

PS/ED COMMITTEE #1
April 28, 2014

Worksession

MEMORANDUM

April 24, 2014

TO: Public Safety and Education Committees

FROM: Susan J. Farag, Legislative Analyst *SJF*
Essie McGuire, Senior Legislative Analyst *EMGuire*

SUBJECT: **Worksession: FY15 Operating Budget – School Resource Officers**

Those expected for this worksession:

Asst. Chief Darryl McSwain, Patrol Services, Police Department
Robert Hellmuth, Director of School Safety and Security, MCPS
Lieutenant Michael Ward, MCPD
Sergeant Donnell Cowan, MCPD
Neil Shorb, Police Department
Bruce Meier, Office of Management and Budget

Background

The Educational Facilities Officers (EFO) program was established in September 2002 with a \$4 million COPS grant. The funding was used to hire 32 new police officers and position them in the middle and high schools. These officers were deployed in schools beginning in the 2003-2004 school year.

Recent Budget Actions: In FY10, there were 27 EFOs in the program (one at each of the 25 County public high schools and one each at Argyle Middle School and Martin Luther King Middle School). In FY11 and FY12, the program was cut back significantly due to County budget constraints. In FY11, the Executive's recommended operating budget eliminated 16 SROs and proposed that MCPS pay for the remaining 17. This proposal was eliminated during last minute budget deliberations between the Council, MCPS, and the Executive, in effect eliminating the entire EFO program. Council ultimately funded nine positions to maintain the program, renaming it the School Resource Officer (SRO) Program.

Still facing critical revenue reductions, the Executive's recommended mid-year FY11 Savings Plan abolished the SRO program. The Public Safety recommended retaining the positions, and the Council approved the continuation of the program. The Executive's recommended FY12 operating budget also would have abolished the program. The Council ultimately funded six SROs for FY12.

Since then, the SRO program has been expanded each year. Beginning in FY13, the Police Department began assigning additional patrol officers to function as SROs. SROs were assigned by Police District, and the addition of patrol officers at any given school or group of schools was at the District Commander's discretion, based on identified needs. The additional patrol officers expanded the total complement to 13 police officers who were performing SRO duties during the 2012-2013 school year: six County SROs, one City of Rockville SRO, one City of Gaithersburg SRO, and the five County patrol officers.

FY14 Changes: The Executive's recommended FY14 operating budget included an additional six SRO positions. The Joint Committee expressed concern during its worksession that there was no updated MOU that reflected or guided the program's current operations. The Joint Committee recommended that a new MOU be developed and adopted, and that it outline a clear delineation of duties between school security and SROs. The Council approved the six new positions for FY14, and required that participating agencies develop and execute a signed memorandum of understanding (MOU) that outlines a clear delineation of duties between school security and SROs, as well as training and communication requirements. It also specified MCPD and MCPS should provide status updates by July 8, 2013 and November 1, 2013.

Over the summer, MCPD, MCPS, and other stakeholder agencies developed and signed the new MOU. MCPD and MCPS provided its status update in writing by July 8. Council staff also attended MOU development meetings and much of the 40-hour SRO training. The MOU is attached at © 1-12. School Resource Officer Assignments for 2013-2014 are attached at © 15-17.

Some staff changes have been made during the school year. The primary changes include managerial and supervisory changes. Lieutenant Michael Ward replaces Lieutenant Sonia Pruitt. Sergeant Donnell Cowan has replaced Lieutenant Suzanne Harrell. In addition, one SRO at Watkins Mill High School was transferred to the first District. A new replacement will be identified this summer after consultation with the school principal. There is no SRO formally assigned to Watkins Mill at this time. *The Committee may wish to ask MCPD how it provides coverage at the school when needed.*

Status Update

At the beginning of the 2013-2014 school year, there were 12 County SROs, with five assisting patrol officers. The City of Rockville and the City of Gaithersburg provided one SRO each for the high school in their respective jurisdictions. The year, the Sheriff's Office also provided a Deputy Sheriff to function as an SRO. The school year started with a total of 20 SROs. **Due to one reassignment, the program currently has 19 SROs.**

The following chart shows current FY14 SRO deployment by Police District.

Police District	MCPD SRO	Other Municipal PD SRO	MCPD Patrol Officers	Sheriff SRO	Total SROs By District	# of High Schools	SRO/School Ratio
1ST District	3	1 (RCPD)	1		5	6	0.83
2ND District	1				1	3	0.33
3RD District	2		1		3	3	1.00
4TH District	3				3	6	0.50
5TH District	2		2		4	4	1.00
6TH District		1 (GCPD)	1	1	3	3	1.00
Total:	11	2	5	1	19	25	0.76

The SROs are directly supervised by their respective District Lieutenant, who supervises other officers within his or her district. District Lieutenants spend approximately 25% of their time on school-related and SRO issues. The SRO program is coordinated by the Patrol Services Bureau Administrative Sergeant, who compiles statistics for the program, monitors assignment issues, and prepares program briefs for interested parties.

