



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.2

**Meeting Date:** October 18, 2018

**Subject:** Approve City of Sacramento Police Department School Resource Officer (SRO) Contract

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☒ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Deputy Superintendent

**Recommendation:** Approve City of Sacramento Police Department School Resource Officers (SRO) Contract.

**Background/Rationale:** The Sacramento City Unified School District has had a strong partnership with the City of Sacramento Police Department for more than 9 years (with the increase of gang-related violence, community violence, drugs, vandalism, assaults, threats on and surrounding our campuses), the School Resource Officers (SROs) are essential in assisting our District with crime prevention and intervention issues as well as community engagement. The City of Sacramento Police Officers act as SROs and provide law enforcement support at Rosemont, Burbank, McClatchy, J.F. Kennedy, and Hiram Johnson and American Legion High Schools. They also provide two SROs that are able to respond to all remaining 71 school sites. The SROs work closely with schools, students, staff, and community members to build relationships and focus on long-term solutions. They establish and maintain constant contact with school administrators and respond to any school safety issue. The officers also assist students, parents, staff and community with various resources. SROs maintain a highly visible and open presence on each campus to encourage positive student interaction. They monitor the various functions at these campuses that have the potential for violence or criminal activity. The contract calls for eight police officers and one sergeant.

**Financial Considerations:** \$2,987,301

**LCAP Goal(s):** Operational Excellence; Safe, Emotionally Healthy and Engaged Students

**Documents Attached:**

1. Executive Summary
2. School Resource Officer Contract

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Lisa Allen, Deputy Superintendent  
Nina Delgadillo, Director

**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Deputy Superintendent

Approve City of Sacramento Police Department  
School Resource Officer (SRO) Contract  
October 18, 2018



### I. Overview/History of Department or Program

The School Resource Officer (SRO) program, coordinated through the Safe Schools Office, is essential in assisting our District by ensuring the safety of students and staff on our campuses. SROs work closely with school administrators, staff, and the District office in crime prevention and focusing on long-term solutions to ensure the safety of students, staff, parents and surrounding community members.

The prior Agreement for Peace Officer Assignment with the City of Sacramento Police Department was adopted by the SCUSD Board of Education and the City of Sacramento for the 2016- 2018 school years. The term of the Agreement was effective September 1, 2016, through June 30, 2018 and was extended for an additional one-month period to accommodate the District's request for Extended Summer Learning Program coverage, ending on July 31, 2018.

Through the Agreement, eight officers and one sergeant are assigned to our schools: J.F. Kennedy, C.K. McClatchy, Rosemont, Hiram Johnson, and Luther Burbank and American Legion High Schools with two floater SROs for the entire remaining district.

The current *Agreement for Peace Officer Assignment* with the City of Sacramento Police Department is pending SCUSD Board of Education Approval for the 2018-2020 school years. The term of the Agreement was to become effective July 1, 2018, through June 30, 2020.

### II. Driving Governance

Researchers from Canada's Carleton University conducted a two-year study of the SRO program on school campuses based on this research. Some of the numerous benefits of the program, including:

- Prevention or minimization of property damage in the school and surrounding areas
- Prevention of student injuries and even death due to violence, drug overdoses, etc.
- Reduction of the need for schools to call 911
- Reduction of the likelihood that a student will get a criminal record
- Increase of the likelihood that students (particularly those with mental health issues) will get the help they need from the social service and health care systems
- Increase in feelings of safety among students and staff

Additionally, research from the Congressional Research Service (2013) illustrated that schools with SROs were more likely to create and implement an emergency plan

# Board of Education Executive Summary

## Deputy Superintendent

Approve City of Sacramento Police Department  
School Resource Officer (SRO) Contract  
October 18, 2018



agreement; develop plans to best deal with active shooters, bomb threats, hostage situations, and large-scale fights; and conduct risk assessments the school site.

### III. Budget

The 2018 – 2020 SRO contract amount is \$2,987,301. The funding source for the SRO contract is General Fund. The funding source is allocated for salaries, training, overtime and vehicles.

### IV. Goals, Objectives and Measures

The goal of the SRO is to provide a safe environment so that students can focus on educational goals. The presence of an SRO improves school climate and provides an immediate conduit to law enforcement to report crimes previously unreported. Moving forward, the District will work with the Police Department to provide data on SRO response to school safety concerns and resources offered to students, staff and parents. This data could be used to support Goal 4 of the LCAP, Operational Excellence.

