

PS/ED COMMITTEE #1  
April 18, 2013

Worksession

MEMORANDUM

April 16, 2013

TO: Public Safety and Education Committees

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

SUBJECT: **Worksession: FY14 Operating Budget – School Resource Officers**

*Those expected for this worksession:*

Asst. Chief Darryl McSwain, Patrol Services, Police Department  
Robert Hellmuth, Director of School Safety and Security, MCPS  
Tom Klausning, Director of Management, Budget, and Planning, MCPS  
Sgt. Suzanne Harrell, SRO Program, Police Department  
Neil Shorb, Police Department  
Alex Espinosa, Office of Management and Budget  
Bruce Meier, Office of Management and Budget

**BACKGROUND**

The Educational Facilities Officers (EFO) program was established in September 2002 with a \$4 million COPS grant. The funding was used to hire 32 new police officers and position them in the middle and high schools. These officers were deployed in schools beginning in the 2003-2004 school year.

**Recent Budget Cuts:** In FY10, there were 27 EFOs in the program (one at each of the 25 County public high schools and one each at Argyle Middle School and Martin Luther King Middle School). These were sworn officers who reported to their assigned school on a daily basis for their entire shift (unless scheduled for training or court). The high school-based EFOs also provided coverage at the middle schools that fed into the high school. They visited these schools throughout the week and responded when contacted by school staff for any type of assistance. EFOs were not assigned specifically to any elementary schools, but provided assistance when requested. In addition to the 27 deployed EFOs, there were six Sergeants in the program who functioned in a supervisory role.

The CE's recommended FY11 budget initially abolished 16 EFOs (13 EFOs and three sergeants), in effect halving the program, for a projected savings of \$1,960,460. On April 22, 2010, the Executive submitted a series of FY11 Budget Adjustments, one of which proposed that MCPS would fund the remaining 17 EFOs, reducing Police expenditures by another \$1,961,590. This proposal was eliminated during last minute budget deliberations between the Council, MCPS, and the Executive, in effect eliminating the entire EFO program. In the final days of budget deliberations, the Council required the Police Department to fund nine EFO positions, as required in the FY11 County Government Operating Budget Resolution:

*66. This resolution appropriates \$978,840 to the Department of Police to fund 9 Police Officer III positions in order to continue the Educational Facilities Officer program. This program is established through a memorandum of understanding with the Montgomery County Public Schools.*

As part of the mid-year FY11 Savings Plan, the CE recommended abolishing the remaining SROs for an estimated savings of \$518,650. The Public Safety Committee recommended retaining these positions, and Council approved the continued funding.

In FY12, the CE recommended budget again abolished all SRO positions. The Council ultimately funded six SROs, which are currently assigned by Police District. Beginning in FY13, the Police Department assigned five patrol officers to function as SROs. This provided a total complement of 13 police officers performing SRO duties during the 2011-2012 school year: six County SROs, one City of Rockville SRO, one City of Gaithersburg SRO, and the five County patrol officers.

## **STATUS UPDATE**

According to the Police Department, it continues to have one official SRO assigned by police district to provide service to the high schools located within that respective district. It should be noted that the Police Department underwent redistricting this year, slightly shifting SRO assignments as the police district boundaries changed to include different high schools. For FY13, there are six SROs and six assisting patrol officers (one more patrol officer than last year). The City of Rockville and the City of Gaithersburg continue to provide one SRO each to the high school in their respective jurisdictions. This provides a total of 14 sworn police officers providing SRO duties throughout the County.

The following chart shows current SRO deployment by Police District.

