



**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
MORGAN HILL UNIFIED SCHOOL DISTRICT
AND
THE CITY OF MORGAN HILL**

This MEMORANDUM OF UNDERSTANDING (MOU) is entered into on this 1st day of July, 2022 by and between the City of Morgan Hill (CITY) and the Morgan Hill Unified School District (DISTRICT).

RECITALS

WHEREAS, CITY and DISTRICT desire to enter into an agreement for the purpose of defining the terms and conditions governing the use of police officer(s) of the Morgan Hill Police Department (MHPD) on DISTRICT campuses;

NOW, THEREFORE, the parties hereby agree as follows:

1. BACKGROUND

- a. To provide School Resource Officer (SRO) services to Morgan Hill Unified School District for Fiscal Year 2022-2023 and Fiscal Year 2023-2024.
- b. The SRO will respond as needed to school campuses to build positive relationships or conduct official business as listed in the MOU.
- c. It is the goal of both organizations to create a successful working relationship with the goal of building positive relationships and reducing illicit activity on the school campuses through education and restorative justice programs. Furthermore, we aim to provide mutual benefit to the DISTRICT and the community by maintaining school campuses as a safe place for students to learn and grow. Both parties agree that the safety and wellbeing of children are the highest priorities.
- d. During Fiscal Year 2021-2022, MHPD worked with school district staff and community to review this MOU, explored other models, and proposed changes for a new MOU beginning in Fiscal Year 2022-2023. This MOU sets to solidify a strong and shared focus on the assurance of a safe and caring school climate for all children, especially those who are vulnerable and at risk of harmful behaviors. In our efforts to improve open engagement and positive relationships through the use of data, increased mental health partnerships, and the addition of the Youth Diversion Program we have been able to shift practices to be proactive and supportive to help reduce the number of students in the criminal system as much as possible.

2. PURPOSE

The purpose of this MOU is to establish principles and guidelines governing the relationship between the DISTRICT and the CITY regarding the provision of MHPD law enforcement on DISTRICT campuses.

The parties agree that there are eight primary purposes for having police services on school campuses. They are to:

1. Develop positive relationships with students, staff, and the community;
2. Maintain a safe and secure campus from intruders;
3. Preserve life and property in a manner which promotes community;
4. Support DISTRICT staff in securing and transporting of prohibited confiscated items that are illegal to have on campus under California State law.
5. Divert youth away from the criminal justice system through restorative justice programming.
6. Provide youth with educational resources/classes regarding tobacco related incidents on campus.
7. Connect youth with mental health behavior services thus diverting them away from being placed on 72-hour psychiatric mental health holds.
8. To provide education through staff meetings or professional development to all school staff on the function of an SRO and the appropriate use of the SRO as an extension of the campuses for the Restorative Justice support program.

3. SCHOOL RESOURCE OFFICER SELECTION PROCESS

The DISTRICT will appoint a staff member as an evaluator to participate in the SRO assessment center and selection process.

4. TRAINING AND EDUCATION

School Resource Officer Training plan will consist of, but not limited, to the following courses within the first year of assignment or prior to selection. Training courses offered and certified by the California Police Officers Standards and Training (POST) will be selected over other training courses.

- a. School Resource Officer Training Course
- b. Crisis Intervention Training Course
- c. Mental Health Decision Making Training
- d. Cultural Diversity Training
- e. Racial Profiling Training
- f. First Aid/CPR/AED Certification
- g. Behavioral Threat Assessment Training
- h. Tactical Communication (de-escalation) Training
- i. Parent Project
- j. Youth Restorative Justice

5. ROLES AND DUTIES

CITY'S Law Enforcement Roles and Responsibilities:

- a. The SRO shall be an employee of MHPD and shall be subject to the administration, supervision, and control of the MHPD.
- b. The SRO shall be subject to all personnel policies and practices of MHPD except as such policies or practices may be modified by the terms of this agreement.
- c. The MHPD, in its sole discretion, shall have the power and authority to assign, discharge, and discipline the SRO.

