

**Park Hill School Resource Officer  
Memorandum of Understanding**

This Memorandum of Understanding (MOU) is being executed between the City of Riverside, Missouri (City) and the Park Hill School District (PHSD) for the position of School Resource Officer (SRO) in the Park Hill School District. The organizations agree to abide by the terms and provisions of this MOU.

This MOU shall be effective for the 2022-2023 school year. A participating organization can terminate its agreement by providing a thirty-day written notice to the other organization.

**PURPOSE AND MISSION:**

The collective mission of the organizations will be to promote the health, safety, and welfare of PHSD students by maintaining an SRO in the district. This officer will conduct and participate in prevention and awareness education and interact with staff and students to promote a positive, safe, and secure educational environment.

**GENERAL AGREEMENT:**

The participating organizations may, when mutually agreed upon by all participants, seek grant funding to assist with funding in the SRO position. In the event grant funding is secured, funding will be divided pursuant to the terms of the grant and according to the below formula during months when grant funding is not provided, unless terms of the grant require otherwise. In the event grant funding is not secured, the participating organizations agree to fund the salary and benefit portions of the SRO position based on the following formula: For the 2022-2023 school year, PHSD is responsible for paying \$36,568 towards the SRO's salary. This amount represents one half of the SRO's salary over the school year (a 9-month period). The City is responsible for the remainder of the SRO's yearly salary.

PHSD shall pay the City the following, agreed hourly rates for any off-duty officers requested during the 2022-2023 school year: \$45/hour for Officers and \$50/hour for Supervisors. These rates shall remain fixed during the 2022-2023 school year, but the parties may negotiate rate adjustments for future school years during the annual MOU review process.

**COMPOSITION:**

City agrees to assign one commissioned Police Officer to the PHSD to serve on a full-time basis, during normal school year, as an SRO for the Park Hill South High School campus. City and the PHSD each agree to designate a member of their administrative staffs to serve as liaisons between the two organizations and to coordinate the activities and functions of the SRO.

City shall select the Officer to serve as an SRO, subject to PHSD approval. The selection of the Officer will be made from current or prospective employees of the City and will be solely the employee of the City. In the event an Officer selected for an SRO position does not or cannot

perform in a manner satisfactory to the City and/or the PHSD, a replacement can be assigned as soon as a qualified officer is available.

**DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of the SRO will be agreed upon mutually by the City and the PHSD and will consist of, but not be limited to, the following:

- a. Conduct and participate in drug and alcohol prevention and awareness education for students and faculty.
- b. Conduct and participate in school violence prevention and awareness training for students and faculty.
- c. Receive training regarding diversity, mental health, and social-emotional learning at least annually.
- d. Assist school officials with safety and security suggestions.
- e. Interact with students and faculty to promote a positive and secure learning environment.
- f. Enforce applicable federal, state, and local laws.
- g. When appropriate, serve as a liaison between the City, PHSD, and outside law enforcement jurisdictions/agencies.
- h. Comply with all applicable laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), and PHSD policies, including but not limited to Board Policies JO (Student Records) and JFG (Interrogations, Interviews, and Searches).

**REPORTING AND COMMUNICATIONS:**

- a. The SRO shall forward a monthly activity report to the PHSD Director of Safety and Security at the beginning of each month.
- b. The City and PHSD shall communicate and work collaboratively to ensure appropriate and effective reporting of crimes occurring on PHSD property. PHSD shall comply with the reporting obligations of the Missouri Safe Schools Act.
- c. PHSD and City shall communicate and work collaboratively during criminal investigations to avoid confusion and ensure appropriate and effective processing of cases.
- d. In addition to a building administrator, the Director of Safety and Security shall be notified promptly when an SRO is out of the building due to sick leave or vacation.

**MANAGEMENT/SUPERVISION:**

The SRO will operate under the management and polices/procedures of the City. The PHSD agrees to appoint an assistant principal, or someone of higher authority, as a representative to coordinate the day-to-day functions and duties of the SRO. The PHSD may provide information regarding the performance of the SRO for purposes of SRO's evaluations, which will be conducted by the City. When possible, the SRO will assist faculty members with the promotion and administration of PHSD policies/procedures. In the event a PHSD policy/procedures conflicts with or contradicts federal/state law, the SRO will follow and enforce the applicable federal/state law. At no time will the SRO administer disciplinary action to a student on behalf of the PHSD or City. Disciplinary action of the SRO will be the sole responsibility of the City.

**GRANT ADMINISTRATION:**

The City agrees to fiscally administer all grant funds received for this project, which includes, but is not limited to, the completion and submission of all required reports. The PHSD agrees to provide the City with the information and statistics necessary to complete these reports.

The City acknowledges and agrees that any funds received from PHSD and/or from grant funding shall not supplant any funds budgeted for positions and equipment other than the SRO position in the City.

**VEHICLE:**

The SRO's vehicle and equipment costs are the responsibility of the City.

**WORK SPACE/EQUIPMENT:**

The PHSD agrees to provide the SRO with a secure work area, telephone, and computer for the completion of reports, assignments, projects, lesson plans, etc.

**WORK SCHEDULE/OVERTIME/TRAINING:**

Normally, the work schedule for the SRO, while classes are in session will be daytime hours, Monday-Friday. However, special events sponsored by the PHSD may require the SRO to work some evenings/weekends. During times when the PHSD is not in regular session, the SRO will report to the City for work assignments. The SRO will work a schedule consistent with the normal work schedule of the City. The SRO's City supervisor shall be made aware of any variations in the normal work schedule established for the SRO, including special events. Overtime will be kept to a minimum and must receive prior approval by the SRO's City supervisor. The City agrees to cover the cost of required overtime. Rescheduling for the SRO may occur during a work period. The SRO's City supervisor must approve all rescheduling. The PHSD representative appointed to coordinate the day-to-day functions of the SRO and the City supervisor shall agree on the time the rescheduling shall take place. Sick leave and vacation taken by the SRO must receive prior approval from the City supervisor. It will be the responsibility of the SRO to notify the City supervisor and the PHSD representative prior to sick leave and vacation being taken.

From time to time, events sponsored by or related to the City such as training, firearm qualifications, etc., will require the attendance of the SRO. The City agrees to limit, when possible, the amount of time the SRO is required to attend department related events during the normal established work schedule. The City agrees to notify the PHSD representative of upcoming department events that require the presence of the SRO. PHSD agrees to cover the cost of training and related expenses that is specifically related to the Officer's responsibilities as an SRO.

**DRESS CODE:**

The required code of dress for the SRO during working hours will be the approved official uniform of the City. This uniform requires that the SRO wear the department approved service weapon at all times.

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In WITNESS WHEREOF, the parties have hereunto set their hands and seals on the \_\_\_\_ day of \_\_\_\_\_, 2022.

PHSD:

City:

\_\_\_\_\_  
Dr. Jeanette Cowherd  
Superintendent

\_\_\_\_\_  
Kathleen L. Rose  
Mayor

ATTEST:

\_\_\_\_\_  
Robin Kincaid, City Clerk