiction within the Organization's District with notice of compliance with SRP terms of art and directives.
6. The City agrees to provide County and/or City Emergency Managers having jurisdiction within the Organization's District with notice of compliance with SRP terms of art and directives.
7. The City agrees to train dispatch personnel in The Standard Response Protocol.
8. The City agrees to train School Resource Officers in The Standard Response Protocol.
9. The City agrees to train other appropriate personnel in The Standard Response Protocol.

#### **Updates to SRP:**

The Foundation may update its SRPs and its Terms of Art from time to time and will notify Organization of any such updates. The District agrees to implement any such changes in a reasonable time frame, and communicate the changes with the City.