

## *Memorandum of Understanding (MOU)*

This MOU is established between the Augusta County Sheriff's Office and the Augusta County School Board. It serves as a guideline for the School Resource Officers (SROs) who have been assigned to the County's High, Middle, and Elementary Schools and the school administrators. The mission of the Sheriff's Office is to provide necessary services to the schools that have been or will be identified by various sources. It is not the intention of the Sheriff's Office to interfere with school administration or mandate policy. The main objective of the Sheriff's Office personnel is to be a resource, bearing in mind that they are law enforcement officers who must enforce the Code of Virginia as prescribed on violations that are brought to their attention. Officers will exercise their best discretion in all matters giving due consideration to options available to them after conferring with school officials, law enforcement officials, juvenile court services personnel, the Commonwealth's Attorney's Office and other involved parties. Those options are, but not limited to:

- Available and applicable school treatment of rehabilitation programs;
- Referrals to community treatment or rehabilitation services;
- School suspension or expulsion;
- Counseling; and
- Criminal prosecution.

The Sheriff's Office commits and obligates designated officers to:

- Serve as a liaison between the schools and the legal justice system;
- Serve as resource for school officials in matters dealing with offenses committed and incidents occurring on school grounds;
- Serve as a resource for the community for school—related concerns;
- Serve as an advisor to school officials on matters dealing with violations of the law;
- Serve as an instructor in classes, teaching on matters that need attention that have been identified by school staff and/or students; and
- Work cooperatively with the Virginia State Police in efforts to improve student driving habits.

The School Board and the individual school administrators agree to:

- Advise the SRO of all violations that they become aware of, whether or not they deem that action by the SRO is required;
- Advise the SRO of all known safety concerns;
- Support and assist the SRO program by making all school staff aware of the SRO program;
- Cooperate with the SRO in bringing known problems and concerns to a resolution by using acceptable measures available to either; and
- Provide adequate supplies and space (both physical and virtual) necessary for the SRO to perform his or her duties under this MOU.

## *Chain of Command*

The Law Enforcement Officer(s) assigned to the Augusta County High, Middle and Elementary Schools will be hired by the Sheriff and work for the Sheriff as a Law Enforcement Officer. The Chain of Command is as follows: SROs report to the Sergeant in charge of the unit and the Sergeant reports directly to the Sheriff or Designee.

### *Responsibilities and Expectation of SRO*

- A. Enforce any local, state and federal laws.
- B. Interface with juvenile court officials concerning juvenile offenders or on matters pertaining to the general well being of juveniles and their respective families.
- C. Compile and maintain all juvenile records generated by the Augusta County Sheriff's Office and law enforcement records created for the Augusta County School System, oversee the integrity of those records, and share as necessary those law enforcement records that are created or used for both law enforcement and internal disciplinary matters. Surveillance records will be shared only with school building administrators, athletic directors, Central Office employees and information technology staff. Such individuals will be permitted to view surveillance as necessary and will be permitted to take notes but may not obtain, store or make copies of the footage. Surveillance that is not transferred to a law enforcement case file will be available for review for a maximum of fourteen (14) days after surveillance record is created. Surveillance that is transferred to a law enforcement case file will be available for a longer period, but appropriate school personnel are encouraged to view surveillance as soon as possible after an incident.
- D. Provide information and assistance to other law enforcement members concerning juveniles in Augusta County.
- E. Responsible for the following while on school property:
  - 1. Maintain a safe, secure and orderly school/student community;
  - 2. Provide technical assistance to the faculty, students and parents in the area of crime prevention and other law enforcement related work;
  - 3. Patrol and observe hallways, cafeterias, break areas, parking lots and other areas on, adjacent to or near school property where students frequent; and, create, maintain and review video surveillance footage;
  - 4. Assist school administrators with the general supervision of the student body and all persons coming onto school property;
  - 5. Exercise police authority in criminal situations which require immediate action and serve as Augusta County's law enforcement representative in non-emergency matters;

6. Refer matters of normal school discipline to the principal or his/her designee;
  7. Proactively assist the school administration in the formulation and implementation of security practices and crime prevention measures that address trends in the school and community; and
  8. Develop and maintain a positive and open relationship with students while providing informal counseling to students upon the student's request or making referrals to the guidance department.
- F. Take incident reports on all matters pertaining to school property at any time while on Duty and conduct follow-up investigations on those incidents.
- G. Coordinate with other Sheriff's Office personnel having business at any of the High, Middle, or Elementary Schools and provide assistance for school matters as well as matters concerning juvenile offenses in the community.
- H. Serve as a repository for students with information regarding criminal activity in the Schools and the community and refer any pertinent information to the respective law enforcement member.
- I. Attend school and evening school events as time permits and security requires.
- J. Coordinate with Sheriff's Office personnel concerning security needs at special school events.
- K. Abide applicable laws that govern school operations and School Board policies, including but not limited to the Family Educational Rights and Privacy Act's limits on access to and disclosure and redisclosure of student records.

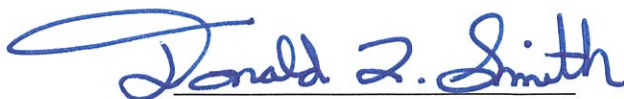
The purpose of this program is to enhance cooperative efforts between education, law enforcement and the community. As a result of this effort, we anticipate effective communication between youth and police. The outcome should be a more positive attitude towards rules, laws, authority, and conflict resolution and citizenship responsibilities. This will be accomplished by teaching young people the concepts of the criminal justice system, objectives of law enforcement and everyone's responsibility for public and individual safety. Misconceptions about police and society will be dispelled as the officers will "be there for them" in a different role than ever before. The end result will be a safer school environment and a reduction of delinquency and crime among youth.

Prior to a school year, this MOU will be reviewed and revised as needed yearly.

**Effective July 1, 2019 through June 30, 2021**



Dr. Eric W. Bond, Superintendent  
Augusta County School Board



Donald Smith, Sheriff  
Augusta County Sheriff's Office