**FY13 SRO Assignments by Police District**

Police District	MCPD SRO	Other Municipal PD SRO	MCPD Patrol Officers	Total SROs By District	# of High Schools	SRO Ratio/Schools
1ST District	1	1 (RCPD)	1	3	6	0.50
2ND District	1			1	3	0.33
3RD District	1		1	2	3	0.67
4TH District	1		2	3	6	0.50
5TH District	1		1	2	4	0.50
6TH District	1	1 (GCPD)	1	3	3	1.00

Five out of the six County SROs cover more than one high school. A main challenge continues to be that an SRO cannot devote his or her entire shift to one school. In addition to school-related duties, the SROs respond to other calls for service in the area. As anticipated, they continue to take on a more reactive role rather than engaging in proactive policing at their assigned schools. They have had less time to focus on building relationships and building a rapport with the students.

The Police Department advises that the six additional patrol officers assist the SROs during open lunches, release of students, traffic-related issues at the beginning and the end of the school day, and calls for service at the schools when the SRO is not available to respond due to other activities or incidents at another assigned school. SROs are often called away from their assignment when they have to make a juvenile arrest. Juvenile arrests tend to be the most time consuming, due to processing and waiting for the parents or guardians to take custody of the individual.

The SROs are directly supervised by their respective District Lieutenant, who supervises other officers within his or her district. District Lieutenants spend approximately 25% of their time on school-related and SRO issues. The SRO program is coordinated by the Patrol Services Bureau Administrative Sergeant, who compiles statistics for the program, monitors assignment issues, and prepares program briefs for interested parties.

**MCPS DEPARTMENT OF SCHOOL SECURITY**

While MCPD has assigned SROs to certain high schools, MCPS also provides security officers at each high and middle school. MCPS Department of Safety and Security Operating Budget data for FY04 to FY13 is attached at © 16. Over that timeframe, school-based security staff has increased from 194.5 positions to 212 at a corresponding cost of \$5.87 million in FY04 and \$8.68 million in FY13. There are also 20 central services security positions, for a cost of \$1.5 million in FY13. School security staff assignments are detailed on © 14-15.

School-based security staff work a 40-hour work week when school is in session. They also work after hours for school-sponsored events (overtime pay). When school security works during community use, they are hired through the Community Use of Public Facilities (CUPF).

## **DIVISION OF DUTIES BETWEEN SROs AND MCPS SECURITY STAFF**

SROs and school security perform distinctly different security duties within the schools. School security staff are primarily responsible for the supervision of students and enforcement of school rules. They conduct investigations and write reports for administrative purposes. SROs are primarily responsible for law enforcement and do not have authority to enforce MCPS policies, rules, regulations, or other procedures. Both SROs and security staff work to develop and maintain trusting relationships with the students. SROs also serve as a point of contact with parents, teachers, and other members of the community and focus on crime prevention, conflict resolution and mediation, drug and alcohol awareness, violence prevention, gang awareness, and community relations. A detailed list of SRO duties is included on © 9-10.

## **FY14 RECOMMENDED BUDGET ADDS SIX NEW SRO POSITIONS**

The County Executive’s FY14 Recommended Operating Budget adds six new SRO positions for a cost of \$584,931 in the Police Department budget for salary and fringe, POC equipment, and motor pool charges, and \$367,974 in the Motor Pool Fund Contribution NDA for new patrol vehicles and equipment. The following chart reflects updated information regarding the cost of each new police officer for FY14.

<b>New Police Officer FY14</b>	<b>Cost</b>
Entry Level (Salary and Fringe)	\$74,418
POC Equipment*	\$14,987
Patrol Vehicle*	\$29,862
Car Equipment (Marked)*	\$31,467
Motor Pool Charges	\$8,084
<b>Total Cost (FY14 Only)</b>	<b>\$158,818</b>

*\*one time cost*

The Police Department has advised that it will assign two SROs each in the 1st (Rockville) and 4th (Wheaton) districts. One SRO will be added to the 3<sup>rd</sup> District (Silver Spring), and one to the 5<sup>th</sup> District (Germantown). The following chart compares the proposed additions to current deployment, and its impact on staffing ratios for the high schools.

