

**MEMORANDUM**

October 22, 2013

TO: Public Safety and Education Committees

FROM: Susan J. Farag, Legislative Analyst *SJF*  
Essie McGuire, Senior Legislative Analyst *Essie McGuire*

SUBJECT: **Update: School Resource Officers**

*Those expected for this worksession:*

Sheriff Darren Popkin  
Asst. Chief Darryl McSwain, Patrol Services, Police Department

**BACKGROUND**

After several years of program reductions, the County's School Resource Officer (SRO) program had a total of 14 sworn police officers providing SRO duties throughout the County during the 2012-2013 school year. This number included six Montgomery County Police Department (MCPD) SROs and six assisting patrol officers in FY13. In addition, the City of Rockville and the City of Gaithersburg continued to provide one SRO each to the high school in their respective jurisdictions.

The Executive's FY14 recommended budget requested an additional six SROs in MCPD. The Joint Committee expressed concern during its worksession that there was no updated MOU that reflected or guided the program's current operations. The Joint Committee recommended that a new MOU be developed and adopted, and that it outline a clear delineation of duties between school security and SROs. The Council approved the six new positions for FY14, and required that participating agencies develop and execute a signed memorandum of understanding (MOU) that outlines a clear delineation of duties between school security and SROs, as well as training and communication requirements. It also specified MCPD and MCPS should provide status updates by July 8, 2013 and November 1, 2013.

## STATUS UPDATE

Over the summer, MCPD, MCPS, and other stakeholder agencies developed and signed the new MOU. MCPD and MPCPS provided its status update in writing by July 8. Council staff also attended MOU development meetings and much of the 40-hour SRO training. The MOU is attached at © 1-12. A memo from Chief Manger that details SRO program progress over the past few months is attached at © 13-17. The Sheriff's Office statement on Sheriff participation is attached at © 18-19. The summer SRO training syllabus is attached at © 20. School Resource Officer Assignments for 2013-2014 are attached at © 21-23.

For the 2013-2014 school year, there are 20 SROs assigned to County high schools. This includes 12 SROs, five assisting police officers, one City of Rockville police officer, one City of Gaithersburg police officer, and one Deputy Sheriff. The program has a supervising Lieutenant and Sergeant. The following chart shows SRO assignments by MCPD police district for the 2013-2014 school year.

Police District	MCPD SRO	Other Municipal PD SRO	MCPD Patrol Officers	Sheriff SRO	Total SROs By District	# of High Schools	SRO/School Ratio
1ST District	3	1 (RCPD)	1		5	6	0.83
2ND District	1				1	3	0.33
3RD District	2		1		3	3	1.00
4TH District	3				3	6	0.50
5TH District	2		2		4	4	1.00
6TH District	1	1 (GCPD)	1	1	4	3	1.33
<b>Total:</b>	<b>12</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>20</b>	<b>25</b>	<b>0.80</b>

*Training:* The SROs attended a week-long training school in August. Topics covered included the MOU and delineation of duties, student rights and responsibilities, taser policy and use of force review, adolescent development, mental health, and outreach programs.

*Communication:* In September, Lt. Sonia Pruitt and Sgt. Suzanne Harrell began meeting with all the high school principals individually in order to introduce themselves and provide a point of contact for the program. As of October 14, there have been 19 meetings, and the remaining meetings will be completed by early November.

Assistant Chief McSwain also attended the MCPS High School Principals' Meeting on September 11 and conveyed his expectations of the SROs. *Several issues were raised during the meeting that the Joint Committee may wish to hear about in more detail, including a suggestion of providing parents with an informational brochure about the SRO program, setting up a meeting with staff from the Regional Institute for Children and Adolescents (RICA), and the need for a full-time SRO at the Alternative Education Program – Blair Ewing Center.*

In September, two SROs and the MCPS School Security Supervisor conducted a joint presentation to the Montgomery County Council of Parent-Teacher Associations (MCCPTA) at Blair High School. The Topics included information about the MOU, selection process of the SROs, training, emergency drills, drug/alcohol trends, and social media trends.

In September, MCPS and MCPD staff met to discuss the security challenges related to police access in the event of an emergency.

*Sheriff Participation:* This year, the Sheriff's Office has assigned a Deputy Sheriff to work as an SRO. The Deputy Sheriff is currently assigned to Magruder High School. She has been working daily with the school's assigned security staff, teachers, and administrators. She has been present at the Back to School Night, dance functions, and sports events. She also works closely with MCPD police in the 6<sup>th</sup> District.

## **OTHER DISCUSSION ISSUES**

1. The Joint Committee may wish to ask about any feedback the program has had from parents, students, or school staff.
2. SROs have indicated a need for portable breath test (PBT) equipment, particularly for sports events. The Police Department has indicated it is currently purchasing these for SRO use. Has MCPD identified any similar needs for equipment or other resources?
3. The MOU calls for biannual training and leadership meetings jointly between MCPS and MCPD. The Joint Committee may want to hear more about what is planned for the second of these events this year and whether other joint training and communication opportunities will be considered beyond the MOU requirements.
4. The MOU and recent discussions have focused on communications between the SROs and the school staff. There are currently four law enforcement agencies who provide SROs in the County. The Joint Committee may wish to ask about communication among the law enforcement agencies themselves.

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Rockville, Maryland



DEPARTMENT OF POLICE

August 6, 2013

The Honorable Nancy Navarro, President  
Montgomery County Council  
Stella B. Warner Office Building  
100 Maryland Avenue  
Rockville, Maryland 20850

Dear Ms. Navarro:

The Montgomery County Public Schools, the Montgomery County Department of Police, the Montgomery County State's Attorney's Office, the Montgomery County Sheriff's Office, the Rockville City Police Department, the Gaithersburg City Police Department, and the City of Takoma Park Police Department have developed and agreed to a Memorandum of Understanding (MOU) for the School Resource Officer Program, the reporting of certain identified incidents, and each agency's investigative responsibilities.

