

# CORE PROGRAM PARTNERSHIP MEMORANDUM OF UNDERSTANDING

between

Tupelo Police Department and Itawamba Community College

THIS AGREEMENT is entered into by and between Tupelo Police Department, hereinafter referred to as "TPD", and Itawamba Community College, hereinafter referred to as the "College." The purpose of this Agreement is to establish a partnership in support of the College's CORE Program, a structured law enforcement career preparation program designed to develop qualified candidates for careers in public safety.

TPD and the College recognize the mutual benefit of preparing qualified law enforcement candidates through hands-on observation, instruction, and professional engagement. This Agreement outlines each party's responsibilities and the deliverables provided to participating agencies. The parties hereto believe that this Agreement will strengthen the workforce pipeline for law enforcement careers in our region by effectively leveraging both TPD's professional expertise and the College's academic programs and resources.

## I. PROGRAM OVERVIEW

The CORE Program is a law enforcement career preparation initiative housed within the College's Criminal Justice program. CORE students are enrolled in credit-bearing coursework and skill development activities that prepare them for careers in law enforcement. The program is designed to build professional competency through academic instruction, physical fitness development, skills assessment, and direct engagement with law enforcement professionals and agencies.

## II. ELIGIBILITY

TPD and the College do hereby agree that to be eligible to participate in CORE Program activities under this Agreement, a student must meet the following criteria:

- A. Be currently enrolled at the College in an Associate of Arts degree program with a declared Criminal Justice major, or in the Criminal Justice Technology Associate of Applied Science program; and
- B. Be in good academic standing as defined by the College's satisfactory academic progress standards.

### III. AGENCY COMMITMENTS

In support of the CORE Program, TPD agrees to the following:

- A. Observation and/or Instruction. TPD agrees to provide at least one (1) session per semester in which TPD personnel observe CORE student skills demonstrations and/or deliver instruction in one or more of the CORE Program skill areas. The specific skill area and scheduling for each session will be coordinated with the College's CORE Program coordinator no later than the fourth week of each semester.
- B. Professional Engagement. TPD personnel participating in CORE sessions will serve as professional resources and mentors, providing students with exposure to real-world law enforcement expectations, standards, and culture.
- C. Designated Contact. TPD will designate one staff member to serve as its primary point of contact for CORE Program scheduling and communication. TPD will notify the College within thirty (30) days of any change in its designated contact.

### IV. COLLEGE COMMITMENTS

In support of this partnership, the College agrees to the following:

- A. Candidate Portfolio. Upon completion of the CORE Program, the College will provide TPD with a graduate portfolio for each CORE Program graduate. Each portfolio will include:

- 1 . Skills checkoff documentation reflecting competencies demonstrated during the program;
- 2 Degree and certificate records confirming the student's academic credentials earned at the College;
- 3 Physical fitness level documentation reflecting the student's fitness assessment results; and
- 4 An electronic interview or video introduction produced by the student as part of the program curriculum.

B. Program Coordination. The College will designate a CORE Program coordinator responsible for scheduling TPD sessions, communicating program expectations, and serving as the primary institutional contact for TPD.

C. TPD Recognition. TPD will be recognized as a CORE Program Partner in program materials and in each graduate's portfolio.

D. In-Service Training. The agency will receive one free spot in all ICC-sponsored in-service trainings.

## V. TERMS OF AGREEMENT

The terms of this Agreement shall be effective upon the date of the last signature below and shall continue thereafter from year to year unless either party requests a change or termination of the Agreement. Any request for change or termination must be submitted in writing at least thirty (30) days prior to the requested effective date of such change or termination.

The terms of this Agreement may only be modified by mutual written consent of both parties. Any modifications shall be recorded as a formal amendment and signed by authorized representatives of both parties.

## VI. GENERAL PROVISIONS

A. Non-Discrimination. Both parties agree to operate this partnership in accordance with all applicable federal and state non-discrimination laws and regulations.

B. No Financial Obligation. This Agreement does not create any financial obligation between the parties. Each party shall bear its own costs associated with participation in the CORE Program under this Agreement.

C. Independent Entities. Nothing in this Agreement shall be construed to create a joint venture, partnership, employment relationship, or agency relationship between the parties. Each party remains an independent entity fully responsible for its own operations and obligations.

D. Student Safety and Conduct. Students participating in Agency-hosted sessions remain subject to the College's student conduct policies. TPD reserves the right to remove a student from any session for conduct that does not meet professional standards and will notify the College's CORE Program coordinator promptly of any such action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed below.

For Itawamba Community College:      For Tupelo Police Department:

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Dr. Jay Allen, President  
Itawamba Community College

\_\_\_\_\_  
John Quaka, Chief of Police  
Tupelo Police Department

Date: \_\_\_\_\_

Date: \_\_\_\_\_