

# INTERGOVERNMENTAL AGREEMENT

Between

Tucson Unified School District and the City of Tucson

For School Resource Officers

For the 2017-2018 School Year

**WHEREAS**, the City of Tucson (hereinafter referred to as the "City") and the Tucson Unified School District (hereinafter referred to as "TUSD") desire to enter into this intergovernmental agreement on behalf of their respective operations; and

**WHEREAS**, the City is empowered by its charter to enter into contracts and maintain a Police department (hereinafter referred to as "TPD") for the purposes stated therein, and is authorized by Arizona Revised Statutes (A.R.S.) § 11-951, et. seq., to enter into intergovernmental agreements; and,

**WHEREAS**, TUSD is a public school district of the State of Arizona and is authorized to enter into this agreement pursuant to A.R.S. § 11-951, et. seq., and A.R.S. §15-342; and

**WHEREAS**, TUSD provides education and related services to children within the incorporated limits of the City of Tucson; and

**WHEREAS**, TUSD and TPD recognize the value of law related education, access to law enforcement officers as role models and easy access to law enforcement intervention when crime and danger threatens TUSD schools;

**NOW, THEREFORE**, in consideration of the mutual representations and covenants set forth herein, the Parties hereby agree as follows:

## ARTICLE I. PURPOSE

The purpose of this Agreement is to establish a partnership between TUSD and TPD which recognizes the need for law enforcement and safety education; drug abuse prevention; juvenile delinquency and crime prevention; investigative and referral services; and other education and law enforcement programs. TUSD was a previous recipient of and Fiscal Officer for a School Safety Program ("SSP") Grant through the Arizona Department of Education which provided funds for School Resource Officers ("SROs") in selected schools. The SSP Grant expired at the end of the 2016-2017 fiscal year.

Recognizing the importance and value of the SRO as previously provided by the SSP Grant, the parties now desire to jointly fund SROs primarily for Cholla High School located at 2001 West Starr Pass, Tucson, AZ 85713; Pueblo High School located at 3500 South 12<sup>th</sup> Avenue, Tucson, AZ 85713; Catalina High School located at 3645

East Pima Street, Tucson, AZ 85716; Palo Verde High School located at 1302 South Avenida Vega, Tucson, AZ 85710; Santa Rita High School located at 3951 South Pantano Road, Tucson, AZ 85730; and Booth-Fickett Math-Science K-8 Magnet School located at 450 East Montego Drive, Tucson, AZ 85710; for the 2017-2018 school year under similar terms to those set forth in the SSP Grant Guidance Manual dated February 2014. These assignments may be modified by mutual consent of the parties during the term of this Agreement without formally amending this Agreement TPD will provide an officer or officers to serve as the SRO to TUSD for the 2017-2018 school year as designated in this Agreement in exchange for reimbursement by TUSD of one-half of the base salary plus employee related expenses for the six (6) SROs for the 2017-2018 school year in accordance with the terms of this Agreement. This Agreement sets forth the responsibilities of the Parties herein and the conditions under which the Agreement shall be executed.

## **ARTICLE II. DURATION AND EFFECTIVE DATE**

This Agreement shall be in effect for the duration of the 2017-2018 year as established by the TUSD school calendar. Upon approval by the respective governing bodies of TUSD and TPD and upon filing in accordance with statute, the Agreement shall become effective for the 2017-2018 school year and shall thereupon be in effect until terminated as provided herein.

## **ARTICLE III. DEFINITIONS**

The following terms as used in this Agreement are defined as follows.

A. "CIVIL DISTURBANCE" means a gathering of persons, regardless of number, which poses a threat to public or school safety and the maintenance of order, and/or a gathering of persons who are engaged in violations of the law.

B. "CRIME" means a petty offense, misdemeanor or felony as per local, state or federal law.

C. "EXTRACURRICULAR ACTIVITY" means a TUSD sponsored or sanctioned event not occurring during or as part of a regularly scheduled school day.

D. "EMPLOYEE RELATED EXPENSES" are the expenses that TPD is responsible for as an employer which include FICA, Medicare, Pension, Worker's Comp, Medical Insurance, Unemployment, Public Liability Insurance, and Hazardous Waste Insurance.

