

**MEMORANDUM**  
**POLICE DEPARTMENT**

**TO: Randy Tweet, City Manager**

**NUMBER: 17-015**

**SUBJECT: Authorization**

**RE: Contract for School Resource Officer**

**DATE: 06/21/17**

---

Attached is a one year contract with the Rock Island School District for the services of the School Resource Officer for the school year 2017/2018. Approval by the School Board will be requested at their next Board meeting on Tuesday, July 25<sup>th</sup>. There are no changes from last year's contract.

Attachments: School Resource Officer Agreement  
2017 - 2018 School Year

Recommendation:

I recommend that the Council approve the one year contract and authorize the City Manger to approve.



**SUBMITTED BY:** Jeffrey R. VenHuizen  
Chief of Police

---

**APPROVED:**  
**DISAPPROVED:**

---

Randy Tweet  
City Manager

# **SCHOOL RESOURCE OFFICER AGREEMENT**

## **2017 - 2018 SCHOOL YEAR**

**THIS AGREEMENT**, entered into on this \_\_\_\_day of \_\_\_\_\_, 2017 by and between the City of Rock Island (hereinafter referred to as "Rock Island") and the Board of Education of Rock Island-Milan School District 41, Rock Island County, Illinois, (hereinafter referred to as "Board").

### **W I T N E S S E T H**

**WHEREAS**, the Board of Education and City of Rock Island believe that having a police officer, properly trained in juvenile justice programs, assigned to the schools will increase student and staff safety, further juvenile prevention programs, and will deter juvenile crime; and

**WHEREAS**, the Board wishes to have available the services of a Police Officer from the City of Rock Island who will act as a School Resource Officer in the Rock Island Elementary, Junior High and Alternative Schools maintained by the Board.

**WHEREAS**, Rock Island is willing to supply services of such a School Resource Officer under certain terms and conditions as hereinafter set forth:

**IT IS THEREFORE STIPULATED, COVENANTED AND AGREED** by and between the parties hereto in consideration of the mutual covenants contained herein as follows:

1. Beginning on the first day that school is in session in the Fall of 2017 and continuing for each day school is in session until the last day of school in the Spring of 2018, the City of Rock Island will assign a School Resource Officer to the above mentioned schools from 8 a.m. to 4 p.m.
2. While at the assigned schools, the School Resource Officer shall cooperate with the employees of the Board representative in carrying out the School Resource Officer duties, but shall always remain subject to the ultimate jurisdiction and direction of the Chief of Police of the Rock Island Police Department or his designee.
3. In the event, that for any reason whatsoever, the school officials become dissatisfied with the service by the assigned School Resource Officer, the representatives of the Rock Island Police Department and representatives of the Board shall work together to resolve the matters and/or ensure the assignment of a replacement.
4. At all times, referred to herein, the School Resource Officer shall remain an employee of the Rock Island Police Department, which shall be fully responsible for all employee-related obligations.
5. The Board shall reimburse the City of Rock Island **\$30,000.00** towards the School Resource Officer's annual salary, benefits, and police squad expenses of the School Resource Officer which includes the 180 days that he will report to the Rock Island Schools.
6. Any activity that requires the use of overtime will have to have prior approval from the School Resource Officer's supervisor. If the School Resource Officer is

requested to work at extra-curricular or sporting events it will be the responsibility of the school administration to pay for these services at the current off duty officer rate of pay.

7. The school administration will provide the School Resource Officer with an office space, school computer and cell phone.
8. Each of the parties hereto have the right to terminate this agreement at the end of any month during the term of this agreement by giving a thirty (30) day written notice of same to the other party.
9. The training, experience and other qualifications of the School Resource Officer shall be established by the Chief of Police.
10. The School Resource Officer must conduct him/herself in a professional manner and must maintain a high level of respect and integrity within the school community. As a Juvenile Officer, the School Resource Officer must maintain a caring attitude towards students and remain sensitive to the problems of students and staff in the school environment.
11. When functioning as the School Resource Officer, the Officer shall normally be dressed in uniform, except on those occasions when, in the judgment of the school principals or their designated representatives, plain clothes would be more appropriate. In these cases the principals or their designees shall notify the School Resource Officer's supervisor at least 24 hours in advance of the request.
12. The School Resource Officer is primarily a police officer and as such is at all times under the command of his designated police department superiors.

However, during those hours in which the Officer is assigned to Rock Island Schools as the School Resource Officer, he shall report to the principals or their designees for job assignments. However, at all times the School Resource Officer is under direct supervision of Rock Island Police Department personnel.