Police District	FY13 # SROs	FY14 Proposed # SROs	# of High Schools	FY13 SRO/School Ratio	FY14 Proposed SRO/School Ratio
1ST District	3	5	6	0.50	0.83
2ND District	1	1	3	0.33	0.33
3RD District	2	3	3	0.67	1.00
4th District	3	5	6	0.50	0.83
5TH District	2	3	4	0.50	0.75
6TH District	3	3	3	1.00	1.00
<b>Total:</b>	14	20	25	0.56	0.80

## DISCUSSION ISSUES

- 1) How will MCPD and MCPS determine which schools need the additional SROs? Will the assignments be more needs-based (i.e., schools that experience higher rates of crime?)
- 2) Does the Police Department see a need to expand the SRO program even more? If so, is there a multi-year plan in development or in place to do so? What would be an optimal staffing level?
- 3) Is either MCPD or MCPS aware of any new federal or state funding for SRO positions? Or other new school security initiatives?

## COUNCIL STAFF RECOMMENDATION

Council staff recommends approval as submitted by the Executive. The Public Safety Committee is scheduled to finalize its recommendation on the Police Department budget on April 29.

### This packet contains

2010 MOU among MCPS, MCPD, SOA, and local police departments	© 1-7
MCPD Questions and Responses	8-11
MCPS Questions and Responses	12-13
MCPS Security Staff Assignments 2012-2013 School Year	14-15
MCPS Security Staff and Budget	16



**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
MARYLAND

www.montgomeryschoolsmd.org

June 9, 2010

Chief J. Thomas Manger  
Chief of Police  
Montgomery County Department of Police  
2350 Research Boulevard  
Rockville, Maryland 20850

Dear Chief Manger:

I am pleased to provide you with a copy of the Memorandum of Understanding (MOU) that has been signed by all of the participating parties. The MOU signifies our joint commitment to maintaining and enhancing a safe school environment.

Montgomery County Public Schools (MCPS) is committed to working with your staff to develop a training plan that will ensure consistency within and among our agencies and to plan for the implementation of the MOU.

I am confident that the discussion generated as a result of the MOU and the subsequent training will improve communication within MCPS and between all of our agencies.

Sincerely,

Larry A. Bowers  
Chief Operating Officer

LAB:fn

Enclosure

Copy to:  
Dr. Weast  
Mr. Hellmuth

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Office of the Chief Operating Officer

850 Hungerford Drive, Room 149 ♦ Rockville, Maryland 20850 ♦ 301-279-3626

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

The purpose of this memorandum of understanding (MOU) is to establish a working protocol for exchanging information and addressing matters of mutual concern cooperatively among the Montgomery County Public Schools (MCPS), the signatory agencies, and the Montgomery County State's Attorney's Office (SAO) to maintain and to enhance a safe learning and working environment for students and staff.

**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, including school buses, or at an MCPS sponsored event, including extra-curricular activities, shall be reported to the appropriate police agency by the administrator-in-charge or designee as soon as practicable so that the police agency can investigate in accordance with the procedures in Part II. Such notification must be made by direct communication with the educational facilities officer (EFO), if immediately available, or to the Public Safety Communications Center (911) or 301-279-8000. Voice mail messages to the EFO 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.)
- Any physical attack on another that requires medical attention outside of the school health room
  - Any death
  - Rape and/or sexual assault with another by force or threat of force<sup>1</sup>

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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)

2

- 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 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)
- 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 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 police 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 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

<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).

<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.

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

MCPS shall immediately notify the appropriate police agency of all critical incidents as described in Section I of this agreement. The police 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 police 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 police agency. The police 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, whenever possible, during any interview conducted by the police agency on school property and may interview the individual after the police officer has concluded his/her interview.

In the event that the police agency has not arrived and school dismissal is about to occur, MCPS will notify the police agency, and MCPS may conduct an administrative investigation, including taking student statements. The police agency understands that MCPS does not have the authority to arrest individuals and hold them for the police 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 police 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 police agency will notify MCPS as soon as practicable of any serious incident involving MCPS schools, facilities, students, or staff that the police 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, staff member
- Serious or life-threatening injury to a student and/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 police agency will provide notice to the MCPS Department of School Safety and Security at 301-279-3066. At all other times, the police agency will notify the Electronic Detection Section, the MCPS 24-hour communication center, at 301-279-3232.