E. "OFFICER" means a commissioned peace officer of the Tucson Police Department, regardless of the rank of the individual involved.

F. "PHYSICAL INJURY" means the impairment of physical condition resulting from the actions of another or an act of violence.

G. "PRINCIPAL" means the school Principal, or TUSD administrator serving as acting Principal or Assistant Principal.

H. "PRINCIPAL'S DESIGNEE" means a non-administrator, certified educator, who is approved by the Associate Superintendent of TUSD, to supervise the school in the Principal's absence.

I. "SCHOOL RESOURCE OFFICER (SRO)" means a commissioned peace officer(s) of the Tucson Police Department assigned by that agency to perform specific duties at the designated TUSD high schools and middle school. When necessary the SRO has the authority to intervene as a law-enforcement officer; however, time permitting, the SRO will utilize field officers for this function. Once order is restored, however, the SROs' other roles as law-related educator and role model are the more typical day to day roles.

J. "SERIOUS PHYSICAL INJURY" includes physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, serious impairment of health, or loss or protracted impairment of the function of any bodily organ or limb.

K. "SHALL" means mandatory.

L. "STUDENT" means a person duly enrolled in a TUSD school.

M. "WILL" means conditions permitting.

#### **ARTICLE IV. OBLIGATIONS OF TUSD AND TPD**

##### **A. Roles of Parties**

###### **1. TUSD agrees:**

- a. To establish and enforce school rules; and,
- b. To provide a mechanism to measure and monitor student violations of school rules; and,
- c. To participate in the selection of the SRO with TPD; and,
- d. To introduce the SRO to staff and students, as well as to assist in integrating the SRO into the school community; and,
- e. To provide prevention strategies, including classroom time for law enforcement and safety related education in grades 6-12; and,
- f. To minimize distractions from teaching, address student behavior problems, and enforce the school district's student disciplinary process, utilizing police involvement when the student's conduct violates the law and, even then,

if possible, the SRO should be backup to an arrest rather than the principal arresting officer; and,

g. To provide access to appropriate educational records and data to the SRO as needed in accordance with the permissions allowed by the Family Educational Rights and Privacy Act (FERPA), as codified at 20 U.S.C. § 1232g; 34 CFR Part 99); and,

h. To provide access to schools by law enforcement officers while they are on duty, when appropriate, and in compliance with federal and state laws as well as applicable TUSD policies and regulations; and,

i. To promote the integration of law-related education into the classrooms and direct staff development of teachers and SRO involved in the delivery of Law Related Education (“LRE”) as defined in Article IV(B) of this Agreement; and,

j. To ensure that a teacher is present at all times during the LRE to assist the SRO in a classroom presentation about law enforcement and safety related education; and,

k. To facilitate collaboration between the SRO and other school personnel on school-wide safety strategies such as staff trainings, emergency response planning, needs assessment, and prevention programming; and,

l. To provides time at regular staff meetings and trainings for the SRO to deliver the mutually agreed upon LRE for school staff; and,

m. To provide instruction relevant to school-wide prevention safety related updates as needed; and,

n. To develop a planned strategy to communicate to the community the content and enforcement of TUSD policy; and,

o. To complete an SRO performance assessment once per semester and share that information through an end-of-the-semester meeting with the SROs’ supervisor including discussion of successes and concerns; and,

p. To develop a collaborative relationship with the SRO while allowing the SRO to function independently and while recognizing that the SRO serves as a resource to the students and staff.