MCPD reports that it has had positive experiences this year working within the framework of the new MOU that included specified training and communication goals. A list of highlights is included on © 18-19. One new update since the Joint Committee was last briefed in October includes a training session on the MCPS security camera system. SROs attended this session in December to be more familiarized with the systems and how they can be used in both emergency and non-emergency situations.

MCPS Department of School Security

While MCPD has assigned SROs to certain high schools, MCPS also provides security officers at each high school and middle school. School security staff assignments for 2013 are detailed on © 14-15. School-based security staff work a 40-hour work week when school is in session. They also work after hours for school-sponsored events (overtime pay). When school security works during community use, they are hired through the Community Use of Public Facilities (CUPF). MCPS indicates staffing is the same in FY14 as it was last year, although a Staff Development Manager position was cut.

FY15 Recommended Budget Adds Two New SRO Positions

The County Executive's FY15 Recommended Operating Budget adds two SRO positions for a cost of \$93,304 in the Police Department budget for salary and fringe, POC equipment, and motor pool charges. These positions are expected to be in the 2015 Winter Class, which reduces overall personnel and operating costs significantly, since they are funded for less than half the year and don't require new patrol vehicles until after graduating from the

Academy. The following chart reflects updated information regarding the cost of each new police officer for FY15.

New Police Officer FY15	FY15 Winter Class
Entry Level (Salary and Fringe)	\$30,782
POC Equipment*	\$14,170
POC Equip. Ongoing	\$1,700
Patrol Vehicle*	\$0
Car Equipment (Marked)*	\$0
Motor Pool Charges	\$0
Total Cost (FY15 Only)	\$46,652

**one-time cost*

The annualized cost per SRO in FY16 is \$170,349, and then \$112,450 in FY17. *Given that the Winter 2015 class won't graduate until December 2015, the Committee may wish to ask when MCPD plans to put new SROs in place. Will the department shift resources in order to increase the SRO complement for the new 2014-2015 school year? Or will it wait until these candidates have graduated and been trained, which will take another year?*

MCPD ultimately plans to increase the SRO complement to cover all public high schools and the Alternative School. This plan will be implemented on a priority basis after consultation with MCPS.

The Public Safety Committee held its worksession on the Police Department FY15 recommended operating budget on April 10 and recommended that \$373,216 be added to the Reconciliation List to fund eight additional SROs, in two increments of four officers and \$186,608 each.

This packet contains

2013 MOU among MCPS, MCPD, SOA, Sheriff, and local police departments	© 1-12
MCPS 2013 Security Staff List	13-14
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MCPS Questions and Responses	18-21



Rockville, Maryland



DEPARTMENT OF POLICE

August 6, 2013

The Honorable Nancy Navarro, President
Montgomery County Council
Stella B. Warner Office Building
100 Maryland Avenue
Rockville, Maryland 20850

Dear Ms. Navarro:

The Montgomery County Public Schools, the Montgomery County Department of Police, the Montgomery County State's Attorney's Office, the Montgomery County Sheriff's Office, the Rockville City Police Department, the Gaithersburg City Police Department, and the City of Takoma Park Police Department have developed and agreed to a Memorandum of Understanding (MOU) for the School Resource Officer Program, the reporting of certain identified incidents, and each agency's investigative responsibilities.

The enclosed MOU includes the following information:

- Duties and responsibilities of each agency
- Selection process for school resource officers
- Training
- Meetings
- Collaboration, monitoring, and review

All of the signatory agencies have worked collaboratively with each other in the past and have an understanding of individual roles and responsibilities. The expectation is that this MOU will enhance our relationships and improve service to all of our schools.

Sincerely,

Joshua P. Starr, Ed.D.
Superintendent of Schools
Montgomery County Public Schools

J. Thomas Manger
Chief of Police
Montgomery County Department of Police

JPS:JTM:lam

Enclosure

Copy to:

Members of the County Council
Members of the Board of Education
Mr. Bowers
Dr. Schiavino-Narvaez
Dr. Sthatham

Dr. Zuckerman
Mr. Hellmuth
Mr. Firestine
Chief Goldberg
Mr. Ikehola

Mr. McCarthy
Ms. McGuire
Sheriff Popkin
Chief Treschuk
Chief Sroka

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MONTGOMERY COUNTY PUBLIC SCHOOLS
AND
MONTGOMERY COUNTY DEPARTMENT OF POLICE
AND
MONTGOMERY COUNTY SHERIFF'S OFFICE
AND
ROCKVILLE CITY POLICE DEPARTMENT
AND
GAITHERSBURG CITY POLICE DEPARTMENT
AND
TAKOMA PARK POLICE DEPARTMENT
AND
MONTGOMERY COUNTY STATE'S ATTORNEY'S OFFICE**

School Resource Officer Program

A. MISSION

The above law enforcement agencies, Montgomery County Public Schools (MCPS), and the Montgomery County State's Attorney's Office (SAO) enter into this Memorandum of Understanding for the purpose of establishing and improving the School Resource Officer Program, defining specific duties and responsibilities, and establishing a working protocol for exchanging information and addressing matters of concern cooperatively with the goal of maintaining and enhancing a safe and secure learning environment for students, staff, and the MCPS school community within Montgomery County, Maryland.