- d. The SRO will provide additional support and may act as an extension of the principal's office for assignments consistent with this MOU. When available the SRO will also work with the Assistant Principals and Principal Designees if the principal is not available.
- e. The SRO will be involved in school discipline, WHEN AND ONLY WHEN, it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of physical harm; the SRO will resolve the problem to preserve the school climate. As to school policy violations, the SRO will refer the student to the principal's office.
- f. IN ALL OTHER CASES, disciplining students is a DISTRICT responsibility, and the SRO will refer students who violate the code of conduct to the principal.
- g. The SRO will be a resource for students, fostering a positive relationship with a law enforcement figure and role model on campus within the students' environment including the neighborhood community. Additionally, the SRO will hold focus groups with students on a quarterly basis to ensure student voice.
- h. In order to maintain a safe and secure campus and develop positive relationships with students, staff, and the community, the SRO will be visible at sites in order to provide and respond to illicit activity and safety matters.
- i. The SRO and the principal(s) will develop plans and strategies to prevent and/or minimize dangerous situations, which might result in student unrest.
- j. The SRO will coordinate all of their activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- k. Will work parallel to School Administrators in ensuring the layout of the campus provides a safe learning environment as to law enforcement matters. This includes buildings, grounds, parking lots, lockers, and other public-school property. As to school policy violations, all matters will be referred to the principal's office.
- l. To provide a classroom resource for education using approved materials.
- m. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions.
- n. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug, alcohol abuse, and internet safety.
- o. The SRO will perform selected enforcement. This may include enforcing violations of the Education Code, Penal Code, Vehicle Code, etc. Enforcement methods will include counseling and problem solving with the offenders, parents, and School Administration on a case-by-case basis. Services such as counseling, referral to mentorship programs, onsite Positive Behavioral Interventions & Supports (Check-in-check out), Wellness Center support, parenting support groups (i.e., Parent Project), or other interventions available through the school sites or MHPD, shall be offered in lieu referrals to the Santa Clara County Juvenile Probation Department.

- p. The SRO may be used for the collection of contraband associated with infractions such as having cigarettes, vaping products, or marijuana on campus as well as provide opportunities and education for students and families to engage in interventions and supports regarding tobacco, vaping, or marijuana.
- q. The SRO will share information with the administrator about persons and conditions that pertain to campus safety concerns.
- r. The SRO will be familiar with helpful community agencies, such as mental health services, drug treatment centers, tobacco education, etc., that offer assistance to dependency- and delinquency-prone youth and their families. Referrals will be made when necessary.
- s. The Community Tobacco Liaison Officer, through the Community Tobacco Grant Program, will provide tobacco/vaping education to students found to be in possession of tobacco products on school grounds on a quarterly basis.
- t. The SRO will work with the department's Psychiatric Emergency Response Team (PERT) clinician and Uplift or other Behavioral Health Agency during emergency psychiatric incidents on school grounds.
- u. The SRO will serve as a liaison with other organizations, such as Juvenile Probation, the School Attendance Review Board, Restorative Justice Program, and various local counseling services.
- v. The SRO will be available an average of 40 hours per week, normally between the hours of 7:30am through 4:30pm on the days school is in session or on other days and times as may be required by prior arrangement between the DISTRICT and MHPD.
- w. MHPD will provide SRO services to Live Oak High School, Ann Sobrato High School, Central High School, and additional sites as needed by scheduling one SRO on a 4/10 schedule. MHPD Administration reserves the right to adjust the SRO schedule based on needs.
- x. The schedule should be flexible enough to allow the SRO, by mutual agreement, to participate in School or District activities, such as meetings and presentations. If the SRO has a necessary duty assignment related to employment with MHPD, the officer should give as much advance notice as possible to the School Administrators.
- y. The SRO shall be available to be called away from SRO duties in emergency situations as well as for department staffing shortages as directed by the MHPD with notifications to the School Administrators (Live Oak Principal, Sobrato Principal, and Central Principal) as soon as practical.
- z. The SRO will normally wear the Police Department approved uniform (polo shirt and cargo pants); however, the SRO may wear other appropriate clothing depending upon the activity in which the SRO is engaged.
- aa. The SRO will concentrate on the activities occurring on DISTRICT campuses within the City of Morgan Hill or as requested by School District Superintendent. Any request for the SRO to respond to a campus outside the City of Morgan Hill must be approved by MHPD Administration.