**2. TPD agrees:**

a. To identify the functions of SRO, which will include instruction, advice, security and law enforcement; and,

b. To deploy or redeploy officers for a specified time period, which includes current and future programs, including, but not limited to, opportunities for TUSD-TPD staff cross-training in law enforcement education, drug abuse prevention education, conflict resolution, chronic attendance, truancy and other law enforcement related program activities; and,

c. To provide overall coordination and supervision of officers on the school grounds. TPD retains all legal and regulatory rights of control, supervision, retention and assignment of its personnel whether on or off- duty, in furtherance of this Agreement; and,

d. To keep the peace and promptly investigate and prosecute crimes in accordance with TPD rules and procedures, and to the extent permitted by law, with TUSD policy and in accordance with the Juvenile Court Collaborative Task Force guidelines for schools in when to contact law enforcement; and,

e. To provide an officer or officers to serve as the SRO to be present on the listed TUSD school campuses, as mutually determined by the parties, during designated school hours on the dates and times that the ADS schools are in session as set forth on the TUSD 2017-2018 calendar; and,

f. To provide instruction to and supervise the officer or officers serving as SRO to perform in accordance with the terms of this Agreement which instruction shall include, but is not limited to, the following directives:

ii. To serve as a member of the School Safety Assessment and Prevention Team; and,

iii. To utilize expertise and agency resources for intervention and prevention of potential crime; and,

iv. To collaborate with school personnel on school-wide safety strategies (e.g. staff trainings, emergency response planning, needs assessment, and prevention programming); and

v. To build relationships with students, parents and staff that promote a positive image of law enforcement; and,

vi. To provide a minimum of 140 hours of Law-Related Education (LRE) per year in a format and amount of time mutually determined by the parties which may possibly include universal classroom instruction, classroom instruction to ongoing cohort groups of students, instruction to school staff and school community, planning and preparation for LRE instruction, and/or collaboration with teachers to integrate LRE into their curriculum in a format to be presented directly by

the teacher. In this regard, the SRO shall not be used to provide one-on-one or group counseling at the school; and,

vii. To serve as a positive role model for students, administrators and the school community. may be performed.

## **B. Facilities and Equipment**

TUSD shall provide a secure private office, desk, telephone, locking file cabinet, computer with internet connectivity, mailbox, and parking space at each school covered by this Agreement for use by TPD officers. At those facilities where a TUSD radio system is in use by monitors and school staff, TUSD will provide access to TUSD radios and keys for the use of the TPD officer assigned to the school during the period of duty assignment.

## **C. Public Information and Media Notice of Law Enforcement Activities on Campuses:**

Release of information to the public and/or the media by each Party shall be governed by the applicable local, state and federal laws, and the policies of each Party for such releases as applicable to their respective employees and agents. The Parties shall meet and collaborate on joint media statements regarding any matter in which both are involved to the extent possible.

## **D. TUSD-TPD Liaison Relationships and Dispute Resolution**

Each Party shall appoint and identify a liaison person who shall serve as a contact point for the exchange of information and resolution of any problems under this Agreement. Each Party agrees to inform the other of the name and telephone number of such liaison and to exchange any other information relevant thereto in order that the function To work with Principals and/or Principal's Designee to develop procedures for ongoing communication to ensure timely and uniform reporting of criminal activities; and,

## **E. Routine Patrols On and Off Campus**

In so far as practical, TPD will notify TUSD about routine and special patrol in and about campus areas or school events, including scheduling information as appropriate, which may impact TUSD operations. This includes information regarding assignment of SROs. Each party shall notify the other of names and telephone numbers for appropriate contact persons for each respective assignment and school.

## **F. School Operating Hours**

TUSD will provide to TPD current calendar information on school days, hours, special events, etc., which may impact joint operations. Except in extraordinary situations, officers assigned as SROs will check in daily with their respective middle or

high school Principal or Principal's Designee during normal school hours and prior to engaging in routine activities on campus.

#### **G. Protocol for Conduct of Undercover School Operations and Surveillance**

In so far as possible and practical, TPD will notify the Superintendent of TUSD of undercover operations being conducted at TUSD schools. TUSD acknowledges that such notification is to be considered confidential and not available for dissemination to parties other than those agreed to by TPD.

#### **H. Protocol for Referral of Individuals to TPD and Evidence Handling by TUSD:**

1. TUSD personnel will notify TPD of the occurrence of crimes or criminal activity on school grounds or at extracurricular activities as required by law. This specifically includes police notification of physical injury or serious physical injury to any person, whether or not a student, caused by criminal activity, or required to be reported under A.R.S. § 13-3620 (unless reported to another responsible agency) and in instances posing a potential safety hazard as the result of criminal activity including, but not limited to, arsons and bomb threats.