### V. Major Initiatives

The Sacramento Police Department provides a number of in-kind services to the District in support of the SRO Program. These include, but are not limited to:

- Summer salary for the SRO Sergeant
- Summer salary for SRO's assigned to assist district with special projects such as the development of numerous trainings to include Campus Monitor Training, Violent Intruder/Active Shooter Trainings
- Lieutenant assigned to support the SRO Unit to further address safety in our schools and security of our facilities after hours and with significant threat investigations
- Overtime for SROs not billed to SCUSD as noted above

In addition to the above listed services directly supporting the SRO program, the following services are provided at no cost to our district:

- Campus Monitor Training
- Nine additional trainings developed by the SROs and Office of Safe Schools as a result of information received at national and local conferences, including national threat trends, anti-bullying, and school safety best practices
- Police Academy Magnet Program Officers and Salaries (Hiram Johnson, C.K. McClatchy, and J.F. Kennedy High Schools)
- Magnet Academy Sergeant Salary

# Board of Education Executive Summary

## Deputy Superintendent

Approve City of Sacramento Police Department  
School Resource Officer (SRO) Contract  
October 18, 2018



### VI. Results

The Agreement with the Sacramento Police Department not only provides direct benefit to those schools with SROs, but affords the District the opportunity to daily interface with a critical partner to improve the safety and security of our schools. In addition, this partnership provides our schools and District the resources of a major metropolitan police department in an emergency. Such resources include K9, SWAT, Air Operations, and traffic – all critical assets in responding to a crisis on a campus. The SROs work very closely with first responder partners, Sacramento County Sheriff's Department and the Sacramento Fire Department as well as the California Department of Justice and its specialized unit, the Regional Threat Assessment Center. These close working relationships have proven critical in recent years when the District has received a number of serious threats to schools and the Serna Center.

Principals with assigned officers report overwhelming the positive impact the program has on their campus and the significant role their SRO has in helping to create safe learning environments for students. In their role on campus, SROs are not only serving in capacity of law enforcement, but serve also as mentors, role models, mediators, trainers, and helpers.

### VII. Lessons Learned/Next Steps:

The partnership with the Sacramento Police Department and the SRO Program continues to strengthen and is an integral part of our school communities and providing safe schools. Approval of the Agreement and the expenses in the two-year contract is necessary to continue this program.

## **AGREEMENT FOR PEACE OFFICER ASSIGNMENT**

**THIS AGREEMENT** ("Agreement") is entered into as of \_\_\_\_\_, 2018, by and between the **CITY OF SACRAMENTO**, a municipal corporation ("City"), and the **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**, a local public entity ("District"). The City and the District hereinafter may be referred to collectively as the "Parties" or in the singular as "Party," as the context requires.

### **RECITALS**

The City and the District have entered into this Agreement with reference to the following facts and circumstances:

- A. The District desires to enter into an agreement with City for the continuation of the assignment of City Police Officers to provide security services at various District school campuses.
- B. The Parties intend that the City Police Officers assigned to the District will provide a school-based protective services security team.
- C. The parties intend that during the summer vacation period, the City Police Officers will be reassigned from the District school campuses to the City except as needed to provide security services at District school campuses during summer school sessions.

### **AGREEMENT**

**NOW, THEREFORE, BASED UPON THE FOREGOING RECITALS WHICH THE PARTIES AGREE TO BE TRUE AND CORRECT, IT IS MUTUALLY AGREED AS FOLLOWS:**

#### **1. STATEMENT OF INTENT AND RULE OF CONSTRUCTION**

By entering into this Agreement, the Parties intend not to violate or cause a violation of the terms of collective bargaining or other labor agreements to which either may be a party, nor the policies, rules and regulations governing the employees of either Party hereto. If any provision of this Agreement is inconsistent with such collective bargaining or other labor agreements, or of such policies, rules and regulations, then the applicable provisions of such collective bargaining or other labor agreements, and of such policies, rules and regulations shall take precedence for purposes of the construction and interpretation of this Agreement.

#### **2. TERM**

This Agreement shall be effective from July 1, 2018 through June 30, 2020, unless sooner terminated pursuant to the provisions of this Agreement.

### **3. SCOPE OF WORK**

City agrees to assign eight (8) officers (collectively, the "Police Officers") as the minimum staffing level under this Agreement. The Police Officers shall work under the supervision of a Supervising Sergeant assigned to the Youth Services Unit. The Police Officers shall be selected by a panel consisting of representatives of the City of Sacramento Police Department and District personnel (the "Joint Panel"). The Police Officers, as selected by the Joint Panel, will be assigned by the City to the District for the term of this Agreement, unless any one or more of them are replaced by other officers selected by the Joint Panel.

