

**INTERGOVERNMENTAL AGREEMENT**

A2012-101-8

This Agreement is made between

**MARION COUNTY,**  
by and through the Sheriff's Office  
("COUNTY"),

and

**SALEM-KEIZER SCHOOL DISTRICT 24J,**  
an Oregon school district  
("DISTRICT"),

for the purpose of providing police services for the Salem-Keizer public schools during  
the 2019-2020 school year

---

**RECITALS**

- A. The DISTRICT is a public body engaged in providing educational services; and
- B. The COUNTY is a public body engaged in providing municipal services, including law enforcement, to its citizens; and
- C. The parties wish to establish a positive working relationship between themselves in a cooperative effort to prevent juvenile delinquency and assist in student development; and
- D. The parties have a public interest in maintaining a safe and secure environment on school campuses which is conducive to teaching and learning; and
- E. The parties wish to promote positive attitudes regarding law enforcement's role in society and to inform students of their rights and responsibilities as lawful citizens; and
- F. The parties find that the performance of this Agreement will benefit the public; and
- G. This Agreement is entered into pursuant to ORS 190.010, *et seq.*

**AGREEMENT**

**NOW THEREFORE,** in consideration of the mutual benefits and obligations set forth herein, the parties hereby agree as follows:

**1. COUNTY OBLIGATIONS:**

- 1.1 Provide law enforcement services as described in Exhibit "A," Memorandum of Understanding, which is attached hereto and incorporated herein by this reference, in DISTRICT schools (as defined in exhibit B), including School Resource Officers located at schools as agreed upon in writing between the COUNTY and DISTRICT.

**2. DISTRICT OBLIGATIONS:**

- 2.1 The DISTRICT shall compensate the COUNTY for all services provided under this Agreement by payment of the total sum of \$171,607.00, which includes \$40,000 for additional services as outlined in 2.2. The sum of \$131,607 for regular services will be divided into three equal installments of \$43,869.00. The first payment is due the first day of September 2019. The second installment shall be due and payable on the first day of December 2019, and the third and final installment shall be due and payable on the first day of May 2020. Payments will be adjusted based on additional costs incurred by the District to cover SRO absences that exceed 5 sequential student contact days or any absences that are a result of non-SRO related training or non-SRO related operational specialties.
- 2.2 The DISTRICT shall compensate the COUNTY for additional services requested as described in Exhibit B. The additional services will be filled by MCSO on a voluntary basis and there will not be a minimum number of hours required. The additional services shall not exceed 16 hours per week. The additional services will be invoiced at the same three times, September, December and May, at the current hourly rate of \$109.49. The total amount for the additional services shall not exceed \$40,000. This amount is incorporated into the total listed in 2.1.
- 2.2 Compensation shall be for all personnel and services as described in Exhibit "B" which is attached hereto and incorporated herein by this reference. Any overtime pay due to any School Resource Officer asked by a DISTRICT school to cover extracurricular events shall be billed to the DISTRICT school and is **not** a part of this Agreement.
- 2.3 The COUNTY shall bill the DISTRICT for the equivalent of fifty percent (50%) of all overtime incurred by the COUNTY's School Resource Officers for overtime that is a direct result of the School Resource Officers' assignments to the DISTRICT's schools. This billing will only apply to overtime that is not covered by other means such as special event and sporting events and will not exceed \$500 (five hundred dollars), without the mutual written agreement of the COUNTY and the DISTRICT.
- 2.4 Marion County Sheriff's Office Deputies are members of the Marion County Law Enforcement Association (MCLEA). Wages, working hours, training, overtime and other economic factors are subject to change as a result of bargaining agreements reached with the unit.

**3. TERM AND TERMINATION:**

- 3.1 Unless terminated as provided in Sections 3.2 and 3.3 below, this Agreement shall be effective on July 1, 2019, and shall remain in effect up to and including June 30, 2020.
- 3.2 The COUNTY and DISTRICT may terminate this Agreement by mutual agreement at any time.
- 3.3 This Agreement may be terminated for any or no cause by either party upon not less than thirty (30) days prior written notice to the other party.