The enclosed MOU includes the following information:

- Duties and responsibilities of each agency
- Selection process for school resource officers
- Training
- Meetings
- Collaboration, monitoring, and review

All of the signatory agencies have worked collaboratively with each other in the past and have an understanding of individual roles and responsibilities. The expectation is that this MOU will enhance our relationships and improve service to all of our schools.

Sincerely,

Joshua P. Starr, Ed.D.  
Superintendent of Schools  
Montgomery County Public Schools

J. Thomas Manger  
Chief of Police  
Montgomery County Department of Police

JPS:JTM:lam

Enclosure

Copy to:

Members of the County Council  
Members of the Board of Education  
Mr. Bowers  
Dr. Schiavino-Narvaez  
Dr. Sthatham

Dr. Zuckerman  
Mr. Hellmuth  
Mr. Firestine  
Chief Goldberg  
Mr. Ikehola

Mr. McCarthy  
Ms. McGuire  
Sheriff Popkin  
Chief Treschuk  
Chief Sroka

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
AND  
MONTGOMERY COUNTY DEPARTMENT OF POLICE  
AND  
MONTGOMERY COUNTY SHERIFF'S OFFICE  
AND  
ROCKVILLE CITY POLICE DEPARTMENT  
AND  
GAITHERSBURG CITY POLICE DEPARTMENT  
AND  
TAKOMA PARK POLICE DEPARTMENT  
AND  
MONTGOMERY COUNTY STATE'S ATTORNEY'S OFFICE**

**School Resource Officer Program**

**A. MISSION**

The above law enforcement agencies, Montgomery County Public Schools (MCPS), and the Montgomery County State's Attorney's Office (SAO) enter into this Memorandum of Understanding for the purpose of establishing and improving the School Resource Officer Program, defining specific duties and responsibilities, and establishing a working protocol for exchanging information and addressing matters of concern cooperatively with the goal of maintaining and enhancing a safe and secure learning environment for students, staff, and the MCPS school community within Montgomery County, Maryland.

**B. DELINEATION OF DUTIES**

**I. Involved Law Enforcement Agencies Duties and Responsibilities:**

**School Resource Officer:**

A **School Resource Officer (SRO)** is a sworn uniformed law enforcement officer trained in emergency preparedness, crisis management, community policing concepts, and problem solving who is assigned to work as a liaison to MCPS.

Duties:

- The SROs will assist school staff in enhancing safety within their assigned schools and serve as a liaison between his/her agency and MCPS officials for school and police-related concerns and incidents.
- The SROs will assist in calls for service at their assigned schools and incidents occurring around their schools when they are available to respond. The responding SRO and/or the appropriate police department's unit having follow-up responsibility will investigate these calls for service at the direction of the patrol supervisor(s).
- The SROs will meet regularly with parents, teachers, principals, other school administrators, and students to discuss issues of concern.
- The SROs will act as a resource and assist with emergency preparedness, to include participating in lock-down, shelter in place, and evacuation drills, as well as safety awareness education to the high school population age groups.
- The SROs will serve as a point of contact to deliver law enforcement programs such as crime prevention, conflict resolution and mediation, drug and alcohol awareness, anti-bullying, violence prevention, gang awareness, and community relations and outreach.
- The SROs will maintain contact with beat officers who patrol the area around their schools for the purpose of sharing information and generating discussions pertaining to community concerns.
- The SROs will maintain contact with members of their agency's gang unit in order to stay informed regarding current gang trends, share information, coordinate interventions, and support gang investigations.
- When possible, SROs, in coordination with school administrative staff, will provide training and presentations about law enforcement or school-related topics useful for students, staff, school administrators, school security, parents and other law enforcement agency personnel to aid efforts to enhance the safety of the school environment.
- SROs will assist with traffic safety and enforcement activities in and around their assigned school areas.
- When needed, the SROs will coordinate assistance at major school events such as athletic events, large dances, or other activities.
- SROs will coordinate familiarization training ("walkthroughs"), to include review of the schools' emergency response plan/procedures, for responding officers

within their district. These walkthrough trainings will be coordinated with school administration.

- SROs will not be used to enforce MCPS policies, rules, regulations, and/or procedures.
- The SROs will have no special law enforcement emphasis while performing their duties and responsibilities. While on MCPS property, the SROs have full authority as sworn police officers. All enforcement actions will be taken in accordance with appropriate Federal, State, County and Local laws, and involved law enforcement agency policies and procedures. MCPS and the appropriate school staff will be notified of any actions taken in accordance with normal practice and any appropriate agreements between the involved law enforcement agencies and MCPS. The authority of the principal, as the administrator of the school, will be acknowledged at all times as to matters within the scope of his/her authority.

#### **SRO Supervisors:**

Each involved law enforcement agency will appoint a designated supervisor for their respective SROs. An SRO roster, including supervisor(s), shall be provided to MCPS on an annual basis, preferably before the start of each school calendar year, or as needed if personnel should change. This list should include current contact information; i.e., work cell/office telephone numbers and an e-mail address for each SRO and supervisor.

The Montgomery County Police Department Patrol Services Bureau (PSB) Lieutenant and Sergeant will coordinate training within the SRO Program, attend bimonthly meetings with MCPS principals and/or administrators, and act as the point of contact for Montgomery County Police Department (MCPD) and MCPS to assist with resolving any conflicts or matters of concern.

The MCPD PSB Lieutenant and/or PSB Sergeant will be notified by an MCPD officer's supervisor of any incidents involving any use of force on school property, and notify the MCPD PSB Chief.

Participating law enforcement agencies will offer MCPS principals an opportunity to provide annual written feedback on their respective SRO's performance.