#### **V. Collaboration, Training, and Review**

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

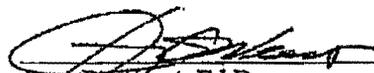
MCPS, the police agencies, and the SAO agree to participate in joint training opportunities for administrators, EFOs, and MCPS security staff on matters that are the subject of this MOU and other topics of mutual interest. MCPS and the police agencies will make available, annually, a block of time for training of administrators and other staff by the signatory agencies on the MOU and related matters. The SAO will make available, annually, a block of time for training assistant state's attorneys and other staff, as appropriate, on the MOU and related matters.

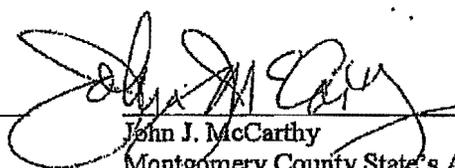
The signatory agencies agree that this MOU and its implementation will be reviewed by the parties annually in order to determine if any inadequacies exist and further agree to revise the MOU as may be appropriate, upon the agreement of the parties, in order to further the safety and welfare of the school 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.

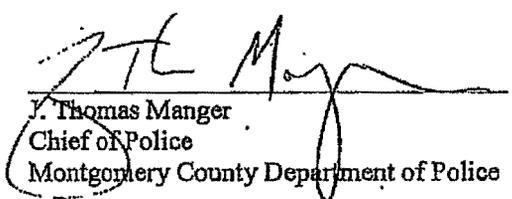
This MOU is not intended to supersede any other memoranda of understanding or legal obligations of the parties.

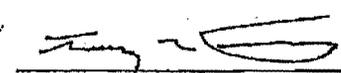
In witness, thereof, the parties have executed this memorandum of understanding on this 4<sup>th</sup> day of June, 2010.

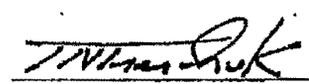
**APPROVED**

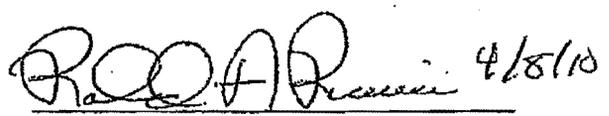
  
Jerry D. West, Ed.D.  
Superintendent of Schools  
Montgomery County Public Schools

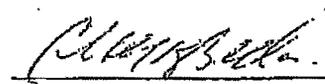
  
John J. McCarthy  
Montgomery County State's Attorney

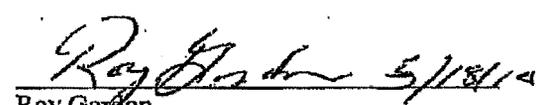
  
J. Thomas Manger  
Chief of Police  
Montgomery County Department of Police

  
Timothy L. Firestine  
Chief Administrative Officer  
Montgomery County, Maryland

  
Terrance N. Treschuk  
Chief of Police  
Rockville City Police Department

 4/8/10  
Ronald Ricucci  
Chief of Police  
Takoma Park Police Department

  
Christopher Bonvillain  
Interim Acting Chief of Police  
Gaithersburg City Police Department

 5/18/10  
Roy Gordon  
Chief of Police  
Chevy Chase Village Police Department

(6)

State's Attorney for Montgomery County  
50 Maryland Avenue  
Rockville, Maryland 20850

(Date)

Dr. Jerry D. Weast  
Superintendent  
Office of the Superintendent of Schools  
Carver Educational Services Center  
850 Hungerford Drive, Room 122  
Rockville, MD 20850

**Respondent Name:**  
**Date of Birth:**

Dear Dr. Weast:

Pursuant to Educational Article 7-303 of the Annotated Code of Maryland, Arrest of Students; Reportable Offenses, the student listed above was charged with a reportable offense. The following is a list of those charges and the associated disposition.