2. Notification to TPD as set forth above shall be made in the most expeditious manner available to the affected school. The school may notify their assigned SRO of the activity if that officer is immediately available. If that officer is unavailable; however, or if safety or other concerns dictate otherwise, immediate notification to TPD shall be made by calling 911.

3. When physical evidence of a crime is encountered by TUSD employees, they shall not touch or handle the evidence when such handling would jeopardize safety to any person. In such event, the involved TUSD employee will clear and secure the affected area, and immediately notify TPD of the location of the item(s) in question. If the evidence of a crime is of such a nature that it may be safely handled by TUSD employees, and it is not otherwise possible to leave the evidence untouched until the arrival of TPD, said evidence shall be handled and controlled by the finder only. If it is necessary for the finder to pass on the evidence in question to the custody of another person prior to the arrival of TPD, the employee with custody will notify the responding TPD officer of all persons who had control of the evidence so that the information may be documented in accordance with proper legal procedure. TPD will provide a written protocol to TUSD on proper evidence handling procedures for distribution to its schools and facilities.

#### **I. Arrest Protocols on School Grounds**

If practical, the SRO will consult with the Administration prior to making an arrest on campus. When that is not practical and a TUSD student is arrested on school grounds during school hours by an SRO, the SRO will notify the Principal or Principal's Designee

of the action as soon as possible. In so far as practical, when a non-student is arrested on school grounds during school hours, the SRO will notify the Principal or Principal's Designee. TPD will not return a student back to school if the student was arrested away from the school during the school day.

#### **J. Protocol for Searches on Campuses**

1. Searches initiated by TUSD employees without TPD involvement or direction will be conducted in accordance with the applicable policy as established in TUSD regulations and applicable law.

2. TPD officers may conduct searches of persons and property on TUSD campuses consistent with the dictates of applicable laws and TPD procedures. Whenever practical, such searches will be conducted outside the view of the general student population in a private area.

#### **K. TPD Officers at Extracurricular Activities**

1. Identification Information to the TUSD Employee in Charge.

TPD officers working at an extracurricular activity at a TUSD campus or sponsored event, either on or off duty, shall contact or identify themselves to the Principal or Principal's Designee responsible for the event.

2. Requests for Officers.

TUSD may hire off-duty TPD officers to work at extracurricular functions by coordinating through the appropriate TPD office responsible for such jobs. TPD personnel working at these events will continue to be governed by the rules and regulations normally observed for off-duty employment in effect at that time.

3. Assignments.

Officers working at TUSD extracurricular activities will coordinate their specific assignments with the Principal or Principal's Designee officiating at the event. In the event a TPD supervisor has been hired as well, that supervisor will be responsible for coordinating assignments with TUSD.

4. Pre-Event Planning.

If the nature of the extracurricular event requires pre-event planning, the appropriate TUSD administrator shall notify the TPD office responsible for coordinating off-duty employment, which shall in turn ensure that the assigned personnel undertake the necessary planning and coordination. In the event that on-duty TPD personnel are to be used at an extracurricular event, the responsible TUSD Principal or Principal's Designee will coordinate pre-event planning with the appropriate TPD command responsible for the affected event site.



5. Operations at Events.

TPD and TUSD personnel working at an extracurricular event will coordinate their activities and needs so as to maximize operational efficiency and student and public safety. As in all other instances involving the exercise of police powers, TPD retains the right to govern the actions of its officers whether on or off-duty.

6. Emergency Operations.

In the event that an emergency arises at an extracurricular event, the TPD officers present shall take whatever steps are necessary to restore or maintain order and public safety, consistent with applicable laws and Police Department rules and procedures. In so far as is possible, given the nature of and scope of the emergency, TPD will coordinate with TUSD personnel present at the event.

**L. Interview and Arrest Procedures**

1. Interviews.

SROs on a TUSD campus to interview suspects or victims of a crime will advise the school of their presence and work with the Principal to help minimize disruption to the school and other students. TUSD employees will make parental notification of such interviews in accordance with policy as established in TUSD regulations and applicable law.

