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# BIG WALNUT LOCAL SCHOOLS

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## Delaware County Sheriff's Office

Memorandum of Understanding Regarding  
Assignment of Delaware County Sheriff's Deputies to  
the school as a School Resource Officer.

## **Exhibit A: Memorandum of Understanding Regarding Assignment of Delaware County Sheriff's Deputies to Big Walnut Local Schools as a School Resource Officer**

The Parties to a separately executed inter-governmental agreement to which this is designated Exhibit A and incorporated into that agreement, agree on the following policies and procedures regarding School Resource Officers:

**Section 1: Officer Assignment and Supervision** - The School Resource Officer will fall under the Professional Services Division and will be supervised by a Sergeant who reports to the Chief Deputy of the Professional Services Division. These officers will be assigned to our schools during the school year and used in a variety of crime prevention, community relations, and community education activities during the summer. The deputy will be heavily involved in educating our youth and other crime prevention and community relations activities. The School Resource Officer will be assigned buildings by mutual agreement of the District and Sheriff.

**Section 2: School Resource Officer Uniform** - The School Resource Officer will be in the uniform of the day at all times. The standard uniform of the day does not prevent the officer from performing any of the duties involved in the program.

**Section 3: School Liaison** - Each school shall assign someone to act as the liaison for this program. This person will help coordinate the deputy's presence in the various classrooms to insure maximum utilization of the deputy in an educational role.

**Section 4: Office Area** - The school will provide office space for the School Resource Officer. The office will include a desk, chairs, file cabinet, computer and a separate telephone line. The office should be in a highly visible location that has easy access to the students but still provide privacy when needed.

**Section 5: Duties of the School Resource Officer** - The primary function of the School Resource Officer will be to provide a safe and secure school environment, serve as an educational resource and serve as a liaison between the school and the Sheriff's Office. The School Resource Officer and school principal or designee will meet to discuss plans and strategies to address specific issues or needs that may arise. The School Resource Officer will not be utilized in a parking enforcement role or any other school administrative assignment.

**Section 6: Role in Crime Suppression** - One of the School Resource Officer roles will be enforcement to include traditional criminal investigation and report taking. As a police officer, the School Resource Officer has the authority to make arrests and use alternatives to arrest at his/her discretion. The School Resource Officer should be informed of all criminal activities that occur on the school campus regardless of the seriousness of the offense. The School Resource Officer will also inform school administration of all criminal activities occurring on campus to make sure all interested parties remain informed.

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Officer**

**Section 7: Enforcing/Reporting School Policy Violations** - The School Resource Officer will not enforce school disciplinary practices or policies and will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The School Resource Officer will report school policy violations through the proper channels to be handled by school administration.

**Section 8: Role in Locker, Vehicle and Personal Searches** - When requested, the School Resource Officer may standby to keep the peace while school administration searches persons, property or vehicles in situations where the School Resource Officer determines it is appropriate. The District acknowledges that the School Resource Officer is a law enforcement officer and may only conduct searches in accordance with the relevant state and federal law governing searches and seizures. Likewise, the District acknowledges that the School Resource Officer may perform searches independent of the school administration under the relevant state and federal law governing searches and seizures.

**Section 9: Sharing of Information** - Recognizing communication and information sharing is essential to the success of the School Resource Officer program. The following procedures should be followed to facilitate a free flow of information to and from the School Resource Officer:

- The Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law as relevant to the Delaware County Sheriff's Office policy and the District's policies will govern sharing of information.
- Juvenile fingerprints and photos, as part of the arrest record, will not be shared by the School Resource Officer.
- If a juvenile is an uncharged suspect in a crime, his/ her information will not be released, unless authorized by a Chief Deputy or the Sheriff.

**Section 10: Role in Critical Incidents** -The School Resource Officer will be familiar with the emergency operations manual of the District. During any critical incident occurring on school property the School Resource Officer will act as a liaison between school administration, Delaware County Sheriff's Office, and other emergency resources. The School Resource Officers will be on the school's disaster committee.

**Section 11: Role in Truancy Issues** -Truancy issues will be handled by school personnel. Normally, the School Resource Officer will not take an active role in the tracking of truant. The School Resource Officer will act as a liaison between school and patrol personnel should law enforcement involvement become necessary due to safety concerns.

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**Section 12: Role as an Educator** - The School Resource Officer will serve as an educational resource to school faculty, staff and students. The School Resource Officer may be called upon for presentations on specific topics that may lend valuable insight regarding a particular subject. The School Resource Officer may not be a certified teacher; therefore, the normal classroom teacher will be present during any instructional period. The School Resource Officer will maintain complete lesson plans on their topics of instruction and will furnish a list of topics to school personnel.

**Section 13: School Resource Officer Daily Schedule** – The County will provide a School Resource Officer to the School during school days and typically between the hours of 8:00AM and 4:00PM. School Resource Officers are permitted to leave the school campus only for official business or for travel between buildings and must leave information with school officials regarding their whereabouts and estimated time of absence. The School Resource Officer is to eat their lunch at their assigned/scheduled school of the day. When school is not in session, such as holidays, professional days, snow days and summer break, the School Resource Officer will report to the Sheriff's Office for further assignment.

**Section 14: Leaves And Absences** - School Resource Officers will not be permitted to take extended leave during the school year. Time off must be approved by the Division Supervisor, sick leave will be handled as directed by the Sheriff's Standard Operating Procedures. In addition the School Resource Officer will notify the school administration of his/her sick leave. The Sheriff may assign a substitute to replace the School Resource Officer.

**Section 15: Transportation-** School Resource Officers will be assigned a cruiser to use when going to their assigned/scheduled school. The cruiser will be parked in an area to insure high visibility. The cruiser will be used for any required official business during the duty day.

**Delaware County Sheriff's Office**



Russell L. Martin, Sheriff

5-3-22

Date

**Big Walnut Local Schools, Ohio**

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Authorized Representative

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Date