#### 4. GENERAL PROVISIONS:

- 4.1 Neither party, nor the officers, employees or agents of either party, are employees or agents of the other for any reason. Each party shall be separately and exclusively responsible for all acts, errors and/or omissions of its own officers, employees and agents, except to the extent provided in Section 4.2 of this Agreement.
- 4.2 Each party agrees to indemnify the other from and against each and every claim that the indemnitor would be legally obligated to pay if: (a) a claim asserting the same loss or injury were made directly against the indemnitor, whether or not such a direct claim is actually made; and (b) the loss or injury sustained by the claimant resulted from the acts, errors or omissions of the indemnitor or those for whose actions the indemnitor is legally responsible. The mutual right to indemnity is in addition to and not in lieu of any other right of contribution or indemnity that may exist in favor of either party under Oregon law; the right to indemnify extends to all officers, employees and agents of the indemnitee party for claims made against them because of their actions or capacity as such. "Indemnify" as used herein, means to indemnify, defend, save and hold harmless. Claims arising during the term of this Agreement shall survive expiration or termination of this Agreement.
- 4.3 Each party hereto agrees to obtain and maintain in force at all times during the term of this Agreement, a policy or policies of general liability insurance with liability limits of at least \$2,000,000.00, which names the other party, its employees, officers, and agents as additional insureds. The COUNTY and/or the DISTRICT, as government bodies, may fulfill the insurance obligations listed above through a program of self-insurance, provided that the self-insurance program complies with all applicable laws and provides insurance coverage equivalent to both type and level of coverage to that listed above.
- 4.4 Each party working under this Agreement is either an employer that will comply with ORS 656.017 or an employer that is exempt under ORS 656.126. Each party agrees that it is solely responsible for obtaining and maintaining insured or self-insured coverage for its own employees as required by that law.
- 4.5 This Agreement, including any attachments incorporated herein, represents the entire integrated agreement between the parties concerning the subject matter hereof. This Agreement supersedes all prior agreements, negotiations and representations relating to the same subject matter between the parties.
- 4.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 4.7 The parties hereto agree that they shall comply with all federal, state, and local laws, regulations, executive orders and ordinances that may be applicable to this Agreement. The parties agree that no person shall, on the grounds of race, color, religion, age, mental or physical disability, sexual orientation, creed, national origin, sex, marital status, familial status or domestic partnership, gender identity, or source of income, suffer discrimination in the performance of this Agreement when employed by either party. The parties further agree to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations, and they agree not to discriminate against minority-owned, women-owned or emerging small business enterprises certified under ORS 200.055 or a

business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225, in awarding subcontracts as required by ORS 279A.110.

- 4.8 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230, and 279B.235.
- 4.9 Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed facsimile at the address or facsimile number set forth below:

If to the COUNTY: Camille Peterson  
Contracts Specialist  
Marion County Sheriff's Office  
PO Box 14500  
Salem, OR 97309  
Fax: (503) 589-3259

If to the DISTRICT: Michael D. Wolfe  
Chief Operations Officer  
Salem-Keizer School Dist. 24J  
PO Box 12024  
Salem, OR 97309-0024  
Fax: (503) 399-5579

Any notice delivered by personal delivery shall be deemed to be given upon actual receipt. Any notice sent by overnight courier shall be deemed to be given five (5) days after dispatch. Any notice sent by United States mail shall be deemed to be given five (5) days after mailing. Any notice sent by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against either party, such facsimile transmission shall be confirmed by telephone notice to the other party.

- 4.10 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of the DISTRICT and COUNTY as set forth in this Agreement.
- 4.11 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.

4.12 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.

4.13 One or more waivers or failures to object by either party to any breach, violation, or default of any provision, term, condition or covenant contained in this Agreement shall not be construed or operate as a waiver of any subsequent breach, violation, or default of that or of any other provision, term, condition or covenant.