- bb. The SRO and MHPD Administration will continue to participate in monthly meetings with the DISTRICT to discuss trends and needs on school campus.

DISTRICT Roles and Responsibilities:

Graduated Response

- a. School officials will ensure that student disciplinary matters remain the responsibility of school staff and not the SRO. The district will commit to providing education to all campus staff on the Background, Purpose, Roles/Duties of the SRO. Enforcement of the code of conduct is the responsibility of teachers, school staff, and school administrators. The SRO will refrain from being involved in the enforcement of disciplinary rules that meets the threshold of illicit behavior or are criminal violations eligible for the Diversion Program. The district will provide education for campus administrators on the District's Roles and Responsibilities including Access to Educational Records to ensure clarity of purpose and parameter for the SRO.
- b. The DISTRICT, pursuant to the authority set forth in the California Education Code, has the primary duty to address student discipline, issue appropriate consequences, provide appropriate student support, and/or provide referrals to law enforcement/diversion programs on criminal matters as required by law.
- c. The DISTRICT shall confer with police officers who respond to and investigate student behaviors that constitute criminal violations that are not eligible for diversion.
- d. Puts a limit on police involvement in student discipline that can and should be handled at school
- e. Sets up a system of graduated responses (Multi-Tiered Systems of Support) for police, starting with a warning for low-level offenses and working with site administration on progressive disciplinary action applicable.
- f. Ensures parents can be present when students are interviewed by police on campus in compliance with SB 203 which requires law enforcement coordinate a legal consultation prior to any custodial interrogation of a minor.
- g. School fights between students to be addressed through interventions and utilize on and off-site restorative justice partnerships when applicable.
- h. Trespassing, tobacco possession, or damage to school property to be referred to school officials or restorative justice resources to receive support through MTSS.
- i. Schools will not request a police response to disciplinary issues such as loitering or defiance.
- j. The DISTRICT will maintain full, and final authority over curriculum and instruction in the DISTRICT, including the instruction of individual students.
- k. The DISTRICT may, at its own initiative, and at its own cost, provide training to the SRO on topics that it considers to be beneficial to the relationship the SRO will have with students and staff.

- I. The DISTRICT will share information with the SRO about persons and conditions that pertain to campus safety concerns.
- m. The DISTRICT will continue to participate in monthly meetings with the SRO and MHPD Administration to discuss trends and needs on school campus.

Data Collection

- a. The DISTRICT will utilize the current Student Information System (SIS) for data collection and analysis and will collaborate with MHPD.
- b. Identify patterns and trends, locations, times of behavioral incidents to deploy the SRO based on intelligence-based policing with the intent to deter, prevent, intervene, and de-escalate issues.
- c. Define roles and responsibilities, collecting and tracking data regarding referrals and arrests, and holding all parties accountable.
- d. District to collect and report data on student discipline and outcomes with SRO.

6. Investigations/Search and Seizure

- a. School officials conduct their own searches of individual students, their individual property, and school property under civil authority. The SRO will provide training to staff to safely and efficiently conduct a search.
- b. Police officers conduct searches of same under the criminal standard of probable cause.
- c. School officials, under certain circumstances, may request the SRO (or other officer) to act as their physical safety agent to perform or complete a school search for said official solely for the purpose of eliminating or reducing danger during the search. These circumstances include but are not limited to:
 - i. Possible presence of a weapon
 - ii. Possible presence of an explosive device
 - iii. Possible presence of a dangerous instrument, i.e., drug needle
 - iv. A student who may resist a search
 - v. A student who may flee a search and, by doing so, be a danger to themselves and/or others.
- d. School officials shall share any information with police officers that is obtained during a student investigation or search if school officials feel that said information may be evidence of a crime.
- e. School officials may consult with the SRO at any time to determine whether said information/ evidence should be shared.

The parties shall ensure that the respective individuals assigned to the school campuses and responsible for the implementation of this MOU are provided with a copy of the MOU and are informed of the contents of this MOU and their duty to implement it.

7. Access to Education Records

- a. School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law.

