



419 South Elizabeth Street - Whitewater, Wisconsin 53190 - 262-472-8700 - Fax 262-472-8710 - www.wwusd.org

WHITEWATER UNIFIED SCHOOL DISTRICT SRO REQUEST FOR PROPOSAL		
ISSUE DATE:	May 19, 2025	
QUESTIONS DUE:	May 27, 2025	4:00 p.m.
QUESTIONS ANSWERED:	May 29, 2025	4:00 p.m.
DUE DATE:	May 30, 2025	4:00 p.m.
OPENING DATE:	June 2, 2025	2:00 p.m.
BOARD ACCEPTANCE	June 23, 2024	7:00 p.m.

The Whitewater Unified School District is seeking proposals from qualified individuals and/or organizations to contract to support School Resource Officer Services beginning with fiscal year of July 1, 2025, and ending June 30, 2027.

In responding to this solicitation, the RESPONDENT signifies to be fully informed of the extent and character of the services required and the terms and conditions specified herein. The RESPONDENT represents that the services can be provided satisfactorily and in complete compliance with the specifications. RESPONDENT agrees that their response to the solicitation and subsequent acceptance by the DISTRICT shall constitute a contract.

Responses to this solicitation shall be submitted by email to Dr. Anthony Brazouski. The contact person for this project is Anthony Brazouski, Director of Business Services. Inquiries and questions regarding this solicitation should be directed to this contact person by email to Tony Brazouski at abrazouski@wwusd.org.

Acknowledgement of the receipt of this Request for Proposal (RFP) should be sent by email to the contact person so that you will be added to the email list for updates, clarifications, and changes, if any.

The attached Memorandum of Understanding (MOU) outlines the relationship and expectations of the WUSD for the SRO Position. Please review and sign off that you understand and agree to the terms. **Additionally, please include a quote of the costs for providing services outlined in the sample MOU.**

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made pursuant to Sec. 66.0301, Wisconsin Statutes, by and between the WHITEWATER UNIFIED SCHOOL DISTRICT (hereinafter "School District"), and the _____, a Wisconsin municipal corporation, (hereinafter "_____"), through the _____ (hereinafter "_____") as follows:

WITNESSETH:

WHEREAS, the _____, through the _____, agrees to provide the School District a School Resource Officer (SRO) Program in the School District; and WHEREAS, the School District and the _____ desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the School District;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Employment of School Resource Officers

- A. The SRO(s) shall be employee(s) of the _____ and shall be subject to the administration, supervision, and control of the _____.
- B. The SRO shall be subject to all personnel policies and practices of the _____ except as such policies or practices may be modified by the terms and conditions of this agreement and School Board Policy 882.1-Rule.
- C. The _____, in collaboration with the School District, shall have the power and authority to hire, discharge, and discipline SROs. It is understood and agreed that costs shared by the _____ and the School District will remain in force if the assigned SRO has an extended leave of absence, which requires another _____ to be temporarily assigned to SRO duties.
- D. A joint committee composed of representatives of the _____ and the School District shall make recommendations for the officer(s) to be assigned to the SRO position to the _____ who shall assign such officers. Building administrators who are dissatisfied with an SRO's performance shall document their concerns and provide them to the _____.
- E. One SRO shall be assigned to the School District. The officer selected as the SRO shall be assigned at the discretion of the _____, in consultation with the Superintendent. If, at any time during the term of this Agreement, the Superintendent has concerns with the officer assigned as the SRO, the Superintendent may inform the _____ who shall give the Superintendent's concerns reasonable consideration when assigning an SRO.

2. Duty Hours

- A. SRO duty hours shall be determined by the provisions of the labor agreement between the _____ and the _____. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform to the school day.
- B. It is understood and agreed that time spent by SROs attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as SRO shall be considered as hours worked under this Agreement.

- C. In the event an SRO is absent from an assigned shift(s) at the District for any reason, the SRO shall notify his or her supervisor in the _____ and the Superintendent of the School District. Under such circumstances, the _____ shall ensure the shift(s) for which the SRO is absent are covered by another qualified law enforcement officer for the duration of the SRO's absence.

3. Term of Agreement

- A. This agreement shall be for the term of July 1, 2025, through June 30, 2027, unless either party informs the other in writing prior to May 1 of its intent to not renew the agreement based on documented just cause.
- B. The agreement will be reviewed annually by both parties.

4. Purpose of This Understanding

- A. To clarify the role of the SRO to reduce misunderstandings between the _____ and the School District as far as responsibilities, procedures, and expectations of the SRO while on campus.

5. Duties of School Resource Officers

The SRO's duties will include, but not be limited to, the following:

- A. Be a visible, active law enforcement figure in the schools that supports and promotes school safety.
- B. Assist the School District in dealing with specific law enforcement matters.
- C. Provide a classroom resource for law education using approved materials.
- D. Be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- E. Be a resource for teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions.
- F. Make appearances before administrative groups, parent groups, and other groups associated with the School District and as a speaker on a variety of requested topics.
- G. Be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
- H. Develop plans and strategies with school administration to prevent and/or minimize dangerous situations that might result in student unrest. I. Coordinate all activities with the school administrator and concerned staff members and seek permission, guidance, and advice prior to enacting any programs within the school.
- I. Be first and foremost a law enforcement officer.
- J. Wear department uniform, business casual dress, and formal dress, with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and

the requests of the school and/or _____.