## **II. Montgomery County Public Schools (MCPS) – Duties and Responsibilities:**

#### **MCPS Security Personnel:**

A **Security Team Leader (STL)** is assigned to the high school to assist administration in maintaining a safe and secure learning atmosphere for staff and students. Major job responsibilities include supervision and leadership of the security team and investigation of incidents on school property. Under supervision of the principal or designee, the STL

assists in controlling access to buildings and grounds by unauthorized persons and in assuring that students report to their assigned instructional areas.

**Duties of the STL:**

- Investigates incidents on school property and prepares a written report for administrative purposes.
- Advises the principal on all school security-related matters.
- Maintains a high profile to discourage disruptive acts.
- Provides surveillance of suspected problem areas.
- Provides day-to-day supervision and leadership of the security assistant(s) and provides guidance and assistance to them in the more difficult situations.
- Assists the administration with staff and student security awareness programs.
- Acts as a liaison between the school administration and emergency service agencies.
- Represents the school in criminal cases.
- Assists feeder schools with security problems.

A **Security Assistant (SA)** is assigned to the local school to assist administration in maintaining a safe and secure learning environment for the school community. Under the general supervision of the security team leader, the SA assists in screening visitor access to school facilities, maintains student class attendance and provides other responsibilities related to school security operations. The SA receives guidance and assistance from the security team leader on the more difficult or unusual situations.

**Duties of the SA:**

- Patrols school buildings and grounds to prevent loitering and to ensure compliance with school regulations and local laws.
- Checks parking areas and entrances to school.
- Queries visitors on the school premises and assures that such persons report to the school office or leave the buildings or grounds.
- Reports unusual incidents and observations to the STL or appropriate school or law enforcement personnel in accordance with procedures established by principals.
- Checks hallways, restrooms, cafeteria, and remote areas of the facility.

- Investigates incidents on school property and prepares written reports for administrative purposes.
- Confers with students regarding improper behavior and attempts to obtain voluntary compliance with school standards.
- Reports to the STL or principal/designee regarding building conditions or practices which interfere with maintenance of building security or the welfare and safety of students.

**MCPS Principals/Senior Administrators:**

The principal is responsible for administering and supervising the total school program, including the safety and security for students and staff and providing educational leadership for the students and staff consistent with the educational goals of the community.

**C. SELECTION PROCESS FOR SROs**

SRO positions will be formally announced by involved law enforcements agencies. The selection process will include the submission of a memorandum of interest from officer(s), review of personnel files, and a formal interview that includes the participation of an MCPS high school principal.

**D. TRAINING**

Officers who are selected to join the program will be required to attend and successfully complete 40 hours of training provided by MCPD within three months of being selected. Training should be specific to the following areas: role of the SRO; review of the current SRO MOU; SRO's specific agency's policies/procedures involving juvenile arrests/investigations, legal updates, review of MCPS policies and emergency preparedness, response to critical incidents, threat assessment training, mediation or conflict resolution, adolescent development, alcohol/drug awareness, and county/community-based supports and outreach resources.

**SRO Biannual Training During the School Year**

On a biannual basis, the SROs, MCPS administrators, and/or MCPS security staff will participate in joint training opportunities on matters that are the subject of this MOU, current trends or issues within the school communities, and other topics of mutual interest.

This training will be conducted by the MCPD PSB Administrative Lieutenant, PSB Administrative Sergeant, MCPS representatives, and involved agencies. Ongoing training on the following topics will be conducted as appropriate: conflict resolution, community outreach, mediation training, peer pressure, cyber-bullying, public speaking/presentations, tactical responses to critical incidents (criminal, weather, national

disasters), SRO MOU, gang awareness, truancy, crime prevention, drug and alcohol awareness, legal updates, and MCPS security policies/procedures (provided by MCPS).

**E. MEETINGS**

**Biannual Meetings between MCPD and MCPS Principals**

On a biannual basis (preferably the first meeting should be held before the start of the school year), MCPD PSB and participating agency supervisors will meet with MCPS high school principals to discuss current matters of mutual interest, including MOU implementation issues and joint training opportunities.

It is highly recommended that SROs be invited to school administrative and security meetings within their assigned schools, and they should be encouraged to attend.

**F. SCHOOL ASSIGNMENT CRITERIA**

Although these are guidelines, every situation should be considered under the totality of circumstances. At a minimum, the final decisions should be made between the MCPD Chief of Patrol Services Bureau and a designated senior MCPS administrator. The following criteria should be considered during this decision process: school enrollment, calls for service, anticipated number of after-school events both sponsored by the school and/or parents, and traffic challenges (e.g., urban location and number of egress and ingress options).

**G. ON-SITE ACCOMMODATIONS FOR SROs**

It is recommended that the SROs be provided a designated space/office with access to a telephone and a computer at their assigned school locations.

**H. INFORMATION SHARING**

The sharing of appropriate and timely information between the law enforcement agencies and MCPS is critical to the mission of maintaining and enhancing a safe and secure learning environment. Within the context of the SRO Program, the sharing of information will follow the protocols below between the law enforcement agencies and MCPS in accordance with applicable federal, state, and local laws.

**I. Offenses by Students or Others on School Property where Police Take the Lead**

**a. Investigative Responsibilities:** The parties agree that the following offenses, termed "critical incidents," that occur on MCPS property (e.g., school buses, MCPS sponsored event including extra-curricular activities) shall be reported to the appropriate law enforcement agency by the administrator-in-charge or designee as soon as practicable so that the agency can investigate in accordance with the procedures in Part II. Such notification must be made by direct communication with the SRO, if

immediately available, or to the Public Safety Communications Center (911) or 301-279-8000. Voice mail messages to the SRO will not suffice and must be followed with a call to 911. (Note that MCPS Regulation JFA-RA, *Student Rights and Responsibilities*, requires police notification for other kinds of student misconduct which are not listed here and for which MCPS has the primary investigative authority.)