The Police Officers assigned to the District shall provide foot, vehicle, and bike patrol and other security protection services on school campuses as agreed upon by the Parties. The Police Officers may issue citations or make arrests for crimes, write reports, and other related duties. Notwithstanding the foregoing, the Police Officers may pursue a criminal suspect if they witness a crime in progress. The Police Officers shall perform other specific tasks as agreed upon between the Parties, provided the Police Officers shall not be required to perform tasks beyond the authority vested in them pursuant to applicable law. The Police Officers shall be authorized to take control of crisis situations pursuant to the policies and procedures of the Sacramento Police Department. A general description of the Basic Functions of the Police Officers is attached hereto as Exhibit A and incorporated herein by this reference.

### **4. PEACE OFFICER ASSIGNMENTS**

All Police Officers assigned to the District shall be limited to on-duty officers selected by the Joint Panel. All Police Officers shall attend training related to school safety, threat management, implicit bias, trauma-informed practices, and other school related training after being selected. All Police Officers shall meet the requirements of Education Code section 38001.5 unless a court of competent jurisdiction determines that said statute does not apply to the Police Officers. A Police Officer may be reassigned to another assignment upon the recommendation of a superintendent or designee and the approval of the Supervising Sergeant, which approval shall not be unreasonably withheld. If such reassignment results in a Police Officer being removed from a District assignment, the City shall make all reasonable efforts to expeditiously replace said officer. The Supervising Sergeant and the Police Officers shall have full authority to act to discharge their law enforcement duties pursuant to the policies and practices of the Sacramento Police Department. If circumstances permit, District personnel shall be consulted with respect to the handling of certain situations, provided that nothing in this Agreement shall restrict the discretion of the Supervising Sergeant and the Police Officers in their law enforcement activities.

The City shall retain the full responsibility and authority to direct and control the activities of the Police Officers and supervise and discipline the Police Officers in accordance with the collective bargaining agreement between the City and the Sacramento Police Officers

Association then in effect. Notwithstanding the foregoing, the Police Officers shall collaborate with the District relating to any event or activity which may involve a Police Officer assigned to the District, including, without limitation, conferring with any student, parent, faculty and school administrator. If a problem arises concerning the performance of duties by a Police Officer, the principal or his/her designee shall state such concerns in writing directed to the District's Director of Safe School or his or her designee. The Director of Safe Schools shall address the concerns with the Supervising Sergeant.

The Police Officers shall be afforded reasonable time to address collective bargaining agreement issues affecting the officers, provided that said officers shall use reasonable efforts to schedule such activity so as not to cause an unreasonable interruption of service to his or her school assignment.

The City shall retain the right to approve requests for sick leave, vacation, or other absences. In the event that a Police Officer will be absent for a period longer than one (1) week while on an approved sick leave of absence or approved time off (whether leave time, parental leave, vacation time, CTO, or other arrangement is utilized to accomplish such leave), the District may choose to have an additional officer assigned, or to use one of the other eight police officers to staff the temporary vacancy, provided, however, that the one (1) week period referenced above shall be extended to two (2) weeks if the facts and circumstances at the time of an absence are such that the Supervising Sergeant is not given reasonable prior notice that an Officer's absence would exceed one (1) week. Said replacement officers, in the sole judgment of the City, shall be qualified to perform services hereunder. The City will attempt in good faith if possible not to schedule more than one officer out on leave or vacation at the same time.

City agrees that during the District summer vacation period the Police Officers will be reassigned from District school campuses to the City except as needed to provide security services at District school campuses during summer school sessions. During the time periods when the Police Officers are reassigned to the City, the District will not be billed for their services.

## **5. SUPERVISING SERGEANT ASSIGNMENT**

The Police Officers' supervising sergeant (the "Supervising Sergeant") shall have direct supervision and control over the Police Officers assigned to the District. The Supervising Sergeant, at the District's request, shall also assist and advise the District with respect to public safety and protection issues. The Supervising Sergeant will coordinate with the City Police Department and, if appropriate, the County Sheriff's Department, regarding the investigation of crimes reported on District facilities, and may conduct investigations as requested by the District.

The Supervising Sergeant has overall supervision of the Citywide School Resource Officer Program and as such is complementary to this agreement. If a problem arises concerning the performance of duties by the Supervising Sergeant, the Director of Safe School's or his/her designee shall state such concerns in writing directed to the Police Lieutenant in charge of the Police Youth Services Division. The Supervising Sergeant



shall be reassigned from duties under this Agreement either upon the reasonable request of the District or upon the mutual consent of the District and City.

