MEMORANDUM OF UNDERSTANDING

Made as of the _____ day of _____, 2025, by and between West Lafayette Community School Corporation, hereinafter referred to as "School Corporation," and the West Lafayette Police Department, hereinafter referred to as "Police Department."

Whereas, the School Corporation wishes to provide security services for the School Corporation; and

Whereas, the Police Department is willing to provide police officers to provide said services;

Now therefore, in consideration of the premises and the covenants and agreements herein, the parties agree as follows:

Purpose. The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement between the School Corporation and the Police Department to enhance school safety through the presence of School Resource Officers (SROs). This agreement outlines the roles and responsibilities of both parties, details the scope of the services provided, and ensures compliance with federal, state, and local policies governing school safety

This MOU shall be effective upon signing and shall remain in effect for three years ending May 2028. The MOU, however, may be terminated without cause by either party upon thirty (30) days prior written notice. Additionally, this MOU will automatically renew from year to year unless the School Corporation or the Police Department provides written notice of the intention to decline renewal to the other party at least ten (10) days prior to any renewal. The finalized agreement will be publicly available on the School Corporation and Police Department websites for transparency.

Services Provided. The Police Department shall provide one SRO each day that school is in session to provide security services for the School Corporation. Said services shall be performed at the Elementary, Intermediate and Junior-Senior High School, hereinafter referred to as "the schools."

SROs shall also provide security services for student activities and events at the request of a school principal, (the "Principal"). The Principal shall make a request for SROs to the Police Department not less than one week prior to the date of the event. The number of SROs needed and the times they are needed shall be designated at the time of the request.

Duties. The SROs shall generally perform the security duties set forth in the SRO Duties attached hereto as Exhibit A and made a part hereof. Said duties may be amended from time to time to meet the security needs of the School Corporation. SRO's shall inform the Principal or other School Administrator if it becomes necessary for him or her to leave the school campus during the time he or she is providing security service

Coordination of Services. The Chief of Police of the Police Department or his or her designee shall coordinate the SROs who shall provide security services for the School Corporation. The Police Department shall provide the Principal with the name of the full-time police officer who

shall provide security services to the school prior to each school year. Each SRO who will provide security services for the School Corporation shall be given a copy of the SRO Duties and SRO Guidelines attached hereto as Exhibits A and B, respectively.

While the SRO is employed by the Police Department, the SRO shall work under the supervision of the Principal or his or her designee while at a school. The Principal or his or her designee shall determine the locations, times at such locations, and any specific security duties that the SRO shall perform. The SRO Supervisor will manage the hours worked for each building SRO. For planning purposes, the Police Department and each SRO shall be provided with a school calendar. The Police Department and the SRO scheduled to be on duty shall be advised of weather or other emergency communications by the Principal or other designee.

If an SRO assigned to provide security services is unable to work or will arrive late, he or she shall inform the SRO Supervisor and Principal with a phone call or text message at least an hour before the beginning of his or her shift. The SRO shall try to arrange for a replacement if he or she is not able to work a scheduled shift.

Payment. Officers providing security services outside of normal school hours ("Security Officers") shall be paid at the current Security Officer rate in the WLCSC classified wage manual. The SROs shall be paid by the School Corporation on the fifth and twentieth of each month.

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION

_____
Name

_____
Title

WEST LAFAYETTE POLICE DEPARTMENT

_____
Name

_____
Title

Exhibit A

SRO Duties

On a regular school day, the following locations are to be closely monitored at the following times:

- Before school; outside, assisting with car rider drop-off lines.
- Cafeteria during lunch periods.
- After school; outside, assisting with car rider pick-up lines, and/or
- Otherwise directed by school administration.

General duties throughout the school day:

- Monitor hallways, locker areas, and cafeteria whenever students are present.
- Serve as a quiet deterrent for students who may choose to use or possess or use illegal drugs or alcohol before coming to school or while at school.
- Assist school administrators in assessing situations with students suspected of being under the influence of illegal drugs or alcohol at school or on school property.
- Serve as a deterrent to student fights/conflicts and respond appropriately to conflicts that do occur.
- Assist administrators with monitoring school activity using security cameras.
- Assist administrators with school attendance enforcement and student truancy.
- Monitor for valid school-issued permits for staff and student parking on school property.
- Conduct security checks of all entry points to the building.
- Check loading docks and fire lanes for safety hazards and illegal parking.
- Serve in a resource capacity with teacher in-service training concerning issues of school safety.
- Serve in a resource capacity with classroom teachers whose curriculum involves topics relating to the duties of a police officer including substance abuse, safety, law, and careers in law enforcement.
- Performs other duties as assigned by the Principal.
- Assist the School Corporation's school safety specialists and safe school committees with the development and implementation of school safety plans.

