

Attachment “1”

MEMORANDUM OF UNDERSTANDING Administrative Guidelines Plano Police Department – Plano Independent School District School Year 202-2022

The following administrative guidelines are adopted for the School Resource Officer program during school year 2021-2022:

1. The School Resource Officer (SRO) program is provided with the understanding that each school has different needs. School Resource Officers will provide an approach that is most appropriate for the school they work and the circumstances they encounter. Officers and supervisors will coordinate with school principals and prioritize their work so that it helps both the school and the Plano Police Department (hereinafter called Department) reach their stated goals.
2. Duty hours for SROs will ordinarily be: 8:00am to 4:00pm for SROs assigned to middle schools; 8:30am to 4:30pm for SROs assigned to high schools and senior high schools; and 8:45am to 4:45pm for SROs assigned to the Academy High School. Duty hours may be adjusted on a temporary basis where the campus principal and SRO Supervisor agree such adjustment is needed to better meet the objectives of the SRO program.
3. The assignment and scheduling of officers to specific campuses will be coordinated with PISD administrators to ensure the best working relationship possible is maintained. PPD SOP 403.001 (attached) contains procedures for assignment and reassignment of SROs.
4. SRO vacancies will be filled according to the procedures of the Department. Priorities for filling these vacancies will be determined by the staffing requirements of the Department in relation to the need for SROs at the time the vacancy occurs. Whenever there is more than one applicant for an SRO vacancy, the Department's selection process will include a review or selection board, with a PISD principal and a representative from PISD Safety and Security Services, if available, included as non-voting members of the board or panel.
5. SROs at middle schools, the Academy High School, and other schools (as determined by the Department and PISD, together) will make weekly visits to assigned elementary schools within the city limits of the City of Plano, and when practicable, respond to calls for police service at these elementary schools. PISD may provide a marked police vehicle to be used by SROs for these purposes. SROs operating PISD-owned vehicles will operate such vehicles in compliance with all applicable traffic laws as well as the Department's policies and procedures. PISD-owned vehicles will not be used to conduct traffic stops, engage in vehicle pursuits or transport prisoners. PISD-owned vehicles will not be operated as an emergency vehicle except when responding to a life-threatening emergency, and only in the manner authorized by the Department's policies and procedures. Firearms will not be stored in PISD-owned vehicle unless properly secured and will be removed at the conclusion of the SROs duty day.
6. The Department will make every effort to minimize mandatory absences by SROs from the school campuses. However, there may be occasions due to mandated training requirements, court attendance, or other situations beyond the control of the SRO, which will require their absence. The SRO will keep the principal informed in advance of such absences. The SRO will notify a campus administrator prior to leaving the campus.
7. The SROs will staff summer school as determined by the Department and PISD, together.

8. Payment for SRO activities which exceed the normal forty-hour work week will be handled as follows.
 - a. In addition to PISD's monthly payment for services, SROs attending school extracurricular activities at the request of principals or other PISD staff will be compensated at the Department overtime rate by PISD. Examples include but are not limited to attendance at athletic events and open house.
 - b. Police-related duties, such as late calls, late reports, or late arrests, will be compensated by the Department.
 - c. Attendance at other events when such attendance has not been requested by PISD staff pursuant to 8(a), above and which are not a normal police function, such as field trips when the officer is invited as a guest, will not be compensated.
9. At the end of each school year, the principal of each school having a resource officer assigned will complete a comment or review form provided by the Department and be asked to attend a meeting with the appropriate SRO Supervisor to discuss the effectiveness of the campus SRO over the course of the school year. (form attached)
10. All comments, criticisms, suggestions, and recommendations for SRO assignments or performance will be immediately referred, without delay, to the appropriate SRO Supervisor. The Supervisor will be given the opportunity to take the appropriate action to resolve problems or investigate complaints prior to any other action or decision.
11. School Resource Officers (SROs) shall have the following law enforcement duties:
 - a. Protecting the safety and welfare of any person in the jurisdiction of the peace officer.
 - b. Protecting the property of the school district.
 - c. Investigation of criminal offenses and incidents affecting the safety and welfare of students, staff and others.
 - d. Performing any duty required by law of peace officers.
 - e. Presenting approved educational or safety programs to students or staff members where such programs promote the safety and welfare of students, staff or others.