#### **6. PLACE, TIME AND HOUR OF ASSIGNMENT**

The Police Officers assigned to the District shall report to the Supervising Sergeant at a location determined by the City and Superintendent or his/her designee. The schedule for City Police Officer duties for the District shall be as designated by the Supervising Sergeant in consultation with the Superintendent or his/her designee. The work schedules of the Police Officers shall be subject to the restrictions of the collective bargaining agreements between the City and the Sacramento Police Officers' Association then in effect. The District or Supervising Sergeant may request the Police Officers to work overtime during any given week, subject to the provisions of applicable collective bargaining agreements, Fair Labor Standards Act, and other applicable laws and policies. The District will only be responsible for payment of overtime that results directly from campus activity, or is previously authorized by the District. The overtime compensation to be paid to the Police Officers are set forth in the table set forth in Exhibit B which is attached hereto and incorporated herein by this reference.

#### **7. VEHICLES, EQUIPMENT, AND TRAINING**

Except as otherwise provided in this Agreement, the City shall furnish all equipment which may be required to support the Police Officers assigned to the District under this Agreement; in the event the City is required to provide new, additional, or replacement equipment, the District shall reimburse the City for actual replacement cost(s). In addition, the City shall furnish each Police Officer with a vehicle which is equipped and maintained pursuant to City standards and policies, equipment for the vehicles, and maintenance for the vehicles. The City shall charge the District for the vehicles, equipment for the vehicles, and maintenance for the vehicles at the rates set forth in Exhibit B which is attached hereto and incorporated herein by this reference. The District shall not acquire any legal interest in the vehicles or the equipment for the vehicles furnished by the City by virtue of this Agreement.

The District shall make available, a school campus, for the purpose of providing training to the Police Officers, so long as this does not cause an unreasonable interruption of school services or excessive associated costs. The District shall cover all associated fees for opening and closing the facility and any associated janitorial costs.

The District shall be responsible for providing threat assessment and other school safety related training for the Police Officers and Sergeant assigned to the District. These training expenses should be reflected in the annual budget and account for course costs, travel, lodging and per diem.

#### **8. ADHERENCE TO THE DISTRICT RULES**

At all times during the performance of this Agreement, the Police Officers shall adhere and obey all of the District's rules and regulations pertaining to the District's operations of

its schools, unless otherwise authorized by the Superintendent or his/her designee or unless such compliance is not practicable due to exigent circumstances.

Police officers are required by California Peace Officer's Standards and Training to be fingerprinted and obtain Department of Justice clearance. Sacramento police officers are held to stringent standards throughout their careers and shall be immediately removed from duty in the capacity of a school resource officer by the City if they engage in behavior that would preclude them from working at a school.

Consistent with the City of Sacramento's policies and the State of California's Values Act, SRO's do not enforce federal immigration law. As stated in the District's "Safe Haven/Immigration Enforcement Policy," BP 5145.13, SRO's will not participate in immigration enforcement efforts with federal authorities in their roles as SRO's and on District sites or properties. SROs, who learn of information related to student's or their family member's actual or perceived immigration status or place of birth, even if voluntarily offered by the parent, guardian, or student, must keep that information confidential and, therefore, shall not record or distribute that information at any time unless otherwise required by law

## **9. CONSIDERATION**

The District agrees to pay the City for the services provided under this Agreement pursuant to the rates set forth in Exhibit B, which is attached hereto and incorporated herein by reference. The Parties may amend this Agreement in response to changes to collective bargaining agreements resulting in increases or decreases to the rates set forth in Exhibit B, pursuant to Section 21 of this Agreement.

The salary and benefit rate set forth in Exhibit B is based on the costs of full-time, on-duty officers, inclusive of summer school, exclusive of the District's summer break when the some or all of the Police Officers are reassigned from the District school campuses to the City. The costs in the salary and benefit rate include the straight time costs for sick leave, vacation, holidays, retirement, insurance, Medicare, workers compensation, and incentives.

The Overtime rate set forth in Exhibit B is set at one and one-half times the hourly base salary rate, plus workers compensation, unemployment costs and Medicare. The overtime costs for the police services shall be billed for the actual number of hours worked by the Police Officers.

Unplanned overtime costs resulting from duties directly related to the School Resource Officer Program will be billed to the District. Any overtime costs billed to the District for planned extracurricular school activities will be agreed upon in negotiation between the District and the Sacramento Police Department.

The Fleet Maintenance rate set forth in Exhibit B includes the annual cost to operate and maintain a vehicle plus fuel costs, inclusive of summer school, exclusive of the District's

summer break when the Police Officers are reassigned from the District school campuses to the City.