B. DELINEATION OF DUTIES

I. Involved Law Enforcement Agencies Duties and Responsibilities:

School Resource Officer:

A **School Resource Officer (SRO)** is a sworn uniformed law enforcement officer trained in emergency preparedness, crisis management, community policing concepts, and problem solving who is assigned to work as a liaison to MCPS.

Duties:

- The SROs will assist school staff in enhancing safety within their assigned schools and serve as a liaison between his/her agency and MCPS officials for school and police-related concerns and incidents.
- The SROs will assist in calls for service at their assigned schools and incidents occurring around their schools when they are available to respond. The responding SRO and/or the appropriate police department's unit having follow-up responsibility will investigate these calls for service at the direction of the patrol supervisor(s).
- The SROs will meet regularly with parents, teachers, principals, other school administrators, and students to discuss issues of concern.
- The SROs will act as a resource and assist with emergency preparedness, to include participating in lock-down, shelter in place, and evacuation drills, as well as safety awareness education to the high school population age groups.
- The SROs will serve as a point of contact to deliver law enforcement programs such as crime prevention, conflict resolution and mediation, drug and alcohol awareness, anti-bullying, violence prevention, gang awareness, and community relations and outreach.
- The SROs will maintain contact with beat officers who patrol the area around their schools for the purpose of sharing information and generating discussions pertaining to community concerns.
- The SROs will maintain contact with members of their agency's gang unit in order to stay informed regarding current gang trends, share information, coordinate interventions, and support gang investigations.
- When possible, SROs, in coordination with school administrative staff, will provide training and presentations about law enforcement or school-related topics useful for students, staff, school administrators, school security, parents and other law enforcement agency personnel to aid efforts to enhance the safety of the school environment.
- SROs will assist with traffic safety and enforcement activities in and around their assigned school areas.
- When needed, the SROs will coordinate assistance at major school events such as athletic events, large dances, or other activities.
- SROs will coordinate familiarization training ("walkthroughs"), to include review of the schools' emergency response plan/procedures, for responding officers

within their district. These walkthrough trainings will be coordinated with school administration.

- SROs will not be used to enforce MCPS policies, rules, regulations, and/or procedures.
- The SROs will have no special law enforcement emphasis while performing their duties and responsibilities. While on MCPS property, the SROs have full authority as sworn police officers. All enforcement actions will be taken in accordance with appropriate Federal, State, County and Local laws, and involved law enforcement agency policies and procedures. MCPS and the appropriate school staff will be notified of any actions taken in accordance with normal practice and any appropriate agreements between the involved law enforcement agencies and MCPS. The authority of the principal, as the administrator of the school, will be acknowledged at all times as to matters within the scope of his/her authority.

SRO Supervisors:

Each involved law enforcement agency will appoint a designated supervisor for their respective SROs. An SRO roster, including supervisor(s), shall be provided to MCPS on an annual basis, preferably before the start of each school calendar year, or as needed if personnel should change. This list should include current contact information; i.e., work cell/office telephone numbers and an e-mail address for each SRO and supervisor.

The Montgomery County Police Department Patrol Services Bureau (PSB) Lieutenant and Sergeant will coordinate training within the SRO Program, attend bimonthly meetings with MCPS principals and/or administrators, and act as the point of contact for Montgomery County Police Department (MCPD) and MCPS to assist with resolving any conflicts or matters of concern.

The MCPD PSB Lieutenant and/or PSB Sergeant will be notified by an MCPD officer's supervisor of any incidents involving any use of force on school property, and notify the MCPD PSB Chief.

Participating law enforcement agencies will offer MCPS principals an opportunity to provide annual written feedback on their respective SRO's performance.

II. Montgomery County Public Schools (MCPS) – Duties and Responsibilities:

MCPS Security Personnel:

A Security Team Leader (STL) is assigned to the high school to assist administration in maintaining a safe and secure learning atmosphere for staff and students. Major job responsibilities include supervision and leadership of the security team and investigation of incidents on school property. Under supervision of the principal or designee, the STL

assists in controlling access to buildings and grounds by unauthorized persons and in assuring that students report to their assigned instructional areas.

Duties of the STL:

- Investigates incidents on school property and prepares a written report for administrative purposes.
- Advises the principal on all school security-related matters.
- Maintains a high profile to discourage disruptive acts.
- Provides surveillance of suspected problem areas.
- Provides day-to-day supervision and leadership of the security assistant(s) and provides guidance and assistance to them in the more difficult situations.
- Assists the administration with staff and student security awareness programs.
- Acts as a liaison between the school administration and emergency service agencies.
- Represents the school in criminal cases.
- Assists feeder schools with security problems.