- Physical attack on another that requires medical attention outside of the school health room
- Death
- Rape and/or sexual assault with another by force or threat of force<sup>1</sup>
- Robbery/attempted robbery (taking property of another from his person or in his presence by force, reasonable fear of violence, or intimidation whether the perpetrator is armed or unarmed)
- Arson (willful and maliciously set fire) or verbal or written threat of arson
- Manufacture or possession of a destructive device (explosive, incendiary, or toxic material combined with a delivery or detonating apparatus or modified to do so) or look-alike
- Knowingly make false reports about the location or detonation of a destructive device
- Theft (any single incident or series of incidents committed by the same perpetrator where the value of the stolen property is \$500 or more), incidents less than \$500 should be handled on a case-by-case basis considering students involved, totality of circumstances, etc.
- Possession of a firearm; possession of other dangerous or deadly weapon, including any device designed or manipulated to shoot any projectile, knowingly brought onto or brandished upon school property
- Possession, and/or possession with intent to distribute, distribution, or manufacture of controlled dangerous substance
- Gang<sup>2</sup> related incident/crime
- Hate crime (harassing<sup>3</sup> a person or damaging property of a person because of his race, color, religious beliefs, sexual orientation,<sup>4</sup> or national origin)

**b. Releasing Student Information.** Information obtained by school staff may be shared with the law enforcement agency or SAO as long as the information was not derived from school records.<sup>5</sup> For example, information received orally from a student may be shared, even if later recorded in a written statement used by school staff for disciplinary

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<sup>1</sup> Meaning engaging in a sexual act or sexual contact, without consent, by force or threat of force, and/or employing or displaying a dangerous weapon or object reasonably believed to be a weapon (sexual offense in the first, second, or third degree).

<sup>2</sup> A formal or informal ongoing organization, association, or group of three or more persons who: (a) have a history of criminal street gang activity; (b) have a common name or common identifying signs, colors, or symbols; and (c) have members or associates who, individually or collectively, engage in or have engaged in a pattern of criminal activity.

<sup>3</sup> Harassment is defined as a persistent pattern of conduct intended to alarm or seriously annoy another, without a legal purpose, after receiving reasonable warning or request to stop.

<sup>4</sup> Sexual orientation means the identification of an individual as to male or female homosexuality, heterosexuality, bisexuality, or gender-related identity.

<sup>5</sup> School records are those records, identifiable to an individual student, governed by federal law (the Family Educational Rights and Privacy Act/ FERPA).

purposes. Information from school records can be shared under any one of the following circumstances:

- "Directory information" unless the parent/guardian has asked specifically that such information be kept confidential
- With consent of the parent/guardian or adult student
- In response to a subpoena, including a subpoena from the SAO<sup>6</sup>
- In a specific situation that presents imminent danger to students or members of the community or that requires an immediate need for information in order to avert or diffuse serious threats to the safety or health of a student or other individual

## **II. Investigation of Critical Incidents Occurring on School Property**

MCPS shall immediately notify the appropriate law enforcement agency of all critical incidents as described in Section I of this agreement. The agency will respond promptly to such incidents or will keep the school staff advised of any delay in the response of officers.

Absent exigent circumstances, MCPS will limit its administrative investigation to ascertaining basic facts and doing what is necessary to stabilize the situation until a police officer arrives. For critical incidents, MCPS will defer taking written statements from students and/or witnesses, thereby permitting the law enforcement agency the opportunity to do so. Copies of written student and witness statements will be provided to MCPS within seven days with the approval of the SAO which shall make the determination after consultation with the law enforcement agency. The law enforcement agency will assist MCPS with its administrative procedures by providing the relevant information requested (including a synopsis of relevant facts) in order that statutory and administrative deadlines may be met and by providing witness statements in any closed investigation and as otherwise authorized by the SAO.

The principal or his/her designee shall be present during any interview conducted by the law enforcement agency on school property and may interview the individual after the officer has concluded his/her interview.

In the event that the law enforcement agency has not arrived and school dismissal is about to occur, MCPS will notify the law enforcement agency, and MCPS may conduct an administrative investigation, including taking student and witness statements. The law enforcement agency understands that MCPS does not have the authority to arrest individuals or hold them for the law enforcement agency.

## **III. Notification of State's Attorney's Office**

The MCPS Department of School Safety and Security will make reasonable efforts to notify the SAO when it receives notice that a student has been arrested by the law enforcement

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<sup>6</sup> Release of documents from a student record requires that the school first make reasonable efforts to notify the parent/guardian or adult student of receipt of the subpoena in advance of complying with the subpoena so the parent/guardian may seek protective action, unless the issuing authority has ordered that the existence or contents of the subpoena not be disclosed.

agency and charged with one of the following offenses in order for the SAO to obtain the information necessary to present the State's case at a detention hearing or other judicial proceeding which generally will be held within the next business day following the student arrest:

- Violent physical or sexual attack on another
- Manufacture or possession of destructive device (explosive, incendiary, or toxic material combined with a delivery or detonating apparatus or modified to do so) or a look-alike
- Knowingly make false reports about the location or detonation of a destructive device
- Possession of a firearm brought knowingly or use of any weapon to cause bodily harm
- Possession with intent to distribute or distribution or manufacture of controlled dangerous substance
- Gang related incident/crime

When legally permissible, the SAO shall advise MCPS of whether the student was or was not prosecuted for the offenses listed in this Section III. (See attached form)

#### **IV. Serious Incidents in the Community**

In addition to the required notification of reportable offenses committed by students in the community, the law enforcement agency will notify MCPS as soon as practicable of any serious incident involving MCPS schools, facilities, students, or staff that the law enforcement agency reasonably believes will impact MCPS operations in order for appropriate measures to be taken by MCPS to address the impact. Examples include:

- Death of a student or staff member
- Serious or life-threatening injury to a student or staff member
- Hostage-barricade, criminal suspect at large, or hazardous materials incident that may affect students and/or staff
- Gang related incident/crime
- After-hours property damage to an MCPS facility, school, bus, or other vehicle

During normal business hours, the law enforcement agency will provide notice to the MCPS Department of School Safety and Security at 301-279-3066. At all other times, the law enforcement agency will notify the Electronic Detection Section, the MCPS 24-hour communication center, at 301-279-3232.