- K. Carry the department-issued or approved duty weapons in accordance with department policy.
- L. Serve on the Safety Team of the School District.
- M. SROs investigating a juvenile or assisting other law enforcement officers with the custody or investigation of a juvenile will attempt to conduct such police activities off school premises when possible. The SRO will use their best efforts to communicate with Building Administrators on day-to-day police activities conducted at school buildings. Because of the sensitive nature of some juvenile investigations or so as not to compromise an investigation, it may not always be possible for SROs to disclose information immediately to Building Administrators. In those situations, the Building Administrator or Superintendent will be notified as soon as reasonably practicable.
- N. Develop and maintain lines of communication between school staff, students, parents, and the Department.
- O. Assist school staff in establishing policies and procedures that will contribute to the safety of the school staff and students.
- P. Provide testimony and technical assistance to the District at expulsion hearings or other proceedings when appropriate.
- Q. Coordinate and supervise security measures at school activities in conjunction with the principals, including sports events, dances, plays, etc.

6. Chain of Command

- A. As employees of the _____, SROs will be subject to the chain of command of the _____.
- B. In the performance of their duties, SROs shall coordinate and communicate with the building administrator or the building administrator's designee of the school to which they are assigned. School District administrators may make requests for assistance directly to the SROs or may direct such requests to the SRO's supervisor or other leadership personnel at the _____, as deemed appropriate by the School District.

7. Access to Education Records

- A. The confidentiality of student records is established in state and federal law, and school officials have the responsibility to justify the release of such confidential information.
- B. Pursuant to Section 118.125(2)(d) of the Wisconsin Statutes, the parties agree that the District will make pupil records available to officers of _____ who have been individually designated by the School Board and assigned to the School District (i.e., the SRO) and who have legitimate educational interests, including safety interests, in the pupil records.
- C. The parties agree that any other disclosure of pupil records that is made by the District to the _____ pursuant to this agreement shall be made only in the following circumstances:

1. The request for records is in connection with an emergency, and knowledge of the requested information is necessary to protect the health or safety of an individual. Sec. 118.125(2)(p), Wis. Stats.;
 2. The person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the pupil and relate to an ongoing investigation or pending delinquency petition. Sec. 118.125(2)(n), Wis. Stats.; or
 3. The request is for the pupil's attendance record, and the pupil is under investigation for truancy or allegedly committing a criminal or delinquent act. Sec. 118.125(2)(cg), Wis. Stats.
 4. The request is justified based on other legal grounds approved by the school district.
- D. The parties also agree that, in the event the District makes any disclosure of pupil records pursuant to this agreement, the person to whom such records are disclosed must certify in writing that the records will not be disclosed to any other person or party, except as permitted by law.

8. Access to Police Records

- A. District or school administrators may request police records of a student enrolled within the District from the _____.
- B. The _____ may release records of a student enrolled in the District to the District on its own initiative or at the request of the District, specifically including:
1. The use, possession, or distribution of alcohol, controlled substances, or controlled substance analogues;
 2. The illegal possession by a juvenile of a dangerous weapon as defined in Wisc. Stat. sec. 939.22(10);
 3. An act for which the juvenile was taken into custody based upon a law enforcement officer's belief that the juvenile was committing or had committed a violation of any state or federal law; and
 4. An act for which the student has been adjudged delinquent.
- C. District shall not disclose the information received under this section to the student or parents /guardians of the student without first receiving acknowledgement from the SRO that disclosure will not adversely affect an ongoing investigation.
- D. The _____ will make it a policy to notify the District of any person enrolled in or employed by the District that is registered with the Department of Corrections (DOC) as a sex offender.

9. Procedures

- A. The SRO will generally not be involved in ordinary school discipline that does not involve a suspected violation of law or ordinance.
- B. The school administrator shall conduct his/her own investigation into whether the student

violated school rules. This investigation may be conducted in conjunction with or separate from the SRO's investigation, but the school may not use the law enforcement officers' records as the sole basis for disciplinary action.