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

MARION COUNTY

SALEM-KEIZER SCHOOL DISTRICT 24J

*M Wood* 9-11-2019 Salem-Keizer School District 24J  
Sheriff / Undersheriff Date Company

*Jeffy Att* 9-11-19 Stead for Michael D Wolfe  
Enforcement Commander Date District Signature Date 10/2/19  
Director Budget & Fin Svcs  
Michael D. Wolfe, Chief Operations Officer

APPROVED AS TO FORM:

*Damber Senlog* 9/16/19  
Marion County Contracts Date

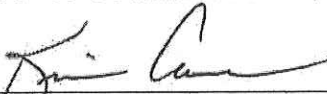
*Jane E. Dolto* 9/17/19  
Marion County Legal Counsel Date

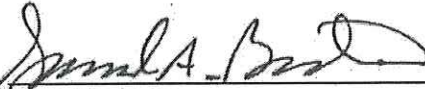
*Janie King* 9/23/19  
Chief Administrative Officer Date

Intergovernmental Agreement  
A2012-101-4  
Marion County and  
Salem-Keizer School District 24J

Marion County Signature Page

BOARD OF COMMISSIONERS:

  
Chair \_\_\_\_\_ Date 9.25.19

  
Commissioner \_\_\_\_\_ Date 9-25-19

  
Commissioner \_\_\_\_\_ Date 9-25-19

**Exhibit "A"**  
**Memorandum of Understanding**  
*Between*  
**MARION COUNTY SHERIFF'S OFFICE**  
*and*  
**MARION COUNTY SCHOOL DISTRICT 24J**

**EMPLOYMENT AND ASSIGNMENT OF SCHOOL RESOURCE OFFICERS (hereinafter "SRO")**

- Before September of each year, the COUNTY and the DISTRICT's Director of Safety and Risk Management Services (SRMS) will develop a prioritization of the DISTRICT'S middle schools for SRO assignment (clarified in Exhibit B).
- In the event the SRO is absent from work, the SRO or SRO's supervisor will notify the school principal or designee of his / assigned schools (primary campus administrators), as well as SMRS. The COUNTY will identify an alternate contact when a SRO is not available.
- In the event of any SRO absence, the DISTRICT and the COUNTY will collaboratively determine if the temporary placement of another officer assigned as an SRO to a school is warranted.
- In the event of a long-term absence of a SRO (five consecutive school days or more), the COUNTY will work with the DISTRICT, through its SRMS Director, to assure that schools maintain appropriate and necessary coverage by an SRO.
- SROs will remain employees of the COUNTY and will not be employees of the DISTRICT. However, for purposes of information sharing, the SRO will be considered part of the school DISTRICT administration team. The SRO shall agree to sign a confidentiality agreement in compliance with FERPA. The DISTRICT and the COUNTY acknowledge that the SROs remain responsive to the command of the COUNTY.
- SROs report to the chain of command in their agency, but are also responsible to campus administrators for mutually approved schedules to include campus presence during student peak times (i.e., arrival/departure times, peak activity times, and other student contact times). The SRO supervisor will work collaboratively with SRMS or Campus administration to determine training schedules, leave time (including personal and vacation) and other off campus non-SRO duties.
- SROs will meet at least monthly with campus administrators to discuss any changes to schedules or other SRO related duties, including school operations, teaming and ongoing collaboration.

**HOURS AND SPECIAL EVENTS**

- Each SRO shall be assigned to one or more schools as needed. A mutually agreed upon Operational Plan outlining SRO assignments will be established between the COUNTY and the DISTRICT. The SROs shall report in by phone or other means to their assigned school principal or designee. During regular school hours, SROs may be off campus performing such tasks as may be required by their assignment (e.g., court, truancy, arrest, traffic enforcement, threat assessment meetings).

- SROs shall not pursue non-SRO related or non-department-wide mandatory trainings, or non SRO related operational specialties (i.e., assignments as an instructor in specialties such as SWAT, hostage negotiation, emergency vehicle driving, defensive tactics, range instruction), during student contact times unless approved by their command supervisor collaboratively and SRMS Director. Should the County decide to allow an SRO to pursue non-SRO related training or non-SRO relate operational specialties, a substitute officer will be provided or the District will adjust payments deducting the daily rate multiplied by days absent (See Intergovernmental Agreement 2.1).
- The School shall pay for SRO overtime for special school district events (e.g., dances and sporting events and Graduation ceremonies) at a rate equal to 50%, as agreed upon in advance with the COUNTY.
- All SROs shall wear their duty uniform and carry their duty weapon while working at their school pursuant to this Agreement, unless the DISTRICT and the SRO's supervisor agree upon another uniform.