- b. All parties to this MOU recognize and utilize Title 34 §99:31 of the Code of Federal Regulations, which allows the oral exchange of information between school and police officials regarding any student when said information is directly related to a potential threat to safety of the school, its staff, or students.
- c. School officials may also share information with police officers that falls within any of the exceptions to the Family Educational Rights and Privacy Act (FERPA) that are covered under state law (W&I §827.1, EdC §48902, EdC §49706), which may include but are not limited to:
 - i. Directory information
 - ii. Information within the scope of a police officer's investigation
 - iii. Information requested in response to a subpoena
 - iv. Investigative statements taken of the student- oral or in writing
- d. The Police Department agrees to share with school officials' information that is relevant to school safety, and/or the school investigation so long as said release of information does not compromise the integrity of the police investigation or place students, witnesses, or victims at further risk.

8. RESPONSE TO EMERGENCIES

- a. In response to a non-violent criminal incident, the DISTRICT shall consult with the SRO to develop a contingency plan and response.
- b. Unless the incident involves criminal activity or an emergency in which police resources in addition to the SRO are desirable, the DISTRICT shall make an initial decision regarding the need for a police response based upon knowledge of the incident, the DISTRICT's policies and resources, and consultation with the SRO Supervisor, if necessary. If the incident is outside the scope of the DISTRICT's resources, or there is a significant threat to human life or property, or the MHPD is made aware of the incident and makes a determination the incident is critical in nature, the DISTRICT shall relinquish the overall decision-making process to MHPD, who shall then assume the role of the incident commander.
- c. The SRO, investigating officer, or Incident Commander responding to the scene will strive to keep the DISTRICT informed of decisions and status.
- d. Incidents that originate at a school site that extend into the community will be handled by MHPD.

9. COMPLAINTS

The DISTRICT and MHPD shall each provide notification to the community, through their websites, of the available complaint processes in the event that a parent, student, member of the public or an employee of the DISTRICT wishes to file a formal complaint against an SRO or other officer working on a DISTRICT campus.

The DISTRICT and MHPD shall each provide notification to the community, through their websites, of the available complaint process in the event that a parent, student, member of the

public, or an employee of the police department wishes to file a formal complaint against a school district employee.

10. Payment to the City

- a. The DISTRICT agrees to pay the CITY an annual contribution of \$135,200 (half of the total compensation for a police officer position) to offset the cost of one School Resource Officer during Fiscal Year 2022-2023 and \$140,400 for Fiscal Year 2023 to 2024.
- b. Payment will be made to the City of Morgan Hill in four (4) equal quarterly payments each year for the term of the contract.

11. Insurance and Indemnification Requirements

- a. The CITY and the DISTRICT agree to be individually responsible for providing their own insurance coverage for any and all claims or suits as a result of bodily injury, property damage, errors and omissions or personal injury arising out of the performance of this MOU.
- b. The CITY and DISTRICT agree to waive any and all rights that they may have under Government Code Sections 895.4 and 895.6 for contribution or indemnification of any liability arising out of the performance of this MOU.
- c. The CITY and DISTRICT agree to protect and hold harmless each other for injury or death of any person, or damage to equipment of either entity caused solely by the action of either party, individually under this MOU. The CITY will assume all the liability for City equipment and personnel used within the scope of this MOU and the DISTRICT will assume all liability for the School District equipment and personnel used within the scope of this MOU.

12. Termination

- a. The CITY and DISTRICT shall have the right to terminate this MOU, without cause, by giving fifteen (15) days' written notice.

13. Entire Agreement

- a. This MOU represents the entire agreement between the City of Morgan Hill and the Morgan Hill Unified School District. All prior or contemporaneous oral or written agreements by and between the parties and their agents and representatives with respect to the matters contained in this Agreement are revoked and extinguished by this Agreement.

CITY OF MORGAN HILL

MORGAN HILL UNIFIED SCHOOL DISTRICT

By: _____

By: _____

Printed name and title:

Printed name and title:

Date: _____

Date: _____

APPROVED AS TO FORM:

ATTEST:

By: _____

By: _____

Printed name and title:

Printed name and title:

Date: _____

Date: _____