13. A critical element of the program is an open relationship and strong communication between the principal and the School Resource Officer (SRO).
14. The SRO shall keep the principal and administrators apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern which have potential for disruption in the school or within the community. The SRO will work in conjunction with the principal in developing plans to prevent and counteract such activities at the school.
15. The Principal shall be responsible for immediately reporting to the SRO acts that may constitute a criminal act including:
  - Any act of physical assault or threat of physical assault against any student or staff on school property, on a school bus, or at a school-sponsored activity.

- Any conduct involving alcohol, marijuana, or a controlled substance on school property, on a school bus, or at a school-sponsored activity.
- The carrying of a firearm or other weapon onto school property.
- Any conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or explosive or incendiary devices, or chemical bombs on school property, on a school bus, or at a school-sponsored activity.
- Any bomb threats or false bomb threats made against school personnel or involving school property.

16. The School Resource Officer shall not be responsible for the enforcement of school district policies, but shall assist the staff in said enforcement when requested to do so.

However, the SRO will maintain familiarity with the Rock Island-Milan School District Code of Conduct. Unless requested by the school administration the SRO will not attend disciplinary meetings with students and parents.

The presence of the SRO is not intended to usurp the rights and responsibilities of the principal to enforce the rules of the student conduct

code and to administer discipline in the school.

The parties acknowledge that not every criminal act will be handled through the criminal justice system. There will be times with the administration of typical school discipline, such as in-school suspension, detentions, withdrawal of privileges, and/or suspension coupled with the availability of intervention services will be sufficient to address behaviors that may constitute crimes.

The existence of the Rock Island-Milan Administrative Procedures, the Student Code of Conduct and the related disciplinary process is not intended to nor shall it usurp the mandates and responsibilities of the SRO as set forth by state or federal statute, regulation or decree.

In deciding when to resort to the criminal justice system in lieu of, or in addition to school discipline, the Principal and SRO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation.

If circumstances arise whereby a complainant wishes to pursue charges and probable cause exists to make an arrest or if the SRO and the Principal do not agree on the issue of whether a matter will be handled

through the criminal justice system, the SRO will act in conformity with the criminal statutes of Illinois.

17. As a member of the school staff, the School Resource Officer:
  - a. Will work with school administration and staff in developing curriculum and providing instruction to students of District #41 which includes safety programs, components of the D.A.R.E. program and any other topic that would benefit the school district and the police department.
  - b. Serves as the resource between Rock Island Schools and the Rock Island Police Department, promotes the development of effective communication between the schools and legal authorities, and coordinates the provision of police services to the schools.
  - c. Serves as a consultant to School District No. 41 in matters of crime prevention, law enforcement, community youth services and other related matters.
  - d. Performs pro-active work with school personnel to prevent crime on school grounds, to protect students and staff, and to provide a safe and secure school environment. In this role the School Resource Officer patrols the school and grounds, monitors pedestrian and vehicular traffic on school grounds, and prevents loitering and trespassing on school property when requested to do so.
  - e. Facilitates the reporting of incidents involving Rock Island Schools, their staff and students. The Officer's primary responsibility is to Rock Island

Schools. Under emergency situations the Officer will perform other duties assigned by his designated police department supervisor.

- f. As a School Resource Officer, the School Resource Officer must develop and maintain a familiarity with community delinquency patterns, trouble spots, and other youth and community problems.
- g. Confers with school staff concerning individuals, families and neighborhoods in the early identification of troubled, neglected or abused youths and delinquent behavior.
- h. Participates in providing advice and guidance to students and parents and assists in referral to appropriate community services.
- i. Assists school staff in the prevention of truancy, in processing truancy cases, and in making home visits when requested.
- j. Assists school staff in the supervision of extra-curricular school activities as requested.
- k. Performs other duties as assigned by Rock Island Schools Administration or by his designated police department supervisor.
- l. The School Resource Officer shall take appropriate action upon becoming aware of the commission of a criminal act either by witnessing this act in progress or receiving a report from an employee of the school, victim, or victim's parent/guardian.
- m. When it becomes necessary for the SRO or any other law enforcement officer to interview a student on school premises, the

principal will be contacted when practicable. The principal or designee must contact the parent(s)/guardian(s) of the student and inform him/her that the student is subject to an interview. In extreme emergency situations the principal will abide by requests made by law enforcement that the principal or designee not notify the parent(s)/guardian(s) until the child's safety is safeguarded or until any threat by the parent/guardian is investigated and resolved.

- n. The arrest of a student or employee of the school with a warrant or petition should be coordinated through the principal and accomplished after school hours, whenever practical. Arrests of students or staff during school hours or on school grounds should be reported to the principal as soon as practicable.

**IN WITNESS THEREOF**, the parties have caused the agreement to be executed by their duly authorized officials.

ROCK ISLAND-MILAN SCHOOL DIST. 41

CITY OF ROCK ISLAND

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Ms. Linda Dothard

Name: Mr. Randy Tweet

Title: Board President

Title: City Manager

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

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