**DUTIES OF THE SRO ARE AS FOLLOWS:**

- Assist the school principal or the principal's designee as well as the DISTRICT security manager in developing plans and strategies to prevent and / or minimize dangerous situations that may occur on campus.
- Interact with students on an individual basis and in small groups.
- Make himself / herself available for conferences involving teachers, parents, and faculty.
- Become familiar with agencies and resources that offer assistance to youth and their families and make referrals as necessary.
- Contact the school principal or the principal's designee about the SRO's actions to make them aware when a student is taken into custody or arrested.
- Notify the school principal or principal's designee before removing a student from school or as soon as practical thereafter.
- Take law enforcement action against intruders and trespassers who appear on school property as needed.
- Conduct investigations of crimes that occur at his / her assigned school and using other resources if needed for follow up investigations.
- Serve as the liaison officer for the Youth Services Team in his / her assigned school.
- Be present at the request of the school principal, the principal's designee or the SRMS staff when a school principal, the principal's designee or the SRMS staff conducts a search.
- Report any violation of school rules or policies to school administration, but the SRO shall not be the individual responsible for the disciplinary consequences of school rules and policies.
- Make home visits to investigate students with truancy problems or to check the welfare of a student and his / her family.
- Present programs on various topics to students. Subjects may include, but are not limited to, a basic understanding of law, the role of law enforcement in the school or community, drug awareness, and other law enforcement topics.



- Attend certain school meetings, such as IEP meetings or expulsions, for security purposes only, if requested by the DISTRICT.
- The County and school district will work collaboratively to develop and deliver SRO specific training.

## **SEARCH, ARREST and INVESTIGATION PROCEDURES**

- **Search Procedures**

- ❖ When conducting searches on school property, all SRO's shall follow procedures in accordance with the United States Constitution, the Oregon Constitution, statutes of the State of Oregon, and Marion County Sheriff's Office Search and Seizure policy.

- **Arrest Procedures For Crimes Committed Off Campus In Transit To And From School.**

- ❖ School officials generally have the legal authority or jurisdiction to discipline students for criminal misconduct or juvenile offenses that occur at school bus stops, on school buses, or on public streets as students commute to and from school.
- ❖ Law enforcement officials are responsible for enforcing the laws on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and coordinate with the appropriate local law enforcement agency the investigations of crimes that occur at bus stops, on school buses, and while students are walking to and from school.

- **Investigations Procedures**

- ❖ SROs and other law enforcement officials may interview students at school during school hours for cause.
- ❖ The SRO or investigating officer should contact the school principal or the principal's designee to inform him/her of the reason(s) to conduct an investigation within the school, *unless* such information would jeopardize the investigation.
- ❖ The SRO or investigating officer may, at his / her discretion, attempt to notify the student's parents or guardians regarding the on-going investigation.
- ❖ Parental consent is not required for the SRO or investigating officer to interview a student regarding a criminal matter.
- ❖ With the consent of the SRO or investigating officer, a school official may be present during the questioning of a student.
- ❖ **When a school staff or faculty member is a suspect in an investigation, the SRO may call in a SRO from another school or an outside investigator from the local law enforcement agency to conduct the investigation interview.**

## **COMMUNICATION:**

- Any DISTRICT staff or personnel, who become aware of any criminal incident involving students, shall be responsible for sharing that information with their school's SRO and any appropriate law enforcement agency having jurisdiction in accordance with DISTRICT policies and state law.
- The Agency shall develop its own interdepartmental procedures on how its other law enforcement officers will communicate any criminal event to the SROs and to the District that could have a significant impact on the schools.

- The District is to communicate with SROs and/or the Agency when there is a school lock down or critical incident occurring.
- As needed, the SRMS management and law enforcement management will address campus administrators and provide clear and complete information about SRO roles, availability, and duties.