#### **I. COLLABORATION, MONITORING, AND REVIEW OF THE SRO PROGRAM**

School administrators and officials of the law enforcement agencies are encouraged to periodically meet at the school community level to establish and foster good working relations between the agencies.

In order to monitor specific trends, in and around the high school communities, MCPD Patrol Services Bureau will maintain statistical data through monthly SRO reports and crime analysis.

The signatory agencies agree that this MOU and its implementation will be reviewed by the parties annually in order to determine if any inadequacies exist and further agree to revise the MOU as may be appropriate, upon the agreement of the parties, in order to further the safety and welfare of the school community. Furthermore, the signatory agencies will meet annually thereafter to review the provisions contained within this MOU as well as the implementation of it. Amendments, with the agreement of each agency, may be made from time to time, as desirable.

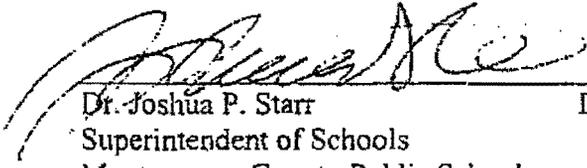
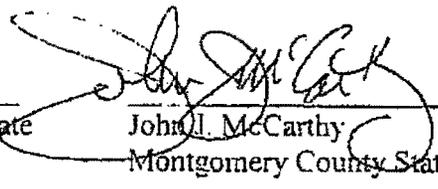
**J. DESIRED OUTCOMES**

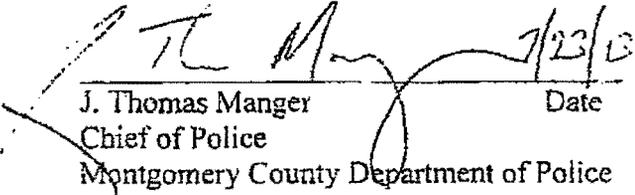
- Enhanced safe and secure learning environment for students, staff, and the school community within Montgomery County, Maryland.
- MCPS and the law enforcement agencies have an effective emergency preparedness plan and response in the event of an emergency, disaster, crisis, or dangerous situation.
- Increased efficiency of communication between local law enforcement agencies, other governmental agencies, and MCPS in an emergency, disaster, crisis, or dangerous situation.
- Enhanced relationships and communication among the involved law enforcement agencies, MCPS, administrators, staff, students, parents, and community stakeholders.

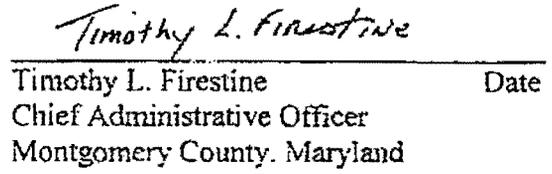
This MOU replaces the original COPS in School Grant MOU between MCPD and MCPS (dated 05-16-02) and the MOU between MCPS, MCPD, Montgomery County SAO, Gaithersburg City PD, Rockville City PD, and Takoma Park PD (dated 06-04-10).

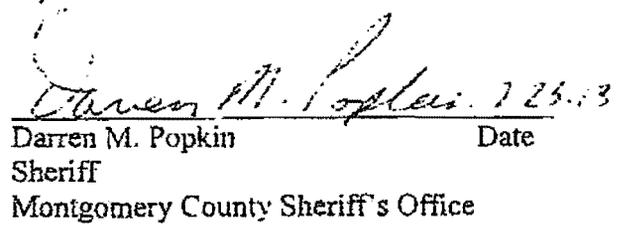
In witness, thereof, the parties have executed this memorandum of understanding on this 23 day of JULY, 2013.

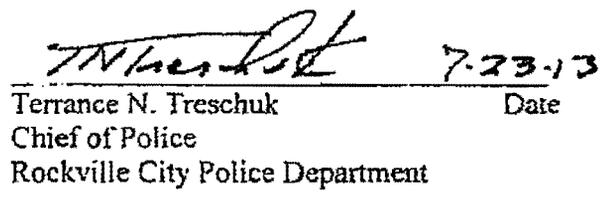
APPROVED

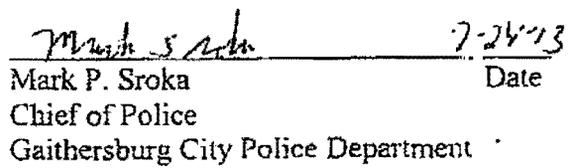
 \_\_\_\_\_ Date  \_\_\_\_\_ Date 7/23/13  
Dr. Joshua P. Starr  
Superintendent of Schools  
Montgomery County Public Schools  
John J. McCarthy  
Montgomery County State's Attorney

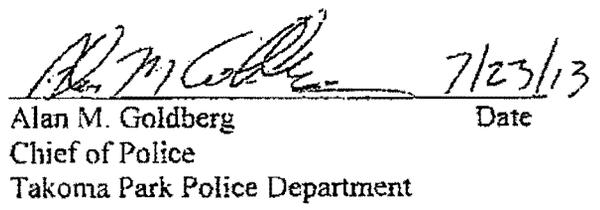
 \_\_\_\_\_ Date 7/23/13  
J. Thomas Manger  
Chief of Police  
Montgomery County Department of Police

 \_\_\_\_\_ Date  
Timothy L. Firestine  
Chief Administrative Officer  
Montgomery County, Maryland

 \_\_\_\_\_ Date 7-23-13  
Darren M. Popkin  
Sheriff  
Montgomery County Sheriff's Office

 \_\_\_\_\_ Date 7-23-13  
Terrance N. Freschuk  
Chief of Police  
Rockville City Police Department

 \_\_\_\_\_ Date 7-24-13  
Mark P. Sroka  
Chief of Police  
Gaithersburg City Police Department

 \_\_\_\_\_ Date 7/23/13  
Alan M. Goldberg  
Chief of Police  
Takoma Park Police Department

## MEMORANDUM

October 14, 2013

**TO:** County Council

**FROM:** J. Thomas Manger, Chief of Police  
Montgomery County Police Department

**SUBJECT:** School Resource Officer Program Update

At the request of the Public Safety and Education Committees, the below information is to provide an update on the SRO Program, to include the final SRO MOU and the current SRO assignments for the current school year.