A Security Assistant (SA) is assigned to the local school to assist administration in maintaining a safe and secure learning environment for the school community. Under the general supervision of the security team leader, the SA assists in screening visitor access to school facilities, maintains student class attendance and provides other responsibilities related to school security operations. The SA receives guidance and assistance from the security team leader on the more difficult or unusual situations.

Duties of the SA:

- Patrols school buildings and grounds to prevent loitering and to ensure compliance with school regulations and local laws.
- Checks parking areas and entrances to school.
- Queries visitors on the school premises and assures that such persons report to the school office or leave the buildings or grounds.
- Reports unusual incidents and observations to the STL or appropriate school or law enforcement personnel in accordance with procedures established by principals.
- Checks hallways, restrooms, cafeteria, and remote areas of the facility.

- Investigates incidents on school property and prepares written reports for administrative purposes.
- Confers with students regarding improper behavior and attempts to obtain voluntary compliance with school standards.
- Reports to the STL or principal/designee regarding building conditions or practices which interfere with maintenance of building security or the welfare and safety of students.

MCPS Principals/Senior Administrators:

The principal is responsible for administering and supervising the total school program, including the safety and security for students and staff and providing educational leadership for the students and staff consistent with the educational goals of the community.

C. SELECTION PROCESS FOR SROs

SRO positions will be formally announced by involved law enforcements agencies. The selection process will include the submission of a memorandum of interest from officer(s), review of personnel files, and a formal interview that includes the participation of an MCPS high school principal.

D. TRAINING

Officers who are selected to join the program will be required to attend and successfully complete 40 hours of training provided by MCPD within three months of being selected. Training should be specific to the following areas: role of the SRO; review of the current SRO MOU; SRO's specific agency's policies/procedures involving juvenile arrests/investigations, legal updates, review of MCPS policies and emergency preparedness, response to critical incidents, threat assessment training, mediation or conflict resolution, adolescent development, alcohol/drug awareness, and county/community-based supports and outreach resources.

SRO Biannual Training During the School Year

On a biannual basis, the SROs, MCPS administrators, and/or MCPS security staff will participate in joint training opportunities on matters that are the subject of this MOU, current trends or issues within the school communities, and other topics of mutual interest.

This training will be conducted by the MCPD PSB Administrative Lieutenant, PSB Administrative Sergeant, MCPS representatives, and involved agencies. Ongoing training on the following topics will be conducted as appropriate: conflict resolution, community outreach, mediation training, peer pressure, cyber-bullying, public speaking/presentations, tactical responses to critical incidents (criminal, weather, national

disasters). SRO MOU, gang awareness, truancy, crime prevention, drug and alcohol awareness, legal updates, and MCPS security policies/procedures (provided by MCPS).

E. MEETINGS

Biannual Meetings between MCPD and MCPS Principals

On a biannual basis (preferably the first meeting should be held before the start of the school year), MCPD PSB and participating agency supervisors will meet with MCPS high school principals to discuss current matters of mutual interest, including MOU implementation issues and joint training opportunities.

It is highly recommended that SROs be invited to school administrative and security meetings within their assigned schools, and they should be encouraged to attend.

F. SCHOOL ASSIGNMENT CRITERIA

Although these are guidelines, every situation should be considered under the totality of circumstances. At a minimum, the final decisions should be made between the MCPD Chief of Patrol Services Bureau and a designated senior MCPS administrator. The following criteria should be considered during this decision process: school enrollment, calls for service, anticipated number of after-school events both sponsored by the school and/or parents, and traffic challenges (e.g., urban location and number of egress and ingress options).

G. ON-SITE ACCOMMODATIONS FOR SROs

It is recommended that the SROs be provided a designated space/office with access to a telephone and a computer at their assigned school locations.

H. INFORMATION SHARING

The sharing of appropriate and timely information between the law enforcement agencies and MCPS is critical to the mission of maintaining and enhancing a safe and secure learning environment. Within the context of the SRO Program, the sharing of information will follow the protocols below between the law enforcement agencies and MCPS in accordance with applicable federal, state, and local laws.

I. Offenses by Students or Others on School Property where Police Take the Lead

a. Investigative Responsibilities: The parties agree that the following offenses, termed "critical incidents," that occur on MCPS property (e.g., school buses, MCPS sponsored event including extra-curricular activities) shall be reported to the appropriate law enforcement agency by the administrator-in-charge or designee as soon as practicable so that the agency can investigate in accordance with the procedures in Part II. Such notification must be made by direct communication with the SRO, if

immediately available, or to the Public Safety Communications Center (911) or 301-279-8000. Voice mail messages to the SRO will not suffice and must be followed with a call to 911. (Note that MCPS Regulation JFA-RA, *Student Rights and Responsibilities*, requires police notification for other kinds of student misconduct which are not listed here and for which MCPS has the primary investigative authority.)