2. Witnessing Interviews.

The Principal or Principal's Designee may request that a TUSD employee be present during the interview of a student by TPD. Such presence, if permitted, will be solely as an observer of the interview and not a participant therein. The presence of a TUSD employee at the interview of a student regarding a criminal matter shall make said employee subject to subpoena as a witness thereto.

3. Arrests of Students.

In the event a student is arrested on campus by an SRO, the officer shall notify the Principal or Principal's Designee as soon thereafter as is practical. In the event that the arrested student is a juvenile, TPD will notify the parents or legal guardian as per its procedures. The school may also make notification as may be necessary under its guidelines.

4. Release of Student Information.

Upon a request by TPD, TUSD will provide directory information which is allowable under State and Federal law and District policy relating to its students. Such requests shall be in accordance with adopted TUSD policy.

**M. Civil Disturbances at TUSD Sites.**

In the event that a civil disturbance as defined in this Agreement occurs at a TUSD campus or facility, TUSD shall immediately notify TPD by calling 911. In the event of police response to a civil disturbance at a TUSD campus or facility, it is understood that TPD maintains control and direction of law enforcement personnel on scene, including decisions on appropriate tactics and logistics. TPD will coordinate with TUSD to ensure the safety of students and school personnel and property until the situation is brought under control. At each such incident, TUSD will appoint one (1) official to interact with the TPD Incident Commander in order to facilitate the operation.

**N. Memoranda of Understanding for Daily Operations or Status Meetings.**

The Parties to this Agreement may jointly develop such Memoranda of Understanding executed between their respective chief administrators to address the specifics of daily operations and training as may be necessary to implement the conditions of this Agreement. Any changes to such Memoranda may be made by mutual agreement of the Parties without the need for modifying the terms of this Agreement. Additionally, by mutual agreement, the Parties may meet as needed to discuss status and conduct of the work being performed under this Agreement.

**ARTICLE V. MANNER OF FINANCING**

TPD shall pay directly to the officer or officers serving as the SRO any and all monies for salary and employee related benefits owed by the City to said officer(s) during the duration of this Agreement.

TUSD shall reimburse TPD for payment of one-half (1/2) of a single SRO base salary plus Employee Related Expenditures (hereinafter referred to collectively as the "Reimbursable Salary") for the 2017-2018 school year. For purposes of this Agreement, the parties have discussed and understand, and on that basis, have relied upon a determination that a single SRO's base salary plus Employee Related Expenses for the 2017-2018 school year is estimated to be approximately \$97,458 in total which means that TUSD will be responsible to reimburse TPD for only one-half (1/2) of that sum or approximately \$48,729 for each of the six (6) SROs assigned to TUSD schools. If the Reimbursable Salary is going to surpass this estimated sum, notice shall be provided to TUSD at least sixty (60) days before the sum is exceeded.

This Agreement serves as the sole agreement between the parties related to the joint payment for six (6) SROs by TUSD and TPD, and no other expenses shall be owed related to the SRO unless specifically provided for in this Agreement. The parties are each responsible for one-half (1/2) of the Reimbursable Salaries on a monthly basis for the 2017-2018 school year. After TPD pays the salary to the SROs, TPD shall provide documentation to the assigned TUSD fiscal agent to support reimbursement of one-half (1/2) of the Reimbursable Salaries incurred in the previous month. These requests will

be submitted within thirty (30) days after the financial closeout of the related month (normally, by the 30<sup>th</sup> of the month following the closeout month). Such documentation shall meet the criteria established by the fiscal agent and agreed upon by the TPD Finance Section Coordinator. Financial Reimbursements will be paid by TUSD to the City within 45 days after the end of each quarter (quarter is defined as three month periods of January through March, April through June, July through September, and October through December).