Exhibit B

West Lafayette School Corporation
School Resource Officer/Security Officer
Guidelines

Introduction
The information contained herein should serve as guidelines for an SRO in performing security duties for the West Lafayette Community School Corporation ("School Corporation"). These guidelines are to be followed whenever practicable. However, it is understood that in the event of extreme or emergency conditions, it may be necessary to deviate from these guidelines to protect the safety and well-being of the students, staff and visitors of the School Corporation.

Purpose
The intent of the School Corporation is to work in partnership with the West Lafayette Police Department ("Police Department") to provide security for the schools in the School Corporation. The purpose of security is to make the schools safe and provide protection to students, staff and visitors.

Duties
Security officers shall perform the duties set forth on Exhibit A attached hereto. Said duties shall be provided on all three school campuses.

Duty Hours
On all regular school days, SROs shall be provided security services as follows:
Elementary School – 8 a.m. to 4 p.m.
Intermediate School – 7 a.m. to 3 p.m.
Junior/Senior High School – 7:30 a.m. to 3:30 p.m.

When school is delayed due to weather conditions, security officers shall provide security services according to the adjusted schedule.

For planning purposes, the Police Department and each SRO shall be provided a school calendar. The Police Department and the SRO scheduled to be on duty shall be advised of weather or other emergency communications.

Lunch/Break Schedule
Each SRO shall have 30 minutes off-duty during each shift worked. This time should be taken outside of school lunch times or in the cafeterias during the scheduled school lunches.

SROs should not leave school property during off-duty periods without the prior written consent of the Principal.

Accountability
SROs will have defined work schedules, including designated arrival and departure times, and may be required to participate in after-hours school events as requested by the Principal.

The SRO shall work under the supervision of the Principal. At the beginning of each shift the SRO who will provide security services shall check-in with the building office staff. At the end of each shift the SRO shall check-out at said office. The Principal shall determine the locations, times at such locations, and any specific security duties that the SRO shall perform.

SROs shall inform the Principal or other school administrator if it becomes necessary for him or her to leave the School campus during a shift.

If an SRO assigned to provide security services is unable to work or will arrive late, he or she shall inform the SRO Supervisor and Principal with a phone call or text at least one-hour before the beginning of the shift. The SRO shall try to arrange for a replacement if he or she is not able to work a scheduled shift.

Security Office
The School Corporation will designate space for a security office at each school. A computer will be available in that office to allow SROs to monitor the video security system as necessary or appropriate.

Communication
The SRO shall carry and use school communication radios at all times while providing security services.

Security Identification
SROs shall wear modified uniforms with body-worn cameras at all times while performing security services.

Respect
It is a policy of the School Corporation that employees act professionally and with respect when interacting with students, other staff, visitors and members of the community. Accordingly, under no circumstances should SROs make any racial or sexual remarks, use profanity, or behave disrespectfully toward any student, staff, visitor or person in the community while performing security services for the School Corporation.

Privacy/Confidentiality
SROs are subject to the privacy of information/confidentiality policies established by the Board of School Trustees of the School Corporation. A copy of Board Policy No. 8350 is attached hereto. SROs will provide no information concerning any student, staff member, or incident to any unauthorized person or representative of the media. All questions regarding any student, staff member or incident shall be directed to the Principal for response.

This MOU establishes guidelines for the exchange of information between the School Corporation and the Police Department. All information shared must comply with applicable federal and state privacy laws, including:

- **FERPA (Family Educational Rights and Privacy Act)**: Governs the privacy of student education records.

- **Applicable civil rights and privacy laws** governing the collection and use of student information.

SROs are subject to the privacy of information/confidentiality policies established by the Board of School Trustees of the School Corporation, and a copy of the Policy will be provided to the SRO. It is the policy of the School Board that when the Corporation receives in trust from a public agency information identified as confidential (whether such information is confidential by the Indiana Code, Common Law, Privilege, Case Law, or Federal Law), the Board will maintain the confidentiality of said information as required by the law.

The School Corporation will provide the Police Department with necessary access to information related to school safety, provided it complies with privacy laws. Feedback regarding SRO performance and activities will be shared through regular meeting and reports.