- Physical attack on another that requires medical attention outside of the school health room
- Death
- Rape and/or sexual assault with another by force or threat of force¹
- Robbery/attempted robbery (taking property of another from his person or in his presence by force, reasonable fear of violence, or intimidation whether the perpetrator is armed or unarmed)
- Arson (willful and maliciously set fire) or verbal or written threat of arson
- Manufacture or possession of a destructive device (explosive, incendiary, or toxic material combined with a delivery or detonating apparatus or modified to do so) or look-alike
- Knowingly make false reports about the location or detonation of a destructive device
- Theft (any single incident or series of incidents committed by the same perpetrator where the value of the stolen property is \$500 or more), incidents less than \$500 should be handled on a case-by-case basis considering students involved, totality of circumstances, etc.
- Possession of a firearm; possession of other dangerous or deadly weapon, including any device designed or manipulated to shoot any projectile, knowingly brought onto or brandished upon school property
- Possession, and/or possession with intent to distribute, distribution, or manufacture of controlled dangerous substance
- Gang² related incident/crime
- Hate crime (harassing³ a person or damaging property of a person because of his race, color, religious beliefs, sexual orientation,⁴ or national origin)

b. Releasing Student Information. Information obtained by school staff may be shared with the law enforcement agency or SAO as long as the information was not derived from school records.⁵ For example, information received orally from a student may be shared, even if later recorded in a written statement used by school staff for disciplinary

¹ Meaning engaging in a sexual act or sexual contact, without consent, by force or threat of force, and/or employing or displaying a dangerous weapon or object reasonably believed to be a weapon (sexual offense in the first, second, or third degree).

² A formal or informal ongoing organization, association, or group of three or more persons who: (a) have a history of criminal street gang activity; (b) have a common name or common identifying signs, colors, or symbols; and (c) have members or associates who, individually or collectively, engage in or have engaged in a pattern of criminal activity.

³ Harassment is defined as a persistent pattern of conduct intended to alarm or seriously annoy another, without a legal purpose, after receiving reasonable warning or request to stop.

⁴ Sexual orientation means the identification of an individual as to male or female homosexuality, heterosexuality, bisexuality, or gender-related identity.

⁵ School records are those records, identifiable to an individual student, governed by federal law (the Family Educational Rights and Privacy Act/ FERPA).

purposes. Information from school records can be shared under any one of the following circumstances:

- "Directory information" unless the parent/guardian has asked specifically that such information be kept confidential
- With consent of the parent/guardian or adult student
- In response to a subpoena, including a subpoena from the SAO⁶
- In a specific situation that presents imminent danger to students or members of the community or that requires an immediate need for information in order to avert or diffuse serious threats to the safety or health of a student or other individual

II. Investigation of Critical Incidents Occurring on School Property

MCPS shall immediately notify the appropriate law enforcement agency of all critical incidents as described in Section I of this agreement. The agency will respond promptly to such incidents or will keep the school staff advised of any delay in the response of officers.

Absent exigent circumstances, MCPS will limit its administrative investigation to ascertaining basic facts and doing what is necessary to stabilize the situation until a police officer arrives. For critical incidents, MCPS will defer taking written statements from students and/or witnesses, thereby permitting the law enforcement agency the opportunity to do so. Copies of written student and witness statements will be provided to MCPS within seven days with the approval of the SAO which shall make the determination after consultation with the law enforcement agency. The law enforcement agency will assist MCPS with its administrative procedures by providing the relevant information requested (including a synopsis of relevant facts) in order that statutory and administrative deadlines may be met and by providing witness statements in any closed investigation and as otherwise authorized by the SAO.

The principal or his/her designee shall be present during any interview conducted by the law enforcement agency on school property and may interview the individual after the officer has concluded his/her interview.

In the event that the law enforcement agency has not arrived and school dismissal is about to occur, MCPS will notify the law enforcement agency, and MCPS may conduct an administrative investigation, including taking student and witness statements. The law enforcement agency understands that MCPS does not have the authority to arrest individuals or hold them for the law enforcement agency.

III. Notification of State's Attorney's Office

The MCPS Department of School Safety and Security will make reasonable efforts to notify the SAO when it receives notice that a student has been arrested by the law enforcement

⁶ Release of documents from a student record requires that the school first make reasonable efforts to notify the parent/guardian or adult student of receipt of the subpoena in advance of complying with the subpoena so the parent/guardian may seek protective action, unless the issuing authority has ordered that the existence or contents of the subpoena not be disclosed.

agency and charged with one of the following offenses in order for the SAO to obtain the information necessary to present the State's case at a detention hearing or other judicial proceeding which generally will be held within the next business day following the student arrest:

- Violent physical or sexual attack on another
- Manufacture or possession of destructive device (explosive, incendiary, or toxic material combined with a delivery or detonating apparatus or modified to do so) or a look-alike
- Knowingly make false reports about the location or detonation of a destructive device
- Possession of a firearm brought knowingly or use of any weapon to cause bodily harm
- Possession with intent to distribute or distribution or manufacture of controlled dangerous substance
- Gang related incident/crime