The District represents and warrants that as of the commencement of the term of this Agreement, it has duly appropriated funds to pay its obligations hereunder or that it will during the term hereof use its best efforts to obtain appropriation of sufficient funds to discharge its obligations hereunder.

#### **10. METHOD OF PAYMENT**

City shall invoice the District and detail the separate charges for the services of each Police Officer and the vehicle costs in accordance with Exhibit B, and the terms of this Agreement. The total estimated invoice amounts for the years covered by this Agreement are set forth in Exhibit B.

The District will be invoiced on a trimester basis and payment of each approved invoice shall be made by the District within thirty (30) calendar days after receipt of an invoice. Invoices will be submitted for payment in accordance with the following schedule and dates:

| <b>Trimester Invoicing Schedule</b> |
|-------------------------------------|
| August 1, 2018 – December 31, 2018  |
| January 1, 2019 – March 31, 2019    |
| April 1, 2019 – July 31, 2019       |
| August 1, 2019 – December 31, 2019  |
| January 1, 2020 – March 31, 2020    |
| April 1, 2020 – July 31, 2020       |

All invoices and payments shall be made in arrears. If the District disputes any item on an invoice for reasonable cause, the District may deduct that disputed item from the payment, but shall not delay payment for the undisputed portions. The amounts and reasons for such deductions shall be documented to City within thirty (30) calendar days after receipt of invoice by the District. The District shall assign a sequential reference number to each deduction. Within fifteen (15) days after the date the District submits documentation of any deduction taken, the Parties shall meet and confer in a good faith attempt to resolve the dispute over the invoice. In the event that Parties are unable to resolve such dispute only with respect to a dispute concerning the invoice statement, the Parties shall submit the dispute to an independent mutually-agreed upon arbitrator. Said arbitrator shall resolve the dispute based upon a reasonable interpretation of this Agreement, the subject invoice, the documentation provided by the District, and such other information deemed by said arbitrator to be relevant to the dispute. The arbitrator may resolve the dispute by way of mediation or binding decision.

Unless otherwise agreed, payment against invoice shall be delivered by first class mail through the facilities of the U.S. Post Office, postage prepaid, addressed to the applicable Party in the manner set forth in Section 19.

## **11. INDEPENDENT CONTRACTOR**

In the performance of services under this Agreement, the City, the Police Officers shall act as independent contractors and not as employees of the District. Nothing herein shall be construed or deemed to create the relationship of employer/employee or principal/agent as between the District and the Police Officers assigned under this Agreement. Directions issued by the District to the Police Officers only relates to the objectives to be achieved and not the actual means to accomplish such objectives. City shall assume responsibility for federal and state income tax withholding for their employees, including but not limited to the Federal Income Tax (FIT), State Income Tax (SIT), Federal Insurance Contributions Act (FICA), State Unemployment Insurance (SUI), and State Disability Insurance (SDI), and any other deductions from income that City is required to make as the employer of the Police Officers.

## **12. NO JOINT VENTURE**

This Agreement shall not create among the Parties a joint venture, partnership, joint powers authority, or any other relationship of association.

## **13. WORKERS' COMPENSATION**

The District's responsibility for compensation under this Agreement shall be limited to the provisions of Section 9 and to the salary rates of compensation as set forth in Exhibit B, and the District shall not be responsible for providing workers' compensation insurance or any other protective insurance coverage or employment benefit that is based upon the relationship of employer and employee.

## **14. INDEMNITY**

District shall assume the defense of and indemnify and hold harmless City from and against all actions or claims against City, its officers, agents or employees from any and all loss, including attorneys' fees, sustained by City by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of active negligence by the City, its officers, agents or employees and except for actions or claims alleging dangerous conditions of City property which arise out of the acts or failure to act by the City, its officers, agents or employees which are not created by a District employee or District invitee.

City shall assume the defense of and indemnify and hold harmless District from and against all actions or claims against District, its officers, agents or employees from any and all loss, including attorneys' fees, sustained by District by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of active negligence by the District, its officers, agents or employees and except for actions or claims alleging dangerous

condition of District property which arise out of the acts or failure to act by the District, its officers, agents or employees which are not created by a City employee or City invitee.

The indemnification provisions contained in this Agreement include but are not limited to any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful, or criminal acts of either party to this Agreement, or any of their agents, officers or employees or their performance under the terms of this Agreement.

It is the intent of the parties that where negligence or responsibility for injury or damages is determined to have been shared, principles of comparative negligence will be followed and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

Each party shall establish procedures to notify the other party, where appropriate, of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification section. The parties shall cooperate in the defense of such actions brought by others with respect to the matters covered in this agreement. Nothing set forth in this Agreement shall establish a standard of care for or create any legal rights for any person not a party to this Agreement.