This Agreement does not provide capacity for overtime or other ancillary personnel costs that may be incurred by the SRO. In the event TUSD requires an SRO to work overtime, a formal request will be forwarded to TPD via the assigned SRO Sergeant. TUSD will reimburse TPD for this cost including associated Employee Related Expenditures. In the event the Chief, through his chain of command, authorizes SRO related overtime in support of a tasking that was not requested by TUSD, TPD will incur all costs and Employee Related Expenses related to this overtime. TUSD may also request an assigned SRO be scheduled as part of the current Special Duty Program. In the event an SRO or any sworn member is scheduled by TUSD via the Special Duty Program, TUSD will incur all costs associated with this tasking and make payment in accordance with current Special Duty Program invoice and payment guidelines.

#### **ARTICLE VI. PROVISION OF EQUIPMENT**

In performing their obligations under this Agreement, each Party shall be responsible for the provision and maintenance of its own equipment, materials and supplies except in cases of emergency wherein it appears to the officers and employees immediately involved that the sharing or use of equipment owned or furnished by another Party is necessary or proper, or as may otherwise be provided for in this Agreement.

#### **ARTICLE VII. INDEMNIFICATION AND INSURANCE**

To the extent permitted under Arizona law, each Party agrees to indemnify, defend and hold harmless the other from all claims, losses, liability, costs or expenses arising out of injuries to persons or property caused by acts, omissions, negligence, misconduct or other fault of the Party and/or its agents, officers, employees or volunteers arising out of activities under this Agreement. In the event of concurrent liability, the Parties shall have the right of contribution from one another in proportion to the respective liability of each Party.

#### **ARTICLE VIII. TERMINATION: DISPOSITION OF PROPERTY THEREUPON**

This Agreement may be terminated in whole or in part as to any Party hereto on notice by that Party given in writing to the other Party not less than thirty (30) days in advance of the contemplated termination. Upon such termination, all property not owned by a Party which is in its custody or possession shall be forthwith returned to the Party owning the same or to whom possession should be given.

## ARTICLE IX. MISCELLANEOUS

A. Compliance with Law. Nothing in this Agreement shall be construed as either limiting or extending the lawful jurisdiction of any Party hereto other than as expressly set forth herein.

B. The Parties agree that should a dispute arise between them, in any manner, concerning the attached Agreement, and said dispute involves the sum of ten thousand dollars (\$10,000.00) or less in money damages only, exclusive of interest, cost or attorney's fees, the Parties will submit the matter to Binding Arbitration pursuant to the Arizona Supreme Court Rules for Compulsory Arbitration and the decision of the arbitrator(s) shall be binding upon the Parties.

C. Notices. Formal notices, demands and communication between the Parties shall be deemed sufficiently given if hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

TPD: Tucson Police Department  
270 S Stone Ave  
Tucson, AZ 85701  
Attn: Finance Section

TUSD: Tucson Unified School District  
Legal Department  
1010 E. 10<sup>th</sup> Street  
Tucson, AZ 85719

D. Non-Appropriation. Notwithstanding any other provision in this Agreement, this Agreement may be terminated if the governing bodies for the Parties fail to appropriate sufficient monies for the purpose of maintaining this Agreement. In the event of such cancellation, neither party shall have any further obligation to the other or its governing body.

E. Legal Authority. If a court, at the request of a third person, should declare that either party lacks authority to enter into this Agreement, or any part of it, then the Agreement, or parts of it affected by such order, shall be null and void, and no recovery may be had by either party against the other for lack of performance or otherwise.

F. Worker's Compensation. Each party shall comply with the notice requirements of A.R.S. § 23-1022. For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations in place, and said party shall have the sole responsibility for the payment of Worker's Compensation benefits or other fringe benefits of said employees.

G. Counterparts. This Agreement may be executed in one or more counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

H. Entire Agreement. This document constitutes the entire Agreement between the Parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement shall not be modified, amended, altered or extended except through a written amendment approved and signed by both Parties.

**IN WITNESS WHEREOF**, the Parties hereto have severally given their respective consents authorized by law and the Parties hereto have executed this Agreement by and through their respective officers duly authorized.

**CITY OF TUCSON, AZ**

**TUCSON UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_  
Jonathan Rothschild, Mayor

\_\_\_\_\_  
Dr. Gabriel Trujillo, Superintendent

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

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

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
TUSD Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
TUSD General Counsel