When legally permissible, the SAO shall advise MCPS of whether the student was or was not prosecuted for the offenses listed in this Section III. (See attached form)

IV. Serious Incidents in the Community

In addition to the required notification of reportable offenses committed by students in the community, the law enforcement agency will notify MCPS as soon as practicable of any serious incident involving MCPS schools, facilities, students, or staff that the law enforcement agency reasonably believes will impact MCPS operations in order for appropriate measures to be taken by MCPS to address the impact. Examples include:

- Death of a student or staff member
- Serious or life-threatening injury to a student or staff member
- Hostage-barricade, criminal suspect at large, or hazardous materials incident that may affect students and/or staff
- Gang related incident/crime
- After-hours property damage to an MCPS facility, school, bus, or other vehicle

During normal business hours, the law enforcement agency will provide notice to the MCPS Department of School Safety and Security at 301-279-3066. At all other times, the law enforcement agency will notify the Electronic Detection Section, the MCPS 24-hour communication center, at 301-279-3232.

I. COLLABORATION, MONITORING, AND REVIEW OF THE SRO PROGRAM

School administrators and officials of the law enforcement agencies are encouraged to periodically meet at the school community level to establish and foster good working relations between the agencies.

In order to monitor specific trends, in and around the high school communities, MCPD Patrol Services Bureau will maintain statistical data through monthly SRO reports and crime analysis.

The signatory agencies agree that this MOU and its implementation will be reviewed by the parties annually in order to determine if any inadequacies exist and further agree to revise the MOU as may be appropriate, upon the agreement of the parties, in order to further the safety and welfare of the school community. Furthermore, the signatory agencies will meet annually thereafter to review the provisions contained within this MOU as well as the implementation of it. Amendments, with the agreement of each agency, may be made from time to time, as desirable.

J. DESIRED OUTCOMES

- Enhanced safe and secure learning environment for students, staff, and the school community within Montgomery County, Maryland.
- MCPS and the law enforcement agencies have an effective emergency preparedness plan and response in the event of an emergency, disaster, crisis, or dangerous situation.
- Increased efficiency of communication between local law enforcement agencies, other governmental agencies, and MCPS in an emergency, disaster, crisis, or dangerous situation.
- Enhanced relationships and communication among the involved law enforcement agencies, MCPS, administrators, staff, students, parents, and community stakeholders.

This MOU replaces the original COPS in School Grant MOU between MCPD and MCPS (dated 05-16-02) and the MOU between MCPS, MCPD, Montgomery County SAO, Gaithersburg City PD, Rockville City PD, and Takoma Park PD (dated 06-04-10).

In witness, thereof, the parties have executed this memorandum of understanding on this 23 day of JULY, 2013.

Department of School Safety and Security
MONTGOMERY COUNTY PUBLIC SCHOOLS
Security Staff in Schools and CESC
April 2013

	A	B
1	School	Number of Security Staff
2	A Mario Loiederman MS	2
3	Albert Einstein HS	6
4	Argyle MS	2
5	Benjamin Banneker MS	2
6	Bethesda Chevy Chase HS	5
7	Blair Ewing Center	3
8	Briggs Chaney MS	2
9	Cabin John MS	2
10	Clarksburg HS	6
11	Col. E. Brooke Lee MS	2
12	Col. Zadok Magruder HS	6
13	Damascus HS	5
14	Earle B. Wood MS	2
15	Eastern MS	2
16	Forest Oak MS	2
17	Francis Scott Key MS	2
18	Gaithersburg HS	6
19	Gaithersburg MS	2
20	Herbert Hoover MS	2
21	James H. Blake HS	6
22	John F. Kennedy HS	6
23	John Poole MS	1
24	John T. Baker MS	1
25	Julius West MS	2
26	Kingsview MS	2
27	Lakelands Park MS	2
28	Martin Luther King MS	2
29	Montgomery Blair HS	9
30	Montgomey Village MS	2
31	Neelsville MS	2
32	Newport Mill MS	2
33	North Bethesda MS	1.5
34	Northwest HS	6
35	Northwood HS	5
36	Paint Branch HS	6
37	Parkland MS	2
38	Poolesville HS	3
39	Quince Orchard HS	6
40	Redland MS	1
41	RJCA	1

Department of School Safety and Security
MONTGOMERY COUNTY PUBLIC SCHOOLS
Security Staff in Schools and CESC
April 2013

	A	B
42	Richard Montgomery HS	5
43	Ridgeview MS	2
44	Robert Frost MS	2
45	Roberto Clemente MS	2
46	Rock Terrace School	1
47	Rockville HS	4
48	Rocky Hill MS	2
49	Rosa Parks MS	2
50	Seneca Valley HS	5
51	Shady Grove MS	1
52	Sherwood HS	5
53	Silver Spring International MS	2
54	Sligo MS	2
55	Springbrook HS	6
56	Takoma Park MS	2
57	Thomas W. Pyle MS	2
58	Thomas Wootton HS	6
59	Tilden MS	1.5
60	Walt Whitman HS	4
61	Walter Johnson HS	5
62	Watkins Mill HS	6
63	Westland MS	2
64	Wheaton HS	5
65	White Oak MS	2
66	William H. Farquhar MS	1
67	Winston Churchill HS	5
68	Total	212