- The MOU revision process was a joint collaboration between Montgomery County Public Schools, Montgomery County Police Department, the State's Attorney's Office as well as Rockville City Police Department, Gaithersburg City Police Department, Montgomery County Sheriff's Office, Chevy Chase Village Police Department and the Takoma Park Police Department.
- A new MOU was created focusing on defining specific duties and responsibilities of involved parties, establishing a working protocol for exchanging information and addressing matters of mutual concern.
- On July 23, 2013, MCPS invited all participating agency's leaders to meet and sign the final version of the MOU.
- In July, the Montgomery County Department of Police selected and filled the six, new SRO positions. The six temporary positions were filled in order to maintain the compliment of patrol officers that participated (on a full time basis) in the SRO Program for the 2012-2013 school year (5 positions are filled by MCPD Patrol and the remaining position was filled by a deputy from the Montgomery County Sheriff's Office).

- The current, total compliment of SROs consists of 20 officers (17 MCPD officers, 1 RCPD officer, 1 GCPD officer and 1 Sheriff's Deputy).
- The SROs completed a 40-hour SRO School, to include the other SROs from the other participating law enforcement agencies. The training took place August 12-16<sup>th</sup> at the Public Safety Training Academy. A copy of the training agenda has been attached for your review.
- Starting in early September, Lt. Sonia Pruitt and Sgt. Suzanne Harrell began meeting with all the high school principals individually in order to introduce themselves as the point of contacts for the program, provide information about the recent training, and provide an opportunity to discuss any current concerns. As of October 14th, nineteen meetings have taken place and the remaining meetings will be completed by early November.
- On September 11, Assistant Chief Darryl McSwain attended the MCPS High School Principals' Meeting. AC Mcswain stressed the following points about his expectations of the SROs (which was also conveyed to the SROs during the August SRO School):

*Understand the importance of your role as a mentor, extension of the school and as a representative of our police department*

*Take on an ownership mentality. Be a part of your environment and not an occupying entity*

*Recognize and Appreciate the Diverse Community*

*Have compassion for all*

*Be visible, be available and be flexible*

*Be knowledgeable about the MOU, laws, tactics, etc...*

*Engage with parents and be proactive*

*Timely notifications to MCPS, command staff and my administrative Lieutenant and Sergeant*

- In addition to the above topic points, several issues of importance were brought up by the principals.

The appreciation was expressed about the revised MOU defining not only the duties/responsibilities of the SROs but the duties/responsibilities of MCPS security personnel.

The desire for the SROs to have Preliminary Breath Test equipment (PBTs) as a tool or resource, especially during sporting events. Currently, our department is in the process of purchasing one PBT for each SRO who does not currently have the equipment (16 units/@ approximately \$397.00 each). The training will be conducted by our Alcohol Initiatives Section prior to the issuance of the PBTs.

The suggestion of providing parents with an informational brochure about the SRO Program in order to clarify the role and duties of an SRO was discussed. MCPD will create the brochure which will also include information about the history of the program, the training the officer receive as well as pictures of current SROs to include the other participating agencies. The goal is to highlight the *RESOURCE* aspect of the SRO position.

After the meeting, Assistant Chief McSwain was approached by Principal Michelle Schultze of the Regional Institute for Children and Adolescents (RICA). She expressed interest in providing an overview of RICA's mission to responding patrol officers so that they could have a better understanding of the school. Chief McSwain arranged for the 6<sup>th</sup> District Command Staff to coordinate with Principal Schultze and a meeting date is in the process of being set.

In addition, the Principal of the Alternative Education Program-Blair Ewing Center on Avery Road, Dr. Ira Thomas had an opportunity to speak to Assistant Chief McSwain about the need for a full-time SRO at this school due to the behavioral or special needs circumstances of the students who attend this school. MCPD and RCPD are managing staffing challenges now but are open to discuss options that may be available between both agencies.

- Although it is still early in the school year, the training that the SROs received during the August SRO School, specifically the alcohol, drug, and gang training provided by our Alcohol Initiatives Section and our Special Investigations Division, provided an up-to-date look on the current trends occurring within the high school age population. This type of information is crucial for our officers so that they can immediately recognize the signs that lead to the "bigger picture". (For example:

Attention Drinking vs Binge Drinking – studies indicate the Blood Alcohol Content of juveniles has significantly increased among this age group; another example is the current increase in heroin use as well as the new trend with the use of “Lean” or “Purple Drank” (combination of cough syrup containing promethazine and codeine, Sprite and candy such as Skittles or more common to this area, Jolly Ranchers).