The school district may not assign School Resource Officers to perform duties that involve routine school discipline, school administrative tasks, or contact with students unrelated to the law enforcement duties of the officer. However, this shall not prohibit School Resource Officers from having informal contact with a student even if unrelated to the assigned duties of the officer or an incident involving student behavior or law enforcement.

12. The Department shall have the final authority in all criminal matters in which SROs become involved as directed by Departmental policies and procedures as well as federal, state, and local laws.
13. School administrators understand that once the police arrive at the scene of an incident, the officers are in charge of that scene and will make the decisions the officers feel are appropriate. School administrators will request the SRO Supervisor or other Department

Supervisor respond to the scene if a question arises as to the appropriateness of an officer's course of action.

14. SROs will meet regularly with the campus principal and/or administrators to discuss and collaborate on safety concerns observed by the SRO and/or campus staff.
15. Once per semester, the SROs, SRO Supervisor, and PISD security staff will meet in one or more groups to discuss safety and security concerns, trends, and issues affecting campuses and students. To minimize the SROs time away from their assigned campuses, virtual or video conference meetings (Zoom, etc.) may be used.
16. Each campus principal will be provided a copy of the monthly activity report for the SRO assigned to the campus for each month that regular or summer school is in session.
17. PISD shall furnish and be solely responsible for the cost associated with suitable office space and equipment that includes a telephone and PISD computer. PISD shall provide a direct wired connection or comparable wireless connection to the PISD network for Department issued SRO laptops. All office space and equipment provided by PISD for the SRO shall be sufficient to meet all applicable CJIS standards (e.g., a key controlled office accessible only by authorized personnel). PISD shall facilitate the installation in the SRO office of a CITY-provided firearms safe. Firearms stored in the SRO office will be secured in the safe and will not be left in the SRO office over weekends or school breaks.
18. PISD designates SROs as "school officials" for purposes of access to student information governed by the Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g. Student education records and personally identifiable information under the maintenance and control of PISD may be accessed by school officials only for a legitimate educational purpose. The legitimate educational purpose for which an SRO may access or use educational records is to promote school safety and the physical security of students. An SRO shall not access education records or personally identifiable information of students for any other purpose except in compliance with FERPA.
19. Except when prohibited by state or federal law or limitations in available technology, PISD may provide authorized Department personnel access to PISD's security camera system through the Plano Police dispatch center and/or Department vehicles, to the extent such technology is reasonably available for vehicles: (1) with prior PISD consent during large events (e.g., football games); and, (2) without prior PISD notification in the event of an emergency situation involving an active shooter or disaster, in which a Department supervisor of the rank of Sergeant or above has determined immediate action by law enforcement is necessary to protect and/or respond to a threat of imminent harm or injury to any person on PISD property. In their role as a school official, SROs may access the PISD security camera system for a legitimate educational purpose. Other Department personnel will only access PISD's security camera system for official purposes as described in this Paragraph 19. PISD will provide training, ordinarily in a train-the-trainer format, annually or on an as-needed basis for designated Department personnel covering access, use and operation of the security camera system. Training will be scheduled at a mutually convenient time and location.

Nothing in this memorandum of understanding or the contract for police resource services should be construed to prevent a police officer from acting solely as a law enforcement or peace officer, and when doing so the officer shall not be subject to the terms and conditions of this agreement. Nothing in this agreement or contract shall override any policy or procedure of the Department or PISD's obligations under state or federal law.

The officer's actions and options are governed by the laws of the State of Texas and Plano Police Department policy.



Ed Drain
Chief, Plano Police Department

9/10/21

Date



Sara Bonser
Superintendent of Schools
Plano Independent School District

9/7/21

Date

STANDARD OPERATING PROCEDURES – 403.001
SUPPORT SERVICES DIVISION
SCHOOL RESOURCE OFFICER PROGRAM

EFFECTIVE DATE: December 15, 1991
REVIEW SCHEDULE: Annual
AFFECTS: SRO Personnel

REVISION DATE: December 12, 2018

I. PURPOSE

The School Officer ("SRO") program is designed to contribute to a safe learning environment in each public school while imparting knowledge and values to students of the Plano Independent School District and Frisco Independent School District that operate within the City of Plano. By being a visible and accessible role model, an SRO can establish communication and enhance rapport with students.

