

## **INTERGOVERNMENTAL AGREEMENT**

A2012-102-6

This Agreement is made between

**THE CITY OF SALEM,**  
an Oregon municipal corporation  
("City"),

and

**SALEM-KEIZER SCHOOL DISTRICT 24J,**  
an Oregon school district  
("District"),

for the purpose of providing resource officer services for the Salem-Keizer public schools during the 2017-2018 school year

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### **RECITALS**

- A. The District is a public body engaged in providing educational services; and
- B. The City is a public body engaged in providing municipal services, including law enforcement, to its citizens; and
- C. The parties wish to establish a positive working relationship between themselves in a cooperative effort to prevent juvenile delinquency and assist in student development; and
- D. The parties have a public interest in maintaining a safe and secure environment on school campuses which is conducive to teaching and learning; and
- E. The parties wish to promote positive attitudes regarding law enforcement's role in society and to inform students of their rights and responsibilities as lawful citizens; and
- F. The parties find that the performance of this Agreement will benefit the public; and
- G. This Agreement is entered into pursuant to ORS 190.010, *et seq.*

### **AGREEMENT**

**NOW THEREFORE**, in consideration of the mutual benefits and obligations set forth herein, the parties hereby agree as follows:

#### **1. CITY OBLIGATIONS:**

- 1.1 Provide law enforcement services of the Salem Police Department Youth Services Unit, as described in Exhibit "A," Memorandum of Understanding, which is attached hereto and incorporated herein by this reference, in District schools,

including School Resource Officers officed at schools as agreed upon in writing by the City and the District.

## **2. DISTRICT OBLIGATIONS:**

- 2.1 The District shall compensate the City for all services provided under this Agreement by payment of the total sum of \$553,881.00 (Five hundred fifty-three thousand eight hundred and eighty one dollars ) Payment will be divided into three (3) equal installments of \$184,627.00 . The first installment shall be due and payable on the first day of September 2017. The second installment shall be due and payable on the first day of December 2017, and the third and final installment shall be due and payable on the first day of June 2018. Payments will be adjusted based on additional costs incurred by District to cover SRO absences that exceed 5 sequential student contact days.
- 2.2 Compensation shall be for all personnel and services as described in Exhibit "B" which is attached hereto and incorporated herein by this reference. Coverage of extracurricular events or activities sponsored by the District or any specific school within the District, not involving the services of the SRO is **not** a part of this Agreement.
- 2.3 The City shall bill the District for the equivalent of fifty percent (50%) of all overtime incurred by the City's School Resource Officers that is direct result of the School Resource Officers' assignments to the District's Schools. This billing will only apply to overtime that is not covered by other means such as special events and sporting events and will not exceed \$2,500 (two thousand five hundred dollars), without the mutual written agreement of the City and the District.

## **3. TERM AND TERMINATION:**

- 3.1 Unless sooner terminated as provided in Sections 3.2 and 3.3 below, this Agreement shall be effective on July 1, 2017, and shall remain in effect up to and including June 30, 2018.
- 3.2 The City and the District may terminate this Agreement by mutual agreement at any time.
- 3.3 This Agreement may be terminated for any or no cause by either party upon not less than thirty (30) days' prior written notice to the other party.

## **4. GENERAL PROVISIONS:**

- 4.1 Neither party, nor the officers, employees or agents of either party, are employees or agents of the other for any reason. Each party shall be separately and exclusively responsible for all acts, errors and/or omissions of its own officers, employees and agents, except to the extent provided in Section 4.2 of this Agreement.
- 4.2 Each party agrees to indemnify the other from and against each and every claim that the indemnitor would be legally obligated to pay if: (a) a claim asserting the

same loss or injury were made directly against the indemnitor, whether or not such a direct claim is actually made; and (b) the loss or injury sustained by the claimant resulted from the acts, errors or omissions of the indemnitor or those for whose actions the indemnitor is legally responsible. The mutual right to indemnity is in addition to and not in lieu of any other right of contribution or indemnity that may exist in favor of either party under Oregon law; the right to indemnify extends to all officers, employees and agents of the indemnitee party for claims made against them because of their actions or capacity as such. "Indemnify" as used herein, means to indemnify, defend, save and hold harmless. Claims arising during the term of this Agreement shall survive expiration or termination of this Agreement.