School Resource Officer Assignments

2013-2014

1st District: 240-773-6070

Commander James Fenner

SRO Supervisor:	Lt. Demitri Kornegay	240-876-3828
SRO:	Maureen Connelly	240-876-5202
SRO:	Joe Lowery	240-876-6923
SRO:	Tocarah Hargrove	240-507-8511
Assisting Ofc.	Chris Winkler	240-876-4779

Churchill High School	Hargrove
Quince Orchard High School	Lowery
Poolesville High School	Lowery/Winkler
Wootton High School	Connelly

Rockville City Police Department:

SRO Supervisor:	Sgt. JP Cowell	240-876-2871
SRO:	Cpl. Rick Halverson	240-372-2131

Rockville High School
Richard Montgomery High School

2nd District: 301-652-9200

Commander David Falcinelli

SRO Supervisor:	Lt. Oneil Ormsby	240-876-2757
SRO:	Arnold Aubrey	240-876-6084
Assisting Ofc.	Steve Pascali	240-205-6103

Walt Whitman High School	Pascali
Walter Johnson High School	Aubrey
Bethesda Chevy Chase High School	Aubrey

3rd District: 301-565-7740

Commander Donald Johnson

SRO Supervisor	Lt. Jim Brown	240-876-7678
SRO:	Brett Mavritte	240-876-0906
SRO:	Christina Splaine	240-876-3560
Assisting Ofc.	Patrick Hennessy	240-762-0080

Blair High School	Splaine
Springbrook High School	Mavritte
Paint Branch High School	Hennessy

4th District: 240-773-5500

Commander John Damskey

SRO Supervisor:	Lt. Kevin Sullivan	240-876-6611
SRO:	Diane Henderson	240-876-0388
SRO:	Eddie Rodriguez	240-507-8458
SRO:	James McLain	240-498-6482

Wheaton High School	Henderson
Einstein High School	Henderson
Kennedy High School	McLain
Blake High School	McLain
Northwood High School	Rodriguez
Sherwood High School	Rodriguez

5th District: 240-773-6200

Commander David Gillespie

SRO Supervisor:	Lt. Tom Jordan	240-876-0604
SRO:	Russ Larson	240-876-6702
SRO:	Jeremy Wojdan	240-876-4415
Assisting Ofc.	Dan Riddle	240-205-6481
Assisting Ofc.	Troy Melott*	240-205-0495

Northwest High School	Wojdan
Damascus High School	Riddle
Seneca Valley High School	Larson
Clarksburg High School*	Larson/Wojdan

*Officer Melott is pending assignment to the program in Fall 2013 and will cover Clarksburg High School

6th District: 240-773-5700

Montgomery County Police Department

Commander Willie Parker-Loan

SRO Supervisor:	Lt. Nancy Hudson	240-876-5935
SRO:	Rodney Barnes	240-876-0890

Watkins Mill High School	Barnes
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Montgomery County Sheriff's Office:

SRO Supervisor:	Lt. Maxwell Uy	240-876-1702
SRO:	Deputy Cynthia Defriece	240-778-9429

Magruder High School

Gaithersburg City Police Department:

SRO Supervisor:	Sgt. Scott Scarff	240-372-8423
SRO:	Bobby Blackmon	240-876-9000

Gaithersburg High School

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Patrol Services Bureau SRO Coordinator

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 cell) 240-876-2298
suzanne.harrell@montgomerycountymd.gov

Patrol Services Bureau Administrative Lieutenant

Lt. Sonia Pruitt office) 240-773-5202
 cell) 240-876-7358
sonia.pruitt@montgomerycountymd.gov

Questions for Work Session

1. **If the SRO assignments have changed since September, please provide an updated list. Please provide an update on any supervisory changes as well.**
 - The updated list is attached.
 - The primary changes include: Lieutenant Michael Ward replaces Lieutenant Sonia Pruitt. Sergeant Donnell Cowan has replaced Lt. Suzanne Harrell (previously Sergeant Harrell).
 - The SRO formerly assigned to Watkins Mill HS was transferred to the 1st District. A replacement SRO for Watkins Mill HS is expected to be named this summer after consultation with the school principal.

2. **Please provide an updated cost estimate of adding one new SRO in FY15 (FY14's example listed below).**

New Police Officer FY15	FY 15 Winter Class**
Entry Level (Salary and Fringe)	\$30,782
POC Equipment*	\$14,170
POC Equipment (on-going)	\$1,700
Patrol Vehicle*	\$0
Car Equipment (Marked)*	\$0
Motor Pool Charges	\$0
Total Cost (FY15 Only)	\$46,652

*one-time cost

** FY15 CE Recommended Budget

The annualized cost per SRO for:

FY16: \$170,349

FY17: \$112,450

3. **Please provide an updated breakout of security staffing by school of MCPS school security staff assignments.**

The response to this question will come directly from MCPS security.