II. PROCEDURES

A. Responsibilities

1. Primary

a. Critical Incident

- (1) The SRO will likely be the first responder to threats and emergencies. SROs must be proficient in core police multi-contact, force-on-force skills.
- (2) SROs will be required to complete additional training in Force on Force/Move to Contact annually.

b. Prevention

- (1) By being actively engaged with students an SRO will have an opportunity to recognize and become familiar with students' personalities and behavior traits. If a child begins to act differently or exhibit any of the warning signs this may be noticed by someone (friends, family, staff and/or SRO). This information should be forwarded to the SRO and/or staff so an appropriate referral can be made.
- (2) General warning signs to be aware of:
 - (a) Fascination with violence and weapons;
 - (b) Bullying;
 - (c) Socially withdrawn ("loners");
 - (d) Known to have access to guns;
 - (e) Openly speaking of revenge;
 - (f) Verbalizing inability to handle stressors including those at home and school;
 - (g) Depression;
 - (h) Attempted suicide in the past, and
 - (i) Prefers TV shows, movies, games, music or other materials dealing with violent themes.¹

c. Rapport

- (1) SROs are responsible for establishing a viable and workable communications link between students, the police department, and the school district. Ideally, this link will create a free-flow of information between all parties. A greater understanding of other's feelings and responsibilities should result from this communication.

¹ Ronald G. Lynch and Scott R. Lynch, The Police Manager Sixth Edition. New York, Bender 2005.

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- (2) This environment will provide the child with an opportunity to communicate their feelings to the SRO.
- (3) These conversations solely or in conjunction with any of the warning signs are justification to make referrals to appropriate school district personnel.

2. Secondary

- a. Be on campus during school hours.
 - (1) All leave and training must be approved by a supervisor. School administrators will be notified by the SRO when the SRO is away from campus during school hours.
 - (2) SROs will maintain a high state of visibility on school campuses. Before an SRO leaves the school campus he/she should receive approval from the SRO Sergeant.
 - (3) Training requests during the school year are subject to approval from the chain of command and require coordination with campus administration.
- b. Listen to the hand held portable radio for calls for service that pertain to or may affect the assigned SRO's school campus.
- c. SROs are responsible for criminal offenses that occur on school property and will not enforce school rules. Any actions taken by SROs regarding custody situations must be done within their statutory authority.
- d. Assist the Criminal Investigative Services Division ("CISD") with cases involving students by providing personal information on suspects from school records (as allowed by law), interviewing, and acquiring other requested information.
- e. Identify drug abusers and obtain a drug assessment from the school district's drug counselor.
- f. Be the campus advisor for the Crime Stoppers Program.
- g. Notify SRO Sergeant and principal(s) when an arrest is made on campus.
- h. When possible, divert juveniles from the criminal justice system to other social service agencies.
- i. Coordinate joint Department/school activities.
- j. Be a positive role model to students and maintain good relations with the school community. Interact with students on a positive basis during daily contacts when possible.
- k. Provide periodic teaching services in the area of narcotics, safety instruction, social science, public relations, athletics, and occupational training.
- l. Lecture classes on topics such as law, government, criminal justice, drug abuse, home security, and driver's education.
- m. Resolve specific problems or misunderstandings concerning the criminal justice system.
- n. Counsel students and parents concerning the affected student's behavior at school and/or problems with the law.
- o. Counsel neighbors adjacent to the schools about students causing criminal mischief and other criminal activities.

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- p. Provide information to those needing help in areas not related to criminal justice.
- q. Counsel students, parents, principals, and teachers to resolve specific problems or misunderstandings concerning the criminal justice system.
- r. Counsel students and faculty members on school and/or personal problems.
- s. Perform other duties as necessary to achieve the goals of the program.

B. SRO Sergeant responsibilities

- 1. Coordinate activities with school district staff to ensure the goals of the Department and school district are being met in the most effective and efficient manner possible.
- 2. Keep school district administrators informed of significant SRO activity.
- 3. Initiate scheduled visits with campus principals.
- 4. Inform designated school district administration personnel of notable activities of the SROs and significant other police activities affecting schools.
- 5. Assign and schedule officers to specific campuses, in coordination with school district administration, to ensure the best working relationship is maintained.
- 6. Sergeants will directly notify either the SSD Lieutenant or school district administration when inclement weather may impair the safe transportation of students.