- 4.3 Each party hereto agrees to obtain and maintain in force at all times during the term of this Agreement, a policy or policies of general liability insurance with liability limits of at least \$2,000,000.00 (two million dollars), which names the other party, its employees, officers, and agents as additional insureds. The City and/or the District, as government bodies, may fulfill the insurance obligations listed above through a program of self-insurance, provided that the self-insurance program complies with all applicable laws and provides insurance coverage equivalent to both type and level of coverage to that listed above.
- 4.4 Each party working under this Agreement is either an employer that will comply with ORS 656.017 or an employer that is exempt under ORS 656.126. Each party agrees that it is solely responsible for obtaining and maintaining insured or self-insured coverage for its own employees as required by that law.
- 4.5 This Agreement, including any attachments incorporated herein, represents the entire integrated agreement between the parties concerning the subject matter hereof. This Agreement supersedes all prior agreements, negotiations and representations relating to the same subject matter between the parties.
- 4.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 4.7 The parties hereto agree that they shall comply with all federal, state, and local laws, regulations, executive orders and ordinances that may be applicable to this Agreement. The parties agree that no person shall, on the grounds of race, color, religion, age, mental or physical disability, sexual orientation, creed, national origin, sex, marital status, familial status or domestic partnership, gender identity, or source of income, suffer discrimination in the performance of this Agreement when employed by either party. The parties further agree to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations, and they agree not to discriminate against minority-owned, women-owned or emerging small business enterprises certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225, in awarding subcontracts as required by ORS 279A.110.
- 4.8 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230, and 279B.235.

- 4.9 Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed facsimile at the address or facsimile number set forth below:

If to the City: Skip Miller  
Deputy Chief of Police  
Salem Police Department  
555 Liberty Street SE, Room 130  
Salem, OR 97301  
Fax: (503) 589-2019

If to the District: Michael D. Wolfe  
Chief Operations Officer  
PO Box 12024  
Salem, OR 97309-0024  
Fax # (503) 399-5579

Any notice delivered by personal delivery shall be deemed to be given upon actual receipt. Any notice sent by overnight courier shall be deemed to be given five (5) days after dispatch. Any notice sent by United States mail shall be deemed to be given five (5) days after mailing. Any notice sent by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against either party, such facsimile transmission shall be confirmed by telephone notice to the other party.

- 4.10 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of the District and City as set forth in this Agreement.
- 4.11 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 4.12 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.

- 4.13 One or more waivers or failures to object by either party to any breach, violation, or default of any provision, term, condition or covenant contained in this Agreement shall not be construed or operate as a waiver of any subsequent breach, violation, or default of that or of any other provision, term, condition or covenant.

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF SALEM:

SALEM-KEIZER SCHOOL DISTRICT 24J:

By: \_\_\_\_\_  
Steve Powers

By: \_\_\_\_\_  
Michael D. Wolfe

Title: City Manager

Title: Chief Operations Officer

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

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

**Exhibit “A”**  
**Memorandum of Understanding**  
*Between*  
**THE CITY OF SALEM**  
*and*  
**SALEM-KEIZER SCHOOL DISTRICT 24J**

**EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICERS  
(hereinafter “SRO”)**

- Before September of each year, the City and the District’s Director of Safety and Risk Management Services (SRMS) will develop a prioritization of the District’s middle and high schools for SRO assignment (clarified in Exhibit B)
- In the event the SRO is absent from work, the SRO or SRO’s supervisor will notify the school principal or designee of his / her assigned schools (primary campus administrators), as well as SMRS. The City will identify an alternate contact when a SRO is not available.
- In the event of any SRO absence, the District and the City will collaboratively determine if the temporary placement of another officer assigned as an SRO to a school is warranted.
- In the event that an SRO is to be physically absent from his/her duties for 14 calendar days, the City agrees to work with the district to, as soon as practical, provide a replacement officer to fill the role of the absent SRO until such time the SRO returns to his/her assignment or is replaced by another SRO.
- SROs will remain employees of the City and will not be employees of the District. However, for purposes of information sharing, the SRO will be considered part of the school district administration team. The SRO shall agree to sign a confidentiality agreement in compliance with FERPA. The District and the City acknowledge that the SROs remain responsive to the command of the City.
- SROs report to the chain of command in their agency, but are also responsible to campus administrators for mutually approved schedules to include campus presence during student peak times (i.e., arrival/departure times, peak activity times, and other student contact times). Campus administrators and SRMS will be advised of training schedules, leave time (including personal and vacation), and other off campus, non SRO duties.
- SROs and campus administrators will meet monthly to discuss any changes to schedules or other SRO related duties, including school operations, teaming and ongoing collaboration. (Form of meeting to be determined by involved parties.)

**HOURS AND SPECIAL EVENTS**

- Each SRO shall be assigned to one or more schools as needed. A mutually agreed upon operational plan outlining SRO assignments, will be established between the City and the District. The SROs shall report to their assigned school principal or designee in a mutually agreed upon manner. During regular school hours, SROs may be off campus performing such tasks as may be required by their assignment (e.g., court, truancy, arrest, traffic enforcement, threat assessment meetings).
- The City will make reasonable limitations to the number of posted SROs assigned to operational specialties to ensure maximum student contact time.
- Using the school calendar as a guide, the Deputy Chief or delegate will make every effort to schedule non-related SRO trainings during non-student contact times.
- The Deputy Chief or delegate and the Director of SRMS will meet annually, at the start and end of the school year, to review the perspective trainings and absences and collaborate on supporting the schools as outlined in this contract.
- SROs will be encouraged to avoid pursuing non-SRO related trainings (unless required to maintain State certification) or non-SRO related police specialties during student contact time. (Non-SRO police training as examples are: SWAT, Tactical Negotiation Team [TNT], Emergency Vehicle Operation Course [EVOC], defensive tactics, and firearms instruction.) Emergency call-outs shall not activate this clause. Should a non-SRO related activity occur during student contact days, the City, with input from SRMS, shall make every reasonable attempt to provide the effected school/s a substitute officer (not to be drawn from the SRO pool already assigned to other schools) for at least one peak student contact time per day and be available by phone for consultation or response. If the City is unable to provide a substitute, an SRO from another school can be assigned to support the school and provide direct contact for at least one peak student contact time per day. The City will maintain a log of SRO absences to include the date of the absence, the cause of the absence, and the measures taken by the City to support the school with law enforcement presence. The log will be reviewed by the City and SRMS prior to the next contract negotiation to evaluate the success of the City's regulation of non-SRO related activities interfering with SRO time during student contact days.
- All SROs shall wear their appropriate duty uniform and carry their duty weapon while working at their school pursuant to this Agreement.

#### **DUTIES OF THE SRO ARE AS FOLLOWS:**

- Assist the school principal or the principal's designee as well as the District Director of Safety and Risk Management Services in developing plans and strategies to prevent and / or minimize dangerous situations that may occur on campus.
- Interact with students on an individual basis and in small groups.

- Make himself / herself available for conferences involving teachers, parents, and faculty.
- Become familiar with agencies and resources that offer assistance to youth and their families and make referrals as necessary.
- Contact the school principal or the principal's designee about the SRO's actions to make them aware when a student is taken into custody or arrested when appropriate.
- Notify the school principal or principal's designee before removing a student from school or as soon as practical thereafter.
- Conduct law enforcement actions and investigations of crimes that occur at his / her assigned school and using other resources if needed for follow up investigations.
- Serve as the liaison officer for the Youth Services Team in his / her assigned school.
- May be present at the request of the school principal, the principal's designee or the SRMS staff when a school principal, the principal's designee or the SRMS staff conducts a search.
- May report any violation of school rules or policies to school administration, but the SRO shall not be the individual responsible for the disciplinary consequences of school rules and policies.
- May make home visits to investigate students with truancy problems or to check the welfare of a student and his / her family.
- Present programs on various topics to students. Subjects may include, but are not limited to, a basic understanding of law, the role of law enforcement in the school or community, drug awareness, and other law enforcement topics.
- May attend certain school meetings, such as IEP meetings or expulsions, for security purposes only, if requested by the District.
- The City and school district will work collaboratively to develop and deliver SRO specific training.