It is the desire and intent of the School Corporation and the Police Department to maintain the confidentiality of student records as required by law. Nothing in this MOU shall be construed to violate the requirement of confidentiality with respect to information exchanged or shared by the School Corporation and the Police Department. The Police Department shall not disclose educational records obtained from the School Corporation to a third party, other than another juvenile justice agency without the consent of the child's parent or as otherwise permitted by law.

Training Requirements

In Indiana, to become a School Resource Officer (SRO), an individual must first meet the minimum training requirements for law enforcement officers under I.C. 5-2-1-9 and then complete at least 40 hours of SRO training through the Indiana Law Enforcement Training Board, the National Association of School Resource Officers, or another approved program.

Indiana Law Enforcement Training Board (LETB) establishes the minimum training standards for law enforcement officers in Indiana.

Student Questioning

SROs questioning of students should be conducted with the Principal or his or her designee present. A school administrator will try to contact a parent or guardian before questioning, if possible. Questioning of students should be conducted in a professional manner. The SRO shall make a written report as soon as possible after the questioning is complete. The report shall be given to the principal.

Discipline Matters

SROs will not engage in routine student discipline matters, but will instead focus on the following:

- Handling calls for service within and around the school.
- Conduct safety and security assessments in collaboration with school administrators.
- Develop and implement emergency management systems aligned with the National Incident Management System (NIMS).
- Assist with security technology implementation and crim prevention strategies.
- Serve as a liaison between the School Corporation and law enforcement agencies.
- Act as a member of the multidisciplinary team to provide referrals for student support services.
- Engage in crime prevention and community justice initiatives aimed at improving school safety.

Searches
All searches, including those of student lockers, other personal property or the person must be conducted in the presence of the Principal or his or her designee. Strip searches are prohibited. All searches will be documented with SRO and Police Department reports.

Use of Force
SROs may use reasonable force to re-establish order in the event of a disturbance. The definition of reasonable force shall follow the Police Department guidelines. The use of physical force shall only be used to restrain persons for the safety of others. Use of force will be the last option used to re-establish order.

Display/Use of Weapon
While on duty as SROs a police department issued or approved weapon will be worn visibly and or in an open fashion. The officer's uniform will prominently display the police department shield/badge. A weapon may be used only as a last resort and when the life of a student, staff, visitors or the SRO is threatened.

Incident Review
SROs shall prepare a report of all incidents occurring during their shifts. If the incident involves one or more students, the report shall be made on the school disciplinary form or incident report. All such reports shall be given to the SRO Supervisor.

If force is used during an incident, the SRO shall prepare a report including a statement from each person involved in the incident and/or documented by the body-worn camera. The Police Department shall review the incident and make a determination as to whether reasonable force was used. A final report shall be made by the Police Department to the building principal and the SRO.

It will be the responsibility of the SRO Supervisor for data collection on school-based arrests, citations, searches, and referrals to the courts or juvenile justice programs.

Daily Log
SRO shall maintain a record of pertinent information that occurred during their shift for documentation and to grant justification purposes.

Time Sheets
The Police Officer providing security services outside or normal school hours shall be considered employees of the School Corporation. The work week shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday. The SRO shall follow the payroll procedures as provided at the Principal's office and submit their timesheets accordingly. Hours worked will be monitored by the SRO Supervisor in conjunction with the Police Department.

Questions and Concerns
The School Corporation invites your questions, concerns or suggestions relating to the security and safety in the schools. Questions should be directed to the School Safety Coordinator, or in their absence, to any of the other administrators listed below.

Chain of Command – Junior/Senior High School

Chad Rodgers, Principal	765-746-0400 ext. 4614
Eric Ulrich, Assistant Principal	765-746-0400 ext. 4627
Shelby Johnson, Assistant Principal	765-746-0400 ext. 4609
Joel Strode, Athletic Director	765-746-0435 ext. 4617

Chain of Command – Intermediate School

Margaret Psarros, Principal	765-746-0500 ext. 4303
Beth Stansbury, Assistant Principal	765-746-0500 ext. 4386
Angela Herold, Dean of Students	765-746-0500 ext. 4331

Chain of Command – Elementary School

Sara Delaney, Principal	765-464-3212 ext. 4103
Rhonda Lanie, Assistant Principal	765-464-3212 ext. 4106
Marcella Holmes, Dean of Students	765-464-3212 ext. 4161

Other Contact Personnel - WLCSC

Dr. Shawn Greiner, Superintendent	765-746-1602 ext. 4001
Anna Roth, Assistant Superintendent	765-746-1602 ext. 4003
Michelle Cronk, CFO	765-746-1602 ext. 4009

I have received and reviewed a copy of Guidelines for Security Personnel:

Name: _____

Date: _____