- Since the start of the school year, our SROs have conducted over 100 mediations within their assigned schools. Presentations have been conducted within several classroom environments informing the students about the SRO Program, law enforcement and criminal justice topics. Participation in afterschool activities, specifically the football games, continues and remains an important part of their security role especially when incidents occur at these events which involve alcohol.
- In early September, School Resource Officers Russ Larson and Jeremy Wojdan, and Mr. Doug Steel, MCPS Department of School Security and Safety Supervisor, conducted a joint presentation to the Montgomery County Council of Parent-Teacher Associations (MCCPTA) at Blair High School. The topics included information about the MOU, selection of the SROs, training, emergency drills and preparedness, drug/alcohol trends, as well as social media trends.
- On September 17<sup>th</sup>, MCPS Department of School Safety and Security employees and MCPD Special Operations Division officers met to discuss important security challenges relating to police access in the event of an emergency. A productive conversation occurred and the on-going dialogue continues with both agencies with the common goal of improving safety/emergency procedures.
- As mentioned in the MOU, a joint training meeting for the SROs and Security Team Leaders has been planned for November 20<sup>th</sup> which will include topics regarding security procedures and the familiarization of school security cameras.
- Recently, our Department has received requests for information about our SRO Program from the Department of Justice and the Council of State Governments Justice Center, both inquiring about the structure of the program, specific training, and the desire to learn about the Memorandum of Understanding. Representatives from both departments will be participating in a “ride-along” with one of our assigned SROs in order to understand the job related activities performed by a School Resource Officer.

- For the 2013-2014 School Year, the Sheriff's Office has assigned a Sheriff's Deputy to the School Resource Officer Program. Their Deputy is assigned to Magruder High School and is directly supervised by an executive officer from the Sheriff's Office, Lieutenant Maxwell Uy, who has provided the following information about their participation in the SRO Program:

Please feel free to contact myself, Chief Manger or Dr. Starr, if you have any further questions. We thank you for your continued support and mutual goal of enhancing this partnership so that we enhance a safe and secure learning environment for students, staff, and the MCPS school community within Montgomery County.

## Farag, Susan

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**From:** Mcswain, Darryl  
**Sent:** Monday, October 21, 2013 3:18 PM  
**To:** Farag, Susan  
**Subject:** FW: PS/ED Committee SRO Program (Joint Response)

Susan,

Please find below the Sheriff's Office response to #4.

Darryl

Darryl W. McSwain  
Assistant Chief of Police  
Patrol Services Bureau  
Montgomery County Department of Police  
(240) 773-5061

The Montgomery County Police Department is currently hiring for police officers. ARE YOU READY? For more information please visit: <http://www.joinmcp.com>

-----Original Message-----

**From:** Uy, Maxwell  
**Sent:** Friday, October 18, 2013 3:57 PM  
**To:** Bonanno, Mark  
**Cc:** Kane, Richard  
**Subject:** PS/ED Committee SRO Program (Joint Response)

Chief Bonanno,

I would like to forward the response below to Sgt. Harrell for inclusion in their written response. I am aware that Sheriff Popkin will also add his comments the committee as well.

4. Please discuss the new participation of the Sheriff's Office this year, and how that officer (deputy) is integrated into the SRO program.

This year marks the first year that the Sheriff's Office has had the opportunity to participate in the School Resource Officer (SRO) program. Deputy Cynthia DeFriece has been able to "seamlessly" integrate into the Magruder High School team. She works daily in partnership with the assigned security staff, teachers and administrators to deal with the

daily challenges in a large high school such as Magruder. She has been present at Back to School Night, dance functions and sports events and has continued to develop a rapport with the students. Deputy DeFriece also works closely with Montgomery County Police officers assigned to the 6th District. She ensures that appropriate information is shared between our two agencies. The Sheriff's Office is excited to continue to participate in this program.

-Max

Lieutenant Maxwell Uy

Training Coordinator

Montgomery County Sheriff's Office

50 Maryland Ave., #T-8

Rockville, MD 20850

Ph#240-777-7109 / Fax#240-777-7148

[maxwell.uy@montgomerycountymd.gov](mailto:maxwell.uy@montgomerycountymd.gov)

### SRO Training August 2013

<b>MONDAY 08/12</b>	<b>TUESDAY 08/13</b>	<b>WEDNESDAY 08/14</b>	<b>THURSDAY 08/15</b>	<b>FRIDAY 08/16</b>
<b>0800-0830</b>  Introduction  AC McSwain	<b>0800-</b> Crisis Intervention Team (CIT) -Mental Illness -Taser Policy/Use of Force Review	<b>0800-0900</b> <b>Lessons Learned            Panel</b>  Mr. Durso Dr. Chris Garran Mr. Kevin Lowndes	<b>0800-1100</b>  Handling BombThreats/ Threat Assess/ IED Awareness and Recognition  Capt. Ewart Fire Marshal	<b>0800-0900</b>  First Aid  Tactical Medics
<b>0830-0900</b>  History of the SRO Program Sgt Harrell	CIT (cont) -De-escalation Practices -Threat Assessment -Review of EEPs	<b>0900-0930</b> Panel (Continued) -Discussion		<b>0900-1100</b>  Tactical Training  Sgt Dillman
<b>0900-1000</b>  Role of SRO/ Role of Security Sgt Harrell/Hellmuth Steele(MCPS)	<b>-1000</b>  CIT (cont) -Scenarios  PO3 Scott Davis	<b>0930-</b>  Alcohol/Drug Awareness -new CDS laws -alcohol enforcement		
<b>1000-1100</b> Emergency Preparedness Drills  MCPS Security	<b>1000-1100</b> Adolescent Development  MCPS Kelly Gruitt Deb Fagan	<b>-1100</b> (cont.) -Awareness/Pre- vention Programs -underage parties Ofc. Bill Morrison/Alc Unit		
<b>1100-1200</b> LUNCH	<b>1100-1200</b> LUNCH	<b>1100-1200</b> LUNCH	<b>1100-1200</b> LUNCH	<b>1100-1200</b> LUNCH
<b>1200-1300</b>  Family Crimes  Runaway/Current Juvenile Trends- review	<b>1200-1600</b>  Defensive Tactics/Ofc Safety/Taser Ofc. Craig Dickerson(PSTA)	<b>1200-1330</b>  New Drug Trends  <b>SID</b>	<b>1200-1300</b>  Lt Ward's Leadership in Police Organizations Presentation (Collaboration/ Teamwork)	<b>1200-1600</b>  SWAT Tactical Training @ QOHS
<b>1300-1500</b> Legal Review -search and seizure -student rights/respons -law updates/review -review of MOU SAO		<b>1330-1430</b> Lesson Plan/Presentations  PO3 George Stephens	<b>1300-1430</b>  Outreach Programs  Street Outreach Network	
<b>1500-1600</b>  Open Discussion with the SAO, Steve Chaikin		<b>1430-1600</b>  MCPD Gang Unit  Det Wilcher	<b>1430-1600</b> Administrative/ Notification Expectations -monthly reports -notification process Sgt Harrell	