## **SEARCH, ARREST and INVESTIGATION PROCEDURES**

- **Search Procedures**
  - ❖ When conducting searches on school property, all SRO's shall follow procedures in accordance with the United States Constitution, the Oregon Constitution, statutes of the State of Oregon, and City of Salem Police Departmental Directives
- **Arrest Procedures For Crimes Committed Off Campus In Transit To And From School.**
  - ❖ Law enforcement officials are responsible for enforcing the laws on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and coordinate with the appropriate local law enforcement



agency the investigations of crimes that occur at bus stops, on school buses, and while students are walking to and from school.

- **Investigations Procedures**

- ❖ SROs and other law enforcement officials may interview students at school during school hours for cause.
- ❖ The SRO or investigating officer should contact the school principal or the principal's designee to inform him/her of the reason(s) to conduct an investigation within the school, *unless* such information would jeopardize the investigation.
- ❖ The SRO or investigating officer may, at his / her discretion, attempt to notify the student's parents or guardians regarding the on-going investigation.
- ❖ Parental consent is not required for the SRO or investigating officer to interview a student regarding a criminal matter.
- ❖ With the consent of the SRO or investigating officer, a school official may be present during the questioning of a student.
- ❖ When a school staff or faculty member is a suspect in an investigation, the SRO may call in a SRO from another school or an outside investigator from the local law enforcement agency to conduct the investigation interview.

**COMMUNICATION:**

- Any District staff or personnel, who become aware of any criminal incident involving students, shall be responsible for sharing that information with their school's SRO and any appropriate law enforcement agency having jurisdiction in accordance with District policies and state law.
- The City shall develop its own interdepartmental procedures on how its other law enforcement officers will communicate any criminal event to the SROs and to the District that could have a significant impact on the schools.
- The District is to communicate with SROs when there is a school lock down or critical incident occurring.

**SRO PERFORMANCE**

- In the event the District determines that a particular SRO is not effectively performing his or her duties and responsibilities and / or has conducted himself / herself in a manner that is inconsistent with continued work in the school environment, the District, through its Director of Safety and Risk Management Services, reserves the right to request that the City remove that particular SRO from all school assignments. Any subsequent discipline shall be at the City's discretion.

**EVALUATION**

It is mutually agreed that the Salem-Keizer School District shall evaluate the SRO Program annually using a process agreed upon in writing by the both the District and the City.

As needed, the SRMS management and law enforcement management may address campus administrators and provide clear and complete information about SRO roles, availability, and duties.

## **EXHIBIT “B”**

### **PERSONNEL AND SERVICES**

In consideration of the annual amount of \$553,881.00 (Five hundred fifty three thousand, eight hundred and eighty one dollars), the City of Salem agrees to provide School Resource Officers at the following Salem-Keizer School District 24J schools:

High Schools: North, South, West, Sprague, McKay, Career Technical Education Center, and Roberts (SLC, DTLC, Riverfront).

Middle Schools: Parrish, Crossler, Waldo, Judson, Leslie, Walker, and Straub.

Elementary Schools: Basic support only (threat response, child protective investigations, counsel regarding criminal behavior). Supported schools will be determined by feeder system or location.

The School Resource Officers shall provide services to the District as outlined in the primary Agreement. The District shall pay fifty percent (50%) of the direct costs of each assigned School Resource Officer and associated expenses for the school year (9.5 months.) The direct cost for one (1) Sergeant, one (1) Corporal, and seven (7) Officers includes: the officer's salary and benefits, supplies, training, vehicle rental and other incidental expenses.

The names of School Resource Officers assigned to individual schools will be provided to the District in September of 2017, and shall be updated as needed.