

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: Freehold Twp COUNTY: Monmouth

RECIPIENT: Freehold Twp Board of Ed COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Safe Schools Assistance Officer Partnership

EFFECTIVE DATE: Sept. 1, 2016

EXPIRATION DATE: June 30, 2017

ESTIMATED COST SAVINGS  
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \_\_\_\_\_

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

Freehold Township - Safe Schools Assistance Officer Partnership Agreement

**1) Introduction**

This agreement is made on the 1<sup>st</sup> day of September 2016, between the Freehold Township Board of Education, hereinafter referred to as the School District, and the Township of Freehold, hereinafter referred to as the Municipality.

WHEREAS, the said School District and Municipality desire to provide the services of one police officer assigned to the School District on a part-time basis; and

WHEREAS, both parties recognize the potential benefits of this program to the citizens of the Municipality and to the students and staff of the School District; and

WHEREAS, it is in the best interests of the School District and the Municipality to continue this program,

IT IS THEREFORE AGREED that the Municipality shall supply one or more police officer(s) to the School District to be assigned to the schools upon the following terms and conditions:

**2) Assignment of Officers**

The School District and the Municipality have agreed to assign the following number of police officers to the following schools, for the hours indicated, during the school year.

Number of Officers	School	Hours
1	All	Various 2 – 4 days per week

**3) Selection of Officers**

The officer(s) to be assigned shall have a minimum of five years experience. The officer(s) shall be selected by the Chief of Police in consultation with the School District. The School District may meet with and interview the officer(s) to determine if the officer(s) is suitable for working in a school environment. If the School District finds the officer(s) selected by the Chief of Police to be unacceptable, the Chief may select another officer(s), or in the alternative, revoke this agreement. In order to maintain continuity, the Chief shall not change officer assignments during the school year unless circumstances arise that require a change.

**4) Officers Are Employees of the Municipality**

Although assigned to the school on a part-time basis, a police officer so assigned remains an employee of the Municipality and its Police Department. The officer shall remain subject to all rules and regulations of the Police Department and shall not be considered an employee of the School District.

**5) Hours**

The Municipality shall provide one police officer(s) for various hours per week, 2 – 4 days per week, except in the case of an emergency as directed by the Chief of Police.

**6) Duties of an Assigned Officer**

The duties to be performed at the school by an assigned officer shall be assigned through the Municipal Police chain of command, in cooperation with the Superintendent of Schools and/or the Superintendent's designee.

Duties of an assigned officer may include:

1. The officer shall provide security and surveillance of the areas assigned, note and report irregularities, dangerous practices and conditions, accidents, fires and other acts or circumstances, requiring police or other action, which affect the health and welfare of students and school personnel.
2. The officer shall take necessary action as to trespassers, suspicious persons and conditions, and report significant action, occurrences and conditions.
3. The officer shall conduct investigations of criminal or delinquent activity according to established police department policy and procedures.
4. The officer may be assigned to investigate offenses occurring off school property, provided such investigations relate to students attending the school to which the officer is assigned.
5. The officer shall warn, detain cite and/or take into custody violators of the law when necessary.
6. The officer shall testify in court, as needed.
7. The officer shall complete timely and accurate reports in accordance with the requirements of the police department.
8. The officer shall enforce traffic and parking laws and regulations on school property and cooperate and assist other public safety officials in traffic control as necessary.
9. The officer shall recommend measures to protect school and personal property from damage and theft.
10. The officer shall assist school personnel in dealing with emergencies.
11. The officer shall supervise security at school activities and public meetings as directed.
12. The officer shall assist in truancy investigations.
13. The officer shall assist in the investigation of parents or guardians who may be sending nonresident children to the school.
14. Upon request, the officer shall inform parents and students of their rights and responsibilities as lawful citizens and to help counsel students in special situations, such as students suspected of engaging in criminal misconduct.
15. The officer shall advise the principal on matters dealing with the proper handling and security of money, personal possessions and valuable property.
16. The officer shall assist the principal on matters dealing with the enforcement of child custody orders or domestic violence restraining orders.
17. The officer shall coordinate the sharing of delinquency information between the school and the police department, as provided for by *N.J.S.A. 2A:4A-60*.
18. The officer shall assist with Megan's Law notifications received by the school, as directed by the Prosecutor.
19. The officer shall provide assistance in programs for peer mediation and peer leadership.
20. The officer may act as an instructor for specialized, short-term programs involving a range of topics such as security, crime prevention, drug and alcohol education, the criminal and juvenile justice system, and related topics.
21. The officer may assist with training of school security personnel and participate on the district crisis team/safe schools committee.

22. The officer shall coordinate his or her activities with the principal and staff.
23. Upon request, the officer shall attend faculty meetings.
24. Upon request, the officer shall attend conferences between school personnel and parents regarding either individual students, or general security concerns.
25. The officer shall serve at all times as a role model to students by demonstrating appropriate attitudes, behavior, courtesy and respect.
26. The officer shall perform such other related duties as assigned by the Chief of Police.

**7) Uniforms**

Unless engaged in activities for which a uniform would be inappropriate, officers shall wear uniforms in order to maintain a visible presence in the school and deter trespassers from entering the school.

**8) Weapons**

Officers may carry weapons when authorized by the Chief of Police. The weapon shall be carried either:

- 1) openly, in those circumstances where an armed presence may provide a useful deterrent, or;
- 2) concealed, in circumstances where the officer may wish to interact informally with students, parents or faculty.

**9) Searches**

The assigned officer **shall not** be routinely requested to participate in all student searches conducted by school officials. School officials may search a student based upon reasonable suspicion.

**10) School Discipline**

The assigned officer shall not act as a school disciplinarian. Disciplining students is a school responsibility. However, if the principal believes an incident may be a violation of the law, the principal may contact the assigned officer, who shall then determine whether law enforcement action is necessary. Officers are not to be used for regularly assigned lunchroom duties or hall monitoring.

**11) Communication**

The Chief School Administrator and the Chief of Police shall maintain open communication concerning the progress and effectiveness of the program. The school shall also designate an administrator in each school to act as a liaison with the officer assigned to that school.

**12) Location**

The District shall provide the officer with a cellular phone and a location in each building where students can meet and speak privately with the officer.

**13) Program Funding**

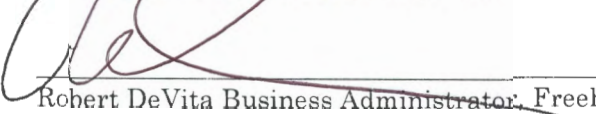
The program shall be funded as follows:

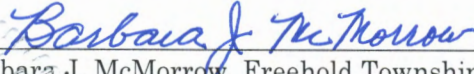
Funds are appropriated in the general funds of the School Budget for various hours per week, 2 – 4 days per week, at \$20.00 per hour plus 14.11% for benefits (workers compensation is not a part of this benefit). Payment will be made to the Township by the School District in a mutually agreeable schedule.

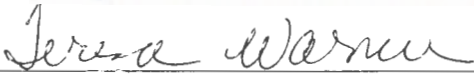
14) Term of This Agreement

This agreement, an attachment and in addition to the Shared Services Agreement between the two (2) entities, is effective September 1, 2016 and shall remain in effect until June 30, 2017. This agreement may be revoked prior to its expiration, by either the School District or the Municipality, upon thirty days notice.

  
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Christopher Marion, President, Freehold Township Board of Education

  
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Robert DeVita Business Administrator, Freehold Township Board of Education

  
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Barbara J. McMorrow, Freehold Township Mayor

  
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Teresa Warner, Freehold Township Clerk