C. Offense Reporting and Calls for Service

- 1. SROs are responsible for generating reports on offenses occurring at their schools. To this end, SROs shall encourage school personnel and students to report offenses to them.
- 2. Under certain circumstances, patrol officers may answer calls for service at schools. These include, but are not limited to the following:
 - a. If the call was received by PSC and not reported to the SRO;
Note: PSC will not hold calls for notification of the school officer. A beat unit will be assigned to the call.
 - b. If the call will remove the SRO from the school;
 - c. If the call will take an extended period of time, and
 - d. If the SRO is, or will be, busy with other calls, talks, meetings, etc.
- 3. The goal is to have campus SROs generate all offense/information reports, statements, and other related paperwork whenever it is reasonable to do so. SROs will not transport prisoners whenever possible; however, the SRO will have arrest reports and other needed paperwork completed prior to calling a patrol officer for transport.
- 4. Occasionally, criminal mischief and burglary of motor vehicle offenses occur on campus parking lots. Although SROs are not prohibited from handling calls on the parking lot, they are not responsible for these type calls. If the campus has a parking lot officer, that officer will complete the reports; otherwise a beat officer will be dispatched.

D. Chain of Command

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While reasonable attempts will be made to create a strong partnership with the school districts, SROs are under the direct supervision of the Police department and not the school districts. A memorandum of understanding will govern the program and will be renewed annually.

E. SRO Transfers

1. On occasion, the necessity may arise for an SRO to be transferred from a campus or totally removed from the program. An event of this type can be distressing to all parties involved, including students, school district administrators and staff, the SRO, and police department administration.
2. As stated above, SROs will receive their supervision from the police department. It is the responsibility of the SRO to develop a working relationship with campus administration. This relationship should promote a mutual trust and an understanding of what functions the SRO can perform.
3. If a conflict should develop between an SRO and his/her campus administrators, the SRO should first be given the opportunity to work through the problem. If not successful, mediation should be attempted and will include the SRO, his/her first line supervisor, and the campus administrator.
4. If the conflict cannot be resolved, a written request for the SRO to be transferred or removed will be directed to the Chief of Police. At the discretion of the Chief of Police, an internal investigation may be initiated to gather facts relating to the situation.
5. No SRO shall be reassigned without approval of the Chief of Police or designee. If it is agreed that a reassignment is necessary, the Chief of Police will provide written notification to school district administration. This notification will include the reasons for the reassignment and the expected effective date. Copies of the notification will be provided to the affected SRO and the SRO's supervisors.
6. The SRO sergeant will immediately notify the school principals of the reassignment and the expected effective date. The sergeant may briefly explain the reasons for the reassignment. At least two days prior to the effective date, when practicable, the sergeant will accompany the SRO to his/her new campus and provide introductions to the SRO and appropriate campus administrators and staff.
7. The Chief of Police reserves the right to reassign an SRO at any time such move is deemed to be in the best interests of the police department and the SRO program.

F. Summer Recess, holidays, and other non-school days

Command staff will determine where an SRO will be assigned when school is not in session. Assignments will be based on Departmental needs and priorities (Patrol, Traffic, Warrants, PSU, etc.) Individual SRO assignments will be based on unit seniority.

G. SRO Equipment

Rifles should remain locked in the SRO Office until deployed or taken off campus.

1. Deployment

- a. The SRO shall consider all circumstances including location, distance, and type of threat when away from their rifle during a school incident.

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- b. There shall be no prolonged delay in responding directly to the threat by the SRO to retrieve their rifle.
 - c. Should an SRO deploy a rifle in response to an incident, the SRO shall not announce the deployment on the radio.
- 2. On Campus Storage
 - a. Each SRO will have an office safe that can be accessed by the assigned SRO's fingerprints. Keys will be maintained and stored by the SRO Sergeant.
 - b. SRO rifles and rifle ammunition shall remain in the safe until deployed and/or taken off campus.
- 3. Off Campus Storage
 - a. Should the SRO be off campus for an extended period of time, such as vacation, training, and school breaks, the SRO shall transport the rifle off campus.
 - b. The rifle shall be transported in the rifle carry case.
 - c. Off campus storage shall occur in accordance with Administrative Directive 106.007 - Lost or Damaged City Issued Equipment.