#### **SRO PERFORMANCE**

- In the event the DISTRICT determines that a particular SRO is not effectively performing his or her duties and responsibilities and / or has conducted himself / herself in a manner that is inconsistent with continued work in the school environment, the DISTRICT, through its Director of Safety and Risk Management Services, reserves the right to request that the COUNTY remove that particular SRO from all school assignments. Any subsequent discipline shall be at the COUNTY's discretion.

#### **EVALUATION**

It is mutually agreed that the Salem-Keizer School DISTRICT shall evaluate the SRO Program annually using a process agreed upon in writing by the both the DISTRICT and the COUNTY.

## EXHIBIT "B"

### PERSONNEL AND SERVICES

In consideration of the annual amount of \$131,607.00, the Marion COUNTY Sheriff's Office agrees to provide an SRO at the following Salem-Keizer School District 24J schools:

<u>High Schools:</u>	Roberts High School-Teen Parent Program, Early College High School
<u>Middle Schools:</u>	Houck Middle School, Stephens Middle School
<u>Elementary Schools:</u>	Hayesville, Lamb, Scott, Auburn, Four Corners, Mary Eyre, Hazel Green, Valley Inquiry
<u>Special Programs:</u>	Behavior Intervention Center (Lake Labish), Fruitland Preschool, Bethel Head Start

The School Resource Officer shall provide services to the DISTRICT as outlined in the Agreement. The DISTRICT shall pay fifty percent (50%) of the direct costs of each assigned School Resource Officer and associated expenses for the school year (9.5 months.) The direct cost for one (1) Sergeant and one (1) Deputy includes: the officer's salary and benefits, supplies, training, vehicle rental and other incidental expenses.

The District requests up to 16 hours of law enforcement support per week, when students are in session. The additional support is to be provided as District needs are identified, and County resources are available. The additional support is not to exceed \$40,000. Such additional support shall be billed at the hourly rate of \$109.49.

County agrees to assign support, with flexibility depending upon the weekly needs of each site and program as follows:

1. Approximately 5.5 hours per day, 2 days per week at Stephens (to be scheduled in collaboration with Assigned Deputy and the principals of both Houck and Stephens middle schools);
2. Approximately 1.5 hours per day 2 days per week at Early College High School-Teen Parent Program, Chemeketa Winema Place (to include support and investigation as needed);
3. Approximately 2 hours per week of consultation, split between Behavior Intervention Center and Safety and Risk Management Services emergency management program.
4. County and District will collaborate to assign the 20 hours based on the needs of schools outside of the city boundaries.

The name of School Resource Officer assigned to individual schools will be provided to the DISTRICT in September of each year and will be updated as needed. The additional 16 hours a week of coverage will be filled on a voluntary basis through overtime sent out to all MCSO patrol deputies as approved by the Director of Safety and Risk Management Services.

**Marion County Sheriff's Office  
SRO Program Expenses  
3/18/2019**

**FY19-20 Preliminary Budget**

100% Deputy (top step advanced)  
50% Sergeant

Salary & Benefits	Overtime	Total Personnel Services	Materials & Services	Admin Charges	Total	9.5 Months	50% SK Portion
149,975.00	6,771	156,746	37,845	19,245	213,837	169,287	84,644
90,099.50	0	90,100	18,922	9,623	118,645	93,927	46,963
240,075	6,771	246,846	56,767	28,868	332,481	263,214	131,607

Additional Coverage 40,000  
Contract Amount 171,607

	2019-20 Per FTE	1.5 FTE	50% 9.5 mo
Office Supplies	407	610	242
Field Supplies	335	503	199
Departmental Supplies	238	358	142
Clothing	601	902	357
Gasoline	3,642	5463	2,162
Cell Phones	650	975	386
Data Connections	492	738	292
Postage	135	203	80
Communication Services	16,202	24303	9,620
Laundry Services	142	213	84
Printing Services	67	101	40
Misc Contractual	269	404	160
Maint. - Office Equipment	200	300	119
Training	640	960	380
Fleet	13,824	20736	8,208
<b>Total Direct Costs</b>	<b>37,845</b>	<b>56,767</b>	<b>22,471</b>

Administrative Charges (9.95%) 19,245  
**Total Indirect Costs** 19,245