**School Resource Officer Assignments**  
**2013-2014**

**1<sup>st</sup> District: 240-773-6070**

**Commander James Fenner**

<b>SRO Supervisor:</b>	<b>Lt. Demitri Kornegay</b>	<b>240-876-3828</b>
<b>SRO:</b>	<b>Maureen Connelly</b>	<b>240-876-5202</b>
<b>SRO:</b>	<b>Joe Lowery</b>	<b>240-876-6923</b>
<b>SRO:</b>	<b>Tocarah Hargrove</b>	<b>240-507-8511</b>
<b>Assisting Ofc.</b>	<b>Chris Winkler</b>	<b>240-876-4779</b>

Churchill High School	Hargrove
Quince Orchard High School	Lowery
Poolesville High School	Lowery/Winkler
Wootton High School	Connelly

**Rockville City Police Department:**

<b>SRO Supervisor:</b>	<b>Sgt. JP Cowell</b>	<b>240-876-2871</b>
<b>SRO:</b>	<b>Cpl. Rick Halverson</b>	<b>240-372-2131</b>

Rockville High School  
Richard Montgomery High School

**2<sup>nd</sup> District: 301-652-9200**

**Commander David Falcinelli**

<b>SRO Supervisor:</b>	<b>Lt. Oneil Ormsby</b>	<b>240-876-2757</b>
<b>SRO:</b>	<b>Arnold Aubrey</b>	<b>240-876-6084</b>
<b>Assisting Ofc.</b>	<b>Steve Pascali</b>	<b>240-205-6103</b>

Walt Whitman High School	Pascali
Walter Johnson High School	Aubrey
Bethesda Chevy Chase High School	Aubrey

**3<sup>rd</sup> District: 301-565-7740**

**Commander Donald Johnson**

<b>SRO Supervisor</b>	<b>Lt. Jim Brown</b>	<b>240-876-7678</b>
<b>SRO:</b>	<b>Brett Mavritte</b>	<b>240-876-0906</b>
<b>SRO:</b>	<b>Christina Splaine</b>	<b>240-876-3560</b>
<b>Assisting Ofc.</b>	<b>Patrick Hennessy</b>	<b>240-762-0080</b>

Blair High School	Splaine
Springbrook High School	Mavritte
Paint Branch High School	Hennessy

**4<sup>th</sup> District: 240-773-5500**

**Commander John Damskey**

<b>SRO Supervisor:</b>	<b>Lt. Kevin Sullivan</b>	<b>240-876-6611</b>
<b>SRO:</b>	<b>Diane Henderson</b>	<b>240-876-0388</b>
<b>SRO:</b>	<b>Eddie Rodriguez</b>	<b>240-507-8458</b>
<b>SRO:</b>	<b>James McLain</b>	<b>240-498-6482</b>

Wheaton High School	Henderson
Einstein High School	Henderson
Kennedy High School	McLain
Blake High School	McLain
Northwood High School	Rodriguez
Sherwood High School	Rodriguez

**5<sup>th</sup> District: 240-773-6200**

**Commander David Gillespie**

<b>SRO Supervisor:</b>	<b>Lt. Tom Jordan</b>	<b>240-876-0604</b>
<b>SRO:</b>	<b>Russ Larson</b>	<b>240-876-6702</b>
<b>SRO:</b>	<b>Jeremy Wojdan</b>	<b>240-876-4415</b>
<b>Assisting Ofc.</b>	<b>Dan Riddle</b>	<b>240-205-6481</b>
<b>Assisting Ofc.</b>	<b>Troy Melott*</b>	<b>240-205-0495</b>

Northwest High School	Wojdan
Damascus High School	Riddle
Seneca Valley High School	Larson
Clarksburg High School*	Larson/Wojdan

\*Officer Melott is pending assignment to the program in Fall 2013 and will cover Clarksburg High School

**6<sup>th</sup> District: 240-773-5700**

**Montgomery County Police Department**

**Commander Willie Parker-Loan**

<b>SRO Supervisor:</b>	<b>Lt. Nancy Hudson</b>	<b>240-876-5935</b>
<b>SRO:</b>	<b>Rodney Barnes</b>	<b>240-876-0890</b>

Watkins Mill High School	Barnes
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**Montgomery County Sheriff's Office:**

<b>SRO Supervisor:</b>	<b>Lt. Maxwell Uy</b>	<b>240-876-1702</b>
<b>SRO:</b>	<b>Deputy Cynthia Defriece</b>	<b>240-778-9429</b>

Magruder High School

**Gaithersburg City Police Department:**

<b>SRO Supervisor:</b>	<b>Sgt. Scott Scarff</b>	<b>240-372-8423</b>
<b>SRO:</b>	<b>Bobby Blackmon</b>	<b>240-876-9000</b>

Gaithersburg High School

**Patrol Services Bureau SRO Coordinator**

**Sgt. Suzanne Harrell**      office) 240-773-5042  
   cell) 240-876-2298  
[suzanne.harrell@montgomerycountymd.gov](mailto:suzanne.harrell@montgomerycountymd.gov)

**Patrol Services Bureau Administrative Lieutenant**

**Lt. Sonia Pruitt**              office) 240-773-5202  
   cell) 240-876-7358  
[sonia.pruitt@montgomerycountymd.gov](mailto:sonia.pruitt@montgomerycountymd.gov)