<u>Reportable Offense</u>	<u>Disposition</u>	<u>Disposition Date</u>
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If you have any questions, please call the Juvenile Division at 240-777-7300.

Respectfully submitted,

John J. McCarthy  
State's Attorney for  
Montgomery County, Maryland

By Margaret Burrowes  
Assistant State's Attorney  
Juvenile Division



## School Resource Officer Program

1. Last year, there were a total of 13 police officers functioning as SROs, whether in a formal or informal capacity. (6 County SROs, 1 RCPD, 1 GCPD, and 5 patrol officers). Please provide updated numbers for FY13, broken down by police district assignment.

**For FY13, there are 6 MCPD SROs and 6 assisting MCPD patrol officers, 1 RCPD officer and 1 GCPD officer**

### **Police District Assignments:**

**Please note, with the MCPD redistricting, the following changes took place:  
Northwood High School moved from the 3<sup>rd</sup> Police District to the 4<sup>th</sup> District  
Magruder High School moved from the 4<sup>th</sup> District to the 6<sup>th</sup> District  
Poolesville High School moved from the 5<sup>th</sup> District to the 1<sup>st</sup> District**

**1D (6 high schools) – 1 SRO, and 1 assisting MCPD patrol officer on a full time basis. In addition, RCPD has assigned an officer to serve as an SRO at Richard Montgomery HS and Rockville HS.**

**2D (3 high schools) - 1 SRO, no assisting patrol officer(s)**

**3D (3 high schools) - 1 SRO, and 1 assisting MCPD patrol officer on a full time basis.**

**4D (6 high schools) - 1 SRO and 2 MCPD patrol officers who assist on a full time basis. These three officers are assigned 2 schools each.**

**5D (4 high schools) - 1 SRO and 1 MCPD patrol officer who assists on a full time basis**

**6D (3 high schools, including Gaithersburg HS) - 1 SRO, 1 assisting MCPD patrol officer from MCPD on a full time basis, 1 GCPD SRO**

2. What is the current supervisory structure for SROs? Is there still one supervisory sergeant in charge of the program? Do district Lieutenants still spend approximately 30% of their time focused on school and SRO-related issues?

**The SROs are directly supervised by a District Lieutenant. This District Lieutenant supervises other officers within his/her district; therefore, has additional responsibilities outside of the SRO program. The amount of time that each lieutenant spends on the program varies among the Districts. On a weekly basis, on average, the Lieutenants spend approximately 25% of their time on school related/SRO concerns and SRO supervisory responsibilities.**

**Sgt. Harrell, the Patrol Services Bureau Administrative Sergeant, performs duties to assist the department in coordinating the SRO Program. Those duties include compiling statistics for the program, monitoring assignment issues, and preparing program briefs for interested parties. Sgt. Harrell spends the majority of her work hours on the SRO Program. She also handles other administrative duties for the Patrol Services Bureau.**

3. Is there an updated MOU between the County and MCPS? If so, please provide a copy. If not, what is the status of revising it?

**Attached is the most current MOU between MCPS, MCPD, other local police departments and the SAO.**

**With the original COPS grant in 2002, a Memorandum of Understanding existed between MCPD and MCPS. Since the grant expired, this MOU was not revised.**

4. Please provide an update on the number of MCPS security staff, broken down by school, as well as an updated FY14 school security budget showing school based and non-school based positions and costs. Do MCPS school based security staff work only school hours, or is there security presence during community use as well?