The indemnity provisions of this Agreement shall survive the expiration or earlier termination of this Agreement.

## **15. INSURANCE**

**City Insurance.** City, at its sole cost and expense and for the full term of this Agreement shall obtain and maintain at least all of the following minimum insurance requirements. All or a portion of the required insurance may be satisfied through the use of a self-insurance program or pooled insurance, if any. The City may show satisfactory proof by way of a letter from the City's Risk Manager or designee of self-insurance, or pooled insurance if any.

### **A. Comprehensive General Liability**

A policy with a minimum limit of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage, providing at least all of the following minimum coverages:

- 1) Premises Operations
- 2) Blanket Contractual
- 3) Personal Injury

### **B. Workers' Compensation and Employers' Liability**

A policy written in accordance with the laws of the State of California and providing coverage for any and all employees of the City.

- 1) This policy shall provide coverage for Workers' Compensation (Coverage A) with statutory limits.
- 2) This policy shall also provide coverage of \$100,000 Employers' Liability (Coverage B).

C. Comprehensive Business Auto

A policy with a minimum of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage. Coverage shall be applicable (without deductibles) to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this agreement.

D. Special Provisions

The foregoing requirements as to the types and limits of insurance coverage to be maintained by City, and any approval of said insurance by the District, or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by City pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

**District Insurance.** District, at its sole cost and expense and for the full term of this Agreement shall obtain and maintain at least all of the following minimum insurance requirements. All or a portion of the required insurance may be satisfied through the use of a self-insurance program. The District may show satisfactory proof by way of a letter from the District's Risk Manager or designee of self-insurance, or pooled insurance, if any.

A. Comprehensive General Liability

A policy with a minimum limit of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage, providing at least all of the following minimum coverages:

- 1) Premises Operations
- 2) Blanket Contractual
- 3) Personal Injury

B. Workers' Compensation and Employers' Liability

A policy written in accordance with the laws of the State of California and providing coverage for any and all employees of the District.

- 1) This policy shall provide coverage for Workers' Compensation (Coverage A) with statutory limits.
- 2) This policy shall also provide coverage of \$100,000 Employers' Liability (Coverage B).

C. Comprehensive Business Auto

A policy with a minimum of not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage. Coverage shall be applicable (without deductibles) to any and all leased, owned, hired, or non-owned vehicles used in pursuit of any of the activities associated with this agreement.

D. **Special Provisions**

The foregoing requirements as to the types and limits of insurance coverage to be maintained by District, and any approval of said insurance by the City, or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by District pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

All insurance requirements shall be met by all parties prior to the commencement of any of the activities required of the parties under this Agreement.

**16. HEALTH AND SAFETY**

City shall comply with all applicable Federal, state and local requirements pertaining to health and safety protection of the Police Officers.

**17. TERMINATION**

Either Party shall have the right to terminate this Agreement at any time by giving a written notice of termination to the other Party. The other Party shall have the right to specify the effective date of such termination, which, however, shall not be less than fifteen (15) days after the date of said notice. If either Party gives such notice of termination to the other Party, the other Party shall immediately cease rendering Services pursuant to this Agreement. In the event of such termination, City shall be paid for its services performed to the effective date of such termination. The foregoing notwithstanding, neither of the Parties waives their right to recover damages against the other for breach of this Agreement, including, without limitation, any amount necessary to compensate one Party for all detriment proximately caused by the other Party's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom.

**18. THIRD PARTY OBLIGATIONS**

City shall be solely liable to third parties with whom it enters into contracts to effectuate the purposes of this Agreement. City shall pay directly such parties for all amounts due under said arrangement. The Parties specifically do not intend to enter into this Agreement for the benefit of any person or entity that is not a named party hereto.

**19. NOTICES**

Any written communication required during the administration of this Agreement, including notice of termination or cancellation, shall be addressed to the respective Party as follows:

TO DISTRICT: Sacramento City Unified School District  
Jorge Aguilar, Superintendent  
5735 47<sup>th</sup> Ave, Sacramento, CA 95824  
Phone: (916) 643-7400

TO CITY: Sacramento Police Department  
ATTN: Captain Kathy Lester  
5770 Freeport Blvd., Suite 100  
Sacramento, CA 95822  
Phone: (916) 808-0822  
Fax: (916) 808-0818

Any Party who desires to change its address for notice may do so by giving notice as set forth herein.

**20. NON-WAIVER**

Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement.

**21. MODIFICATION**

No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and duly signed by the Parties hereof.

