

**DIVISION OF LOCAL GOVERNMENT SERVICES**

**SHARED SERVICES AGREEMENT**

**COVER SHEET**

PROVIDER: Westampton Township COUNTY: Burlington

RECIPIENT: Burlington County Institute of Technology COUNTY: Burlington

BRIEF DESCRIPTION OF SERVICE:

Westampton Township Police Department provides a police officer to serve as the School Resources Officer (SRO).

EFFECTIVE DATE: 7/1/16

EXPIRATION DATE: 6/20/19

ESTIMATED COST SAVINGS  
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT BCIT saves

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.

SECOND AGREEMENT BETWEEN THE BURLINGTON COUNTY  
INSTITUTE OF TECHNOLOGY AND  
THE TOWNSHIP OF WESTAMPTON POLICE DEPARTMENT

This Agreement is made, this 28 day of April, 2016, by and between the SCHOOL DISTRICT OF Burlington County Institute of Technology (hereinafter "School District", and the Township of Westampton Police Department (hereinafter "Police Department) as follows:

WITNESSETH:

WHEREAS, the Police Department agrees to provide the School District a School Resources Office (SRO) Program in the School District; and

WHEREAS, the School District and the Police Department desire to continue their SRO Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the School District;

NOW, THEREFORE THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Cost of the SRO Program**

- A. The cost of the SRO Program shall be shared by the School District and Township as set forth in Exhibit A, which is attached hereto and incorporated herein by this reference.

2. **Employment of School Resource Officers**

- A. The SROs shall be employees of the Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as SRO for that school.

### 3. **Duty Hours**

- A. SRO duty hours shall be determined by the provisions of the labor agreement between the Police Department and the School District. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform with the school day. The School District has the right to flex hours as needed with approval of the SRO's supervisor. The normal work day should be as follows:

Monday through Thursday - 7:15 a.m. to 3:45 p.m.

Friday - 7:15 a.m. to 3:15 p.m.

- B. It is understood and agreed that time spent by SROs attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- C. In the event of an emergency, if one or more SROs are ordered by the Police Department to leave their school during normal duty hours as described above and to perform other services for the Police Department, then the time spent shall not be considered hours worked under this Agreement. In such an event, the compensation paid by the School District to the Police Department shall be reduced by the number of hours of SRO service not provided to the School District or the hours shall be made up in a manner determined by mutual agreement of the parties.
- D. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in the Police Department and the principal or designee of the school to which the SRO is assigned. The Police Department will assign another SRO qualified officer to substitute for the SRO.
- E. When the School District is closed due to holidays, for all or a portion of the day, the SRO officer shall report to police headquarters for assignment.

### 4. **Term of Agreement**

The initial term of this agreement is three years commencing on the 1<sup>st</sup> day of July, 2016, and ending of the 30<sup>th</sup> day of June, 2019, however, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty days notice to the other. Following the initial three year term, this agreement shall be automatically renewed for successive one year periods unless either party requests termination or modification of this agreement. This request will be made in writing.

## 5. Duties of School Resource Officers

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO will take the student to the principal or designee's office for discipline to be meted out by school officials.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), ground(s), parking lot(s), lockers and other public school property. As to school code violations, the SRO will take the student to the principal or designee's office for discipline to be meted out by school officials.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO will be involved in school discipline. When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. As to school code violations, the SRO will take the student to the principal or designee's office for discipline to be meted out by school officials.
- I. IN ALL OTHER CASES, disciplining students is a School District responsibility, and the SRO will take students who violate the code of conduct to the principal or designee where school discipline can be meted out.

- J. It will be the responsibility of the SRO to report all crimes originating on campus. Information on cases that are worked off-campus by the Police Department or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).
- K. The SRO will share information with the administrator about persons and conditions that pertain to campus safety concerns.
- L. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- M. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- N. Assist with the development, implementation of the emergency preparedness plan.
- O. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- P. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
- Drugs and the law - adult and juvenile
  - Alcohol and the law - adult and juvenile
  - Sexual assault prevention
  - Safety programs - adult and juvenile
  - Assistance in other crime prevention programs as assigned.
- Q. The SRO will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- R. The SRO will wear their department authorized duty weapons in accordance with department policy.

6. **Chain of Command**

- A. As employees of the Police Department, SROs will be subject to the chain of command of the Police Department.
- B. In the performance of their duties, SROs shall coordinate and communicate with the principal or the principal's designee of the school to which they are assigned.

7. **Transporting Students**

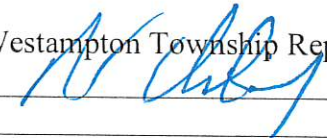
- A. SROs shall not transport students in Police Department vehicles except:
  - (1) When the students are victims of a crime, under arrest, or some other emergency circumstances exist, such as mental health, drug and alcohol screening; and
  - (2) When the students are suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- B. SROs shall notify school personnel upon removing a student from campus.

2. **Access to Education Records**

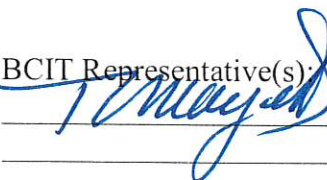
- B. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- C. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- D. If confidential student record information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

By: Westampton Township Representative(s):

  
\_\_\_\_\_

By: BCIT Representative(s):

  
\_\_\_\_\_

Westampton Township SRO Cost Schedule  
 Schedule A - Replacement Officer

4/18/2016

	Costs	2016/17	2017/18	2018/19
SS/UE (%)	0.0765	\$4,824	\$5,234	\$5,536
Pension (%)	25	\$15,764	\$17,104	\$18,090
Helathcare		\$31,844	\$33,118	\$34,443
Dental		\$1,243	\$1,243	\$1,243
Workers Comp (%)	0.04	\$2,522	\$2,737	\$2,894
Yearly Uniform Allowance		\$720	\$720	\$720
Yearly Cleaning Allowance		\$790	\$790	\$790
Salary		\$63,055	\$68,415	\$72,361
Cost of Officer	Total	\$120,762	\$129,360	\$136,077
Burlington County Cost - 5/6 of cost of officer	Total	\$100,635	\$107,800	\$113,398
WTPD Cost		\$20,127	\$21,560	\$22,680



Westampton Township SRO Cost Schedule  
 Schedule A - Actual Officer

4/19/2016

	Costs	2016/17	2017/18	2018/19
SS/UE (%)	0.0765	\$6,482	\$6,547	\$6,613
Pension (%)	25	\$21,184	\$21,396	\$21,610
Helathcare		\$31,844	\$33,118	\$34,443
Dental		\$1,243	\$1,243	\$1,243
Workers Comp (%)	0.04	\$3,389	\$3,423	\$3,458
Yearly Uniform Allowance		\$720	\$720	\$720
Yearly Cleaning Allowance		\$790	\$790	\$790
Salary		\$84,735	\$85,582	\$86,438
Cost of Officer	Total	\$150,387	\$152,819	\$155,314
Burlington County Cost - 5/6 of cost of officer	Total			
WTPD Cost				

This shows the actual cost of the officer at BCIT