**MCPS will provide a response.**

5. Please provide a breakdown of duties performed by security staff vs. duties performed by SROs.

**MCPS Security Staff duties will be provided by MCPS.**

**MCPD SRO duties**

- **The SRO will assist school staff in enhancing safety within their assigned high schools and serve as a liaison between MCPD and MCPS officials for school and police related concerns and incidents.**
- **The SRO will assist for calls of service at their assigned schools and incidents occurring around their schools when they are available to respond. The responding SRO and/or the appropriate MCPD unit having**

**follow-up responsibility will investigate these calls for service at the direction of the patrol supervisor(s).**

- **The SRO will meet regularly with parents, teachers, principals, other school administrators, and students to discuss issues of concern within the school.**
- **The SRO will act as a resource and assist with emergency preparedness as well as safety awareness education to the high school population age groups.**
- **The SRO will serve as a point of contact to deliver MCPD programs such as crime prevention, conflict resolution and mediation, drug and alcohol awareness, violence prevention, gang awareness, and community relations and outreach.**
- **SROs will maintain contact with beat officers who patrol the area around their schools for the purpose of information sharing and generating discussions pertaining to community concerns.**
- **When possible, SROs will provide training and presentations about law enforcement or school related topics useful for students, staff, school administration, school security, parents and other MCPD personnel to aid efforts in providing a safer school environment.**
- **SROs will assist with traffic safety and enforcement activities in and around their assigned school areas.**
- **The SRO will coordinate assistance, when needed, at major school events such as athletic events, large dances or other activities. All SROs are expected to work home football games at their school. If there are multiple home football games in the SRO's area of responsibility, the SRO will attend the game with the highest MCPS security level assessment. If the assessments are the same, the SRO will consult with the District Commander, or designee, to determine which game to attend.**
- **SROs will coordinate school familiarization training ("walk throughs") for responding officers within their district on a bi-annual basis.**

6. The CE recommended FY14 operating budget adds six SROs. Please describe how these new positions will be deployed. Will it be two SROs per police district?

**If six SRO positions are included in the FY14 budget, two will be added to the First (Rockville) and Fourth (Wheaton) Districts. One will be added to the Third (Silver Spring) and Fifth (Germantown) Districts. MCPD will work with MCPS to determine specific school assignments.**

7. Does the department envision adding more SROs in future years? Is there a plan in place to increase the total complement to a certain number? If so, please describe.

**MCPD envisions increasing the amount of positions in the SRO Program. In the past, the department had an SRO assigned to each of the 25 high schools. MCPD believes there is benefit in increasing the SRO program. Should there be approval for an increase, additional discussion will be conducted with MCPS on a deployment plan.**

8. Please provide a cost estimate for each new SRO, including a breakout of salary, vehicle, POC equipment, etc.

**Cost per SRO in FY14 assuming placement in summer POC class:**

<b>Salary and fringe=</b>	<b>\$74,418 (.88 FTE)</b>
<b>POC equipment=</b>	<b>\$14,987 (\$13,287 one time only)</b>
<b>Vehicle=</b>	<b>\$29,862 (one time only)</b>
<b>Vehicle equipment=</b>	<b>\$31,467 (one time only)</b>
<b>Motor pool=</b>	<b>\$ 8,084 (6 months only)</b>

**\$158,818 total for FY14 per position**

9. Do you anticipate any new state or federal funding for SRO positions or other school safety initiatives? If so, please describe.

**Should federal or state funding become available for SRO positions or other school safety initiatives, MCPD will research applicable programs and provide recommendations to the appropriate authorities for further consideration.**

**Farag, Susan**

**From:** Milstead, Lee [Lee\_Milstead@mcpsmd.org] on behalf of Hellmuth, Robert B. [Robert\_B\_Hellmuth@mcpsmd.org]  
**Sent:** Tuesday, April 09, 2013 11:37 AM  
**To:** Farag, Susan  
**Cc:** Klausning, Thomas P; Bowers, Larry; Haddad, Lana S  
**Subject:** RE: SRO Questions

Dear Ms. Farag:

This is in response to your e-mail of Thursday, March 28, 2013, regarding questions about school resource officers. I will answer questions 3, 4, and 5 below; the remainder of the questions should be answered by the Montgomery County Department of Police.

**Question 3**

Is there an updated MOU between the County and MCPS? If so, please provide a copy. If not, what is the status of revising it?