- C. If an administrator believes that a municipal or criminal violation has occurred or is about to occur, the building administrator may request the SRO's involvement, who will conduct an investigation in conformance with the policies of the _____, except as otherwise modified by this agreement and School Board Policy 882.1-Rule.
- D. If the SRO or _____ receives information regarding a possible violation of law or ordinance on District premises, or other incident on or off District premises that endangers the property, health, or safety of others at school (including threats), the SRO shall notify the administration as soon as possible. The SRO will notify the administration before conducting an investigation, unless the matter poses an imminent danger.
- E. The SRO shall notify the school administration of the results of an investigation into a possible violation of law or ordinance on District premises, or other incident on or off District premises that endangers the property, health, or safety of others at school (including threats) as soon as possible, as permitted by law.
- F. It will be the responsibility of the SRO to report all crimes, he or she is made aware of, originating on campus, to the _____. Information on cases that are worked off-campus by the _____t or other agencies involving students on a campus served by the SRO will be provided to the SRO.
- G. The SRO may assist the school administration in conducting a search, at the request of the school administration, as long as the SRO is assisting school officials in furtherance of the school's objective to maintain a safe and proper educational environment.
- H. Each party shall defend, indemnify, and hold the other party harmless from any and all expenses, costs, charges, allegations, damages, claims, suits, losses, fines, penalties, liabilities or expenses (including attorney fees) of every kind whatsoever resulting from the other party's breach of this Agreement, and for any property damage, bodily injury, or death resulting from the other party's acts or omissions, or those of their respective officials, officers, employees, agents, and representatives.

10. Police Interviewing of Students at School

- A. Students may be interviewed during school hours by the SRO, consistent with School Board Policy 882.1-Rule. Students may be interviewed during school hours by law enforcement officers other than the SRO in exigent circumstances. The SRO or other law enforcement officer will attempt to conduct such police activities off school premises when possible. The SRO will use their best efforts to communicate with Building Administrators on day-to-day police activities conducted at school buildings. Because of the sensitive nature of some juvenile investigations or so as not to compromise an investigation, it may not always be possible for SROs to disclose information immediately to Building Administrators. In those situations, the Building Administrator or Superintendent will be notified as soon as reasonably practicable.
- B. The SRO, or law enforcement officer conducting a student interview, will contact the student's parent or guardian before conducting the interview unless the interview is initiated by a student, involves child abuse, or concerns an urgent matter of health and safety.

11. Taking a Student in Custody

- A. The SRO will notify the school administration immediately upon determining if a student will be placed in custody.
- B. The SRO will work with the school administration to ensure the process of taking the student in custody is least disruptive to the school environment while maintaining officer safety considerations.

12. Off-Duty Carrying of Firearms

- A. Law enforcement officers employed by the _____ shall be permitted to possess firearms, including concealed firearms, on school property while not acting in their official capacities as “on-duty” officers, pursuant to Section 948.605 of the Wisconsin Statutes. To avoid any disruption that could result, off-duty officers who choose to possess a firearm on school property under this Agreement shall do so in a concealed manner only.
- B. Only law enforcement officers employed by the _____ who are “peace officers” as defined by Wisconsin Statute, and who carry firearms in the course of their professional duties with the _____ shall be permitted pursuant to this Agreement to possess firearms on school property while not acting in their official capacities as “on-duty” officers.
- C. It is agreed that law enforcement officers covered by this Agreement are authorized and permitted, and therefore shall continue to take any and all steps that their oath and duties to the _____ and the State of Wisconsin require, including when off-duty on District premises or property if said oath and duties so require.

13. Payment of the SRO Program Cost

- A. SRO shall be paid through _____ Payroll.
- B. Program Cost includes budgeted wage, benefit, and payroll tax for SRO in accordance with the collective bargaining agreement between the _____ and the WPPA. Program Cost excludes overtime and related additional pay, unless overtime is directly connected to a school related assignment, investigation, or function. Documentation of overtime may be requested and reviewed by the School District.
- C. Program Cost shall be shared by the _____ and School District.
 - 1. The School District shall be responsible for 60% of the annual Program Cost. The _____ will invoice the School District for these costs.
 - 2. The _____ shall be responsible for any and all remaining costs.

14. Termination.

- A. In addition to termination as provided in Section 3, above, this Agreement may be terminated by either Party upon thirty (30) days written notice that any Party has failed to substantially perform in accordance with the terms and conditions of this Agreement. This Agreement may also be terminated without cause by either Party upon ninety (90) days written notice.

- B. If the District terminates this Agreement pursuant to this section, the District will fulfill its obligations under Section 13 through the date of termination.

15. Miscellaneous.

- A. Modification. This document constitutes the complete understanding between the Department and District as to all matters addressed herein. Modifications to the terms shall be mutually agreed upon by the parties in writing and signed by the parties.
- B. Non-Assignment. This Agreement, and each covenant herein, shall not be capable of assignment, unless the express written consent of the School Board and the _____ is obtained.
- C. Merger. This Agreement constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms.
- D. Severability. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
- E. Entire Agreement. This Agreement constitutes the complete understanding between the Department and District as to all matters addressed herein. This Agreement shall supersede all prior agreements, understandings, or practices concerning such matters.
- F. Governing Law and Venue. This Agreement shall be governed by, and be construed in accordance with, the laws of the State of Wisconsin without regard to the law of conflicts.
- G. Waiver. Any failure of a Party to enforce, for any period of time, any of the provisions under this Agreement shall not be construed as a waiver of such provisions or of the right of said Party thereafter to enforce each and every provision under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates written below.

WUSD SCHOOL BOARD

By: _____ Date: _____
_____, School Board President

By: _____ Date: _____
_____, _____

By: _____ Date: _____
_____, _____r