4. **Please provide an update on MCPS's and MCPD's experience with the program this year, after implementation of the new MOU that included specified training and communication goals.**
 - MCPD is pleased with the enhanced rapport and there are no major concerns regarding communication amongst the two agencies. Care has been taken to ensure MCPD Command Staff members communicate with

7. What are MCPS's and MCPD's plans moving forward into the new school year?

- All efforts will be centered on continued development through joint training, open dialogue, scanning the environment for other best practices, and a commitment to professionalism at the highest levels.
- We are planning a week of SRO training in August 2014. We have also located free training in June of 2014 hosted by the Maryland Police and Correctional Training Commission, which includes topics such as gang awareness, drug abuse, bullying, and sexting. This training is available to all SROs.
- We are in discussions with the Maryland National Capital Park Police, who have expressed an interest in having one of their officers assigned to the SRO Program.
- MCPD Administrators have been in dialogue with Dr. Ira Thomas of the Alternative Education Programs School – Blair Ewing Center on Avery Road. We are committed to providing his school with an SRO. MCPD has also been in discussions with the Rockville City Police regarding this initiative.
- MCPD will be encouraging more SRO proactive engagements with parents in the form of PTA visits, presentations, and/or community events.
- Continue prevention and intervention efforts in hopes of curbing arrests and/or violent episodes before they occur. Since the start of this school year, the SROs have conducted 641 interventions/mediations at their assigned schools. We will encourage continued efforts along with educational presentations.
- Assistant Chief McSwain has authorized membership for each SRO into the National Society of School Resource Officers, which is a great resource to network with SROs around the country and discuss trends that are being seen in the school systems. This organization also conducts SRO training throughout the year.
- On March 19, 2014, Lieutenant Pruitt, Lieutenant Harrell, and Sergeant Cowan met with Robert Hellmuth and Douglas Steel in order to introduce the new SRO Coordinator and to discuss combined August training for SROs and MCPS Security. We also discussed having team building training before the start of the 2014 - 2015 school year. MCPS principals will be invited again to attend the August SRO Training.
- Joint safety collaboration work will continue with Mr. Hellmuth and his staff regarding emergency access protocols.

MCPS Administrators and Principals directly and in a timely manner on matters such as school incidents, mediations, SRO selections, etc. School principals were pleased that they were able to participate in the SRO selection panels.

- Assistant Chief Darryl McSwain gave a presentation and spoke with all high school principals at one of their periodic meetings during the beginning of the school year.
- 6th District representatives also visited the Regional Institute for Children and Adolescents (RICA) facility to better familiarize themselves with the administration, Principal Michelle Schultze, and the school's mission.
- Lt. Pruitt and Sgt. Harrell met with each high school principal individually to encourage their on-going feedback, strengthen relationships, and offer support whenever possible. MCPD has encouraged the principals to include the SROs in their weekly administrative/security meetings in an effort to improve communications and strengthen relationships. In addition, MCPD continues to work with security and athletic staff at various school events to maintain a safe environment for students, parents, and staff members.
- The 40-hour SRO Training School was well received. MCPD and MCPS members contributed to the training of all SROs as instructors/panelists. A large portion of the training focused on crisis intervention, de-escalation, emergency preparedness drills, alcohol and drug awareness, gangs, tactical training for active shooter scenarios, and administrative notifications. We believe that this training has been helpful to the SROs as evident by the increased number of mediation/interventions.
- On December 4, 2013, SROs attended MCPS/MCPD joint training on the MCPS security camera system. These cameras are a valuable tool which can be used in both emergency and non-emergency situations at the schools. We continue to work well with Mr. Robert Hellmuth and other Security Staff members on preparedness plans for elementary, middle, and high schools.

5. Is there a formal plan in place to increase the SRO complement to one for each high school? Is there an identified need to have SRO's in middle schools (either in general or just in specific schools)?

- There is a formal plan in place to increase the SRO complement to cover all public high schools and the Alternative School. This plan will be implemented on a priority basis after consultation with MCPS as staffing allows while taking into account various factors listed in the MOU to include enrollment numbers, calls for service, the number of relative school events, etc. MCPD has identified middle schools that should be considered for the SRO Program. The SRO assigned to the high school for which the middle school feeds into would be assigned. The goal will be to

give of them time to develop a rapport with students and parents and assist the middle school staff with preventive and intervention activities.

6. What has been MCPS's and MCPD's experience collaborating and communicating with SRO's provided by the City of Gaithersburg, the City of Rockville, and the Sheriff's Office?

- Our experience in collaborating and communicating with SROs from the partner agencies has been very positive. On a daily basis, SROs from allied agencies and MCPD share information, assists one another in investigations, etc. All participating agencies are included in on-going training and activities specific to the SRO program. We continue to maintain communication with the supervisors in charge of the other agencies' SROs and foresee only continued success.