**Response**

There has not been an updated Memorandum of Understanding (MOU) between Montgomery County Public Schools (MCPS) and the Montgomery County Department of Police in reference to the school resource officers (SROs) since the inception of the program. The original MOU regarding SRO's is dated May 16, 2002.

**Question 4**

Please provide an update on the number of MCPS security staff, broken down by school, as well as an updated FY14 school security budget showing school-based and non-school-based positions and costs. Do MCPS school-based security staff work only school hours, or is there security presence during community use as well?

**Response**

There are currently 212 school-based security positions and 20 central services security positions. The cost for the school-based security positions is \$8,662,065 and the costs for the central services staff is \$1,493,337. This amount does not include employee benefits. Please see the attached document for security staff breakdown by school. School-based security staff works a 40-hour work week when school is in session. School security staff works after hours for school-sponsored events as necessary for overtime pay. When school security staff works during community use, they are hired through the Montgomery County Interagency Coordinating Board for the Community Use of Public Facilities.

**Question 5**

Please provide a breakdown of duties performed by security staff vs. duties performed by SROs.

**Response**

School security staff assists school administrators to maintain a safe and secure learning environment. Their primary responsibility is supervision of students and enforcing school rules. They conduct investigations and write reports for administrative purposes. Because of the trusting relationships developed, students feel safe

confiding information to school security staff that helps keep the school and students safe.

SROs are sworn Montgomery County police officers whose primary responsibility is law enforcement. They conduct investigations and write reports for the suppression and prosecution of criminal activity. They do not have the authority to involve themselves in administrative actions such as enforcing MCPS policies, rules, regulations, and/or procedures. SROs also can develop trusting relationships with students that help promote safe and secure schools and communities.

Bob Hellmuth and Tom Klausing will be attending the April 18 work session of the joint Public Safety/Education Committee on SROs. If you have any questions regarding the information provided, please contact me at 301-279-3066 or via e-mail.

Sincerely,

Robert B. Hellmuth  
Director

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**From:** Farag, Susan [mailto:Susan.Farag@montgomerycountymd.gov]  
**Sent:** Thursday, March 28, 2013 9:41 AM  
**To:** Shorb, Neil; Meier, Bruce; Hellmuth, Robert B.; Klausing, Thomas P  
**Cc:** McGuire, Essie  
**Subject:** SRO Questions

Good morning, everyone,

The Council has scheduled a joint Public Safety/Education Committee worksession on the SROs, similar to ones we have had the past two years. It's scheduled for April 18 at 9:30am, in 7CHR. In preparation for that meeting, please provide written responses to the following questions, by April 12:

1. Last year, there were a total of 13 police officers functioning as SROs, whether in a formal or informal capacity. (6 County SROs, 1 RCPD, 1 GCPD, and 5 patrol officers). Please provide updated numbers for FY13, broken down by police district assignment.
2. What is the current supervisory structure for SROs? Is there still one supervisory sergeant in charge of the program? Do district Lieutenants still spend approximately 30% of their time focused on school and SRO-related issues?
3. Is there an updated MOU between the County and MCPS? If so, please provide a copy. If not, what is the status of revising it?
4. Please provide an update on the number of MCPS security staff, broken down by school, as well as an updated FY14 school security budget showing school based and non-school based positions and costs. Do MCPS school based security staff work only school hours, or is there security presence during community use as well?
5. Please provide a breakdown of duties performed by security staff vs. duties performed by SROs.