**22. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

**23. CAPTIONS**

The headings or captions to the sections of this Agreement are not a part of the Agreement and shall have no effect upon the construction or interpretation of any part thereof.

**24. SEVERABILITY**

If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in full force and effect.



**25. AMBIGUITIES**

Each of the Parties has carefully reviewed this Agreement and has agreed to each term of this Agreement. No ambiguity shall be presumed to be construed against either Party.

**26. SUCCESSORS AND ASSIGNS**

All rights of each Party under this Agreement shall inure to the benefit of its successors in interest and assigns; all obligations and burdens assumed under this Agreement by each Party shall bind the successors in interest and assigns of each Party.

**27. GOVERNING LAW**

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California, the state in which the Agreement is signed. The Parties agree that venue for any legal action concerning any dispute arising under this Agreement shall be a court of competent jurisdiction located in Sacramento County, California.

**28. INTEGRATION**

This Agreement embodies the entire agreement of the Parties in relation to the scope of services herein described, and no other agreement or understanding verbal or otherwise, exists between the Parties.

**29. PERSONNEL AND OTHER CONFIDENTIAL RECORDS**

The District acknowledges that the Police Officers are subject to the California Public Safety Officers Bill of Rights (Government Code sections 3300, et seq.) The District shall not take any action that may lead to punitive action against the Police Officers, but shall address its concerns to the City for handling consistent with the Public Safety Officers Bill of Rights.

Personnel records, including records concerning the performance of the Police Officers, together with complaints made against the Police Officers are confidential pursuant to Evidence Code section 832.7 and Evidence Code sections 1043 and 1046, and the District shall not disclose such records. Any request for disclosure of such records shall be treated as a request for disclosure of confidential records pursuant to the following paragraph.

Each Party shall not disclose records received from the other Party, which has been designated as confidential, including Student or Pupil Records pursuant to FERPA, 20 U.S.C. Section 1232g, and California Education Code Section 49060 et seq. In the event a Party receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, said Party shall tender the request to the other Party who shall be responsible for addressing said request,

including the defense of its claim of confidentiality. The Party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

### **30. DISPUTE RESOLUTION**

With respect to any breach or dispute arising under this Agreement, the Parties shall meet and attempt, in good faith and in using their best and reasonable efforts, to resolve the same. Should the Parties be unable to resolve any dispute arising under this Agreement or mutually agree to an alternative dispute resolution method, the provisions of Section 27 above would apply.

### **31. AUTHORITY**

The signers of this Agreement have the capacity and are authorized to execute this Agreement as the representatives of their respective Parties, and to bind said Parties to the terms hereof. This Agreement is subject to the approval by the each Party's governing body.

The Parties have entered into this Agreement as of the day and year first hereinabove appearing.

### **CITY OF SACRAMENTO, a municipal corporation**

By: \_\_\_\_\_  
Howard Chan  
City Manager

Attest: \_\_\_\_\_  
CITY CLERK

Approved as to Form:

By: \_\_\_\_\_  
DEPUTY CITY ATTORNEY

**SACRAMENTO UNIFIED SCHOOL DISTRICT, a local public agency**

By: \_\_\_\_\_  
John Quinto, Chief Business Officer

**SCHOOL RESOURCE OFFICER**

---

## **BASIC FUNCTION**

The School Resource Officer (SRO) will work closely with school staff in identifying specific problems and focus on long-term solutions. The SRO will establish and maintain regular and consistent contact with the school administration and respond to any school safety issues. This relationship will provide for comprehensive and immediate accessibility to police resources.

## **REPRESENTATIVE DUTIES**

The SRO will maintain a highly visible and open presence on each campus to encourage positive student interaction. Each officer will closely monitor the various functions within the school and youth community. The SRO should also be present at any school function when there is a reasonable likelihood that the function has the potential for violence or criminal activity. It is recommended that each officer develop a service-relationship with the principals of the local feeder schools. Additionally, off-campus duties may include picking up truants and transporting them back to campus, and networking (Community Oriented Policing) with community businesses and neighbors. Officers, while working on duty in the capacity as a peace officer, will be considered authorized chaperones for school related trips, competitions, and other related school activities.

The SRO will work closely with any conflict resolution or truancy program at each site. They may participate in conflict resolution, restorative justice, and crime awareness. In addition, as appropriate, and when not in conflict with their duties to enforce criminal laws, the SRO may utilize restorative practices when engaging with students to the extent appropriate in their experience and judgment. The SRO shall be provided training opportunities in restorative justice, implicit bias, and trauma-informed strategies as appropriate.