**Department of School Safety and Security**  
**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Security Staff in Schools and CESC**  
**April 2013**

	A	B
1	<b>School</b>	<b>Number of Security Staff</b>
2	A Mario Loiederman MS	2
3	Albert Einstein HS	6
4	Argyle MS	2
5	Benjamin Banneker MS	2
6	Bethesda Chevy Chase HS	5
7	Blair Ewing Center	3
8	Briggs Chaney MS	2
9	Cabin John MS	2
10	Clarksburg HS	6
11	Col. E. Brooke Lee MS	2
12	Col. Zadok Magruder HS	6
13	Damascus HS	5
14	Earle B. Wood MS	2
15	Eastern MS	2
16	Forest Oak MS	2
17	Francis Scott Key MS	2
18	Gaithersburg HS	6
19	Gaithersburg MS	2
20	Herbert Hoover MS	2
21	James H. Blake HS	6
22	John F. Kennedy HS	6
23	John Poole MS	1
24	John T. Baker MS	1
25	Julius West MS	2
26	Kingsview MS	2
27	Lakelands Park MS	2
28	Martin Luther King MS	2
29	Montgomery Blair HS	9
30	Montgomery Village MS	2
31	Neelsville MS	2
32	Newport Mill MS	2
33	North Bethesda MS	1.5
34	Northwest HS	6
35	Northwood HS	5
36	Paint Branch HS	6
37	Parkland MS	2
38	Poolesville HS	3
39	Quince Orchard HS	6
40	Redland MS	1
41	RICA	1

**Department of School Safety and Security**  
**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Security Staff in Schools and CESC**  
**April 2013**

	A	B
42	Richard Montgomery HS	5
43	Ridgeview MS	2
44	Robert Frost MS	2
45	Roberto Clemente MS	2
46	Rock Terrace School	1
47	Rockville HS	4
48	Rocky Hill MS	2
49	Rosa Parks MS	2
50	Seneca Valley HS	5
51	Shady Grove MS	1
52	Sherwood HS	5
53	Silver Spring International MS	2
54	Sligo MS	2
55	Springbrook HS	6
56	Takoma Park MS	2
57	Thomas W. Pyle MS	2
58	Thomas Wootton HS	6
59	Tilden MS	1.5
60	Walt Whitman HS	4
61	Walter Johnson HS	5
62	Watkins Mill HS	6
63	Westland MS	2
64	Wheaton HS	5
65	White Oak MS	2
66	William H. Farquhar MS	1
67	Winston Churchill HS	5
68	Total	212

**Montgomery County Public Schools  
Department of Safety and Security  
Operating Budget (FY 2004 - FY 2013)**

<b>Fiscal Year</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>*2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>*2013</b>
<b>School-Based</b>										
Security Staff (FTE)	194.50	197.50	203.00	208.00	214.00	213.00	213.00	212.00	212.00	212.00
Position Budget (\$)	5,872,377	6,147,226	6,432,678	6,847,745	7,971,873	8,657,291	8,814,257	8,794,227	8,714,227	8,680,741
<b>Central-Based</b>										
Staff (FTE)	21.00	21.00	21.00	21.50	22.50	21.50	21.00	20.00	20.00	19.00
Position Budget (\$)	1,227,420	1,249,753	1,225,115	1,357,830	1,476,164	1,481,399	1,543,067	1,480,260	1,480,260	1,476,513
<b>School &amp; Central-Based</b>										
School & Central Staff (FTE)	215.50	218.50	224.00	229.50	236.50	234.50	234.00	232.00	232.00	231.00
Position Budget (\$)	7,099,797	7,396,979	7,657,793	8,205,575	9,448,037	10,138,690	10,357,324	10,274,487	10,194,487	10,157,254
*Non-position (\$)	304,543	307,131	324,964	317,670	330,237	337,606	292,418	288,418	273,391	273,391
<b>Grand Total</b>	<b>\$7,404,340</b>	<b>\$7,704,110</b>	<b>\$7,982,757</b>	<b>\$8,523,245</b>	<b>\$9,778,274</b>	<b>\$10,476,296</b>	<b>\$10,649,742</b>	<b>\$10,562,905</b>	<b>\$10,467,878</b>	<b>\$10,430,645</b>

\*During FY 2008, 22.0 student monitor positions were reclassified to security assistants.

\*Non-position resources are primarily used for school-based staff (uniforms, supporting services part-time, overtime, alarm monitoring, etc.)

\*FY 2013 is the Superintendent's Recommended Operating Budget.

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