The SRO will coordinate with the Safe School Director to establish a schedule of presentations and training to students, school staff, and parents, as requested, on school safety and crime prevention issues. They will act as a coordinator for presentation requests outside of the officer's expertise.

The SRO will act as an intelligence gatherer and liaison officer for the school site and the Police Department and will bridge the gap between community and school related law enforcement problems. The officer will work on prevention, intervention, and suppression of all the drug and/or gang activity occurring in and around the schools.

The SRO should follow-up on investigations of crimes that occur on or near the school campuses when possible. The officer should endeavor to identify physical changes in the environment that may reduce crime in and around the school.

The SRO will have the capabilities for rapid, mutual-aid support from other government agencies. They will assist the school administration from other government agencies. They will assist the school administration in developing school policies that address

#### EXHIBIT A

---

crime and recommend procedural changes. The SRO will read and analyze their school's Emergency Preparedness plan.

The SRO will solve conflicts among youth groups within the school environment. They will operate under the philosophy of community-oriented policing and problem solving on school campuses and surrounding neighborhoods.

There are three (3) times that have been determined as "critical" at the high school campuses. These times are: before school, during lunch, and after school. Therefore, the Officer's presence on the campus during these times is essential. Exceptions to this may include an emergency call to another school or an emergency in the nearby community.

#### **SCHOOL RESOURCE SERGEANT**

The supervising Sergeant's role in the SRO program is extremely important. The District will rely on this Sergeant to communicate the needs of the District to the Officers. Additionally, the Sergeant will share the Officer's needs and concerns with the District liaison. The following is a list of the areas where the Sergeant can assist the District:

Coordinate with the Director of Safe Schools to meet and become acquainted with school administrators.

Collaborate with the Director of Safe Schools on strategic development and needed training of SROs.

Consult with Director of Safe Schools regarding the need for SPD special units on non-emergency situations.

Initiate and coordinate any needed training for officers or and assist in the development of safety bulletins for the schools.

Coordinate summer training for the officers and school staff.

Provide input and oversight on school safety issues and incidents.

Consult with the Director of Safe Schools as to the performance of the SROs.

Coordinate grievance procedures with the Director of Safe Schools.

Exhibit B

**Sacramento City Unified School District**

|                                |                 |                   |          | Year 1         |                |                | Year 2         |                |                | Total        |
|--------------------------------|-----------------|-------------------|----------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
|                                | Title           | Rate <sup>3</sup> | Quantity | Aug - Dec 2018 | Jan - Mar 2019 | Apr - Jun 2019 | Aug - Dec 2019 | Jan - Mar 2020 | Apr - Jun 2020 |              |
| Salary & Benefits <sup>1</sup> |                 |                   |          |                |                |                |                |                |                |              |
|                                | Police Officer  | \$ 157,305        | 8        | 429,161        | 314,610        | 314,610        | 442,035        | 324,048        | 324,048        | 2,148,513    |
|                                | Police Sergeant | \$ 208,536        | 1        | 71,116         | 52,134         | 52,134         | 73,250         | 53,698         | 53,698         | 356,030      |
|                                |                 |                   |          | 500,277        | 366,744        | 366,744        | 515,285        | 377,746        | 377,746        | 2,504,543    |
| Overtime <sup>2</sup>          |                 |                   |          |                |                |                |                |                |                |              |
|                                | Police Officer  | \$ 73.70          | 1,700    | 50,116         | 37,587         | 37,587         | 51,619         | 38,715         | 38,715         | 254,339      |
|                                | Police Sergeant | \$ 97.53          | 20       | 780            | 585            | 585            | 804            | 603            | 603            | 3,960        |
|                                |                 |                   |          | 50,896         | 38,172         | 38,172         | 52,423         | 39,317         | 39,317         | 258,298      |
|                                |                 |                   |          |                |                |                |                |                |                |              |
| Fleet Maintenance              | Police Vehicle  | \$ 15,600         | 9        | 47,880         | 35,100         | 29,250         | 47,880         | 35,100         | 29,250         | 224,460      |
| TOTAL                          |                 |                   |          | \$ 599,053     | \$ 440,016     | \$ 434,166     | \$ 615,588     | \$ 452,164     | \$ 446,314     | \$ 2,987,301 |

1 - Estimated 3% increase effective 7/1/19.

2 - Estimated rate increase of 3% effective 7/1/19. Number of overtime hours is an average of actual overtime hours worked in fiscal year 2016/17 plus 75 extra hours. Actual overtime expenses will vary depending on the actual number of overtime hours worked.

3 - Salary & Benefits is an annual, full year Officer rate. Overtime is an hourly rate. Fleet Maintenance is an annual rate.