

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CUDAHY POLICE**  
**DEPARTMENT AND**  
**SCHOOL DISTRICT OF**  
**CUDAHY FOR**  
**THE SCHOOL RESOURCE OFFICER PROGRAM**

This Agreement made and entered into this 22nd day of July 2024 by and between THE CUDAHY POLICE DEPARTMENT and THE SCHOOL DISTRICT OF CUDAHY.

**PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to set a common understanding of the policies and procedures that the Cudahy Police Department and the School District of Cudahy will follow in providing police services to the Cudahy Schools. This MOU is not a contract, but is an informal agreement, to establish a spirit of cooperation between the Cudahy Police Department and the School District of Cudahy. It is a continuing effort to provide a more efficient delivery of law enforcement services to the schools, students and citizens of the City of Cudahy and the School District of Cudahy. These guidelines are established to better serve and protect the common interest of the public school system and the community at large from crime and the threat of crime.

**MISSION**

The mission of the partnership between the Cudahy Police Department and the School District of Cudahy is to facilitate information sharing and collaboration between the police and school leaders on problems, needs and solutions related to creating and maintaining a safe school environment, as well as, identifying resources designed to assist their efforts.

**GOALS:**

1. Establish a cooperative working relationship in an effort to prevent juvenile delinquency and promote positive student development.
2. Maintain a safe and secure learning environment on each school campus.
3. Promote positive attitudes regarding the role of Police and laws in society and to inform students of their rights and responsibilities as lawful citizens.

**A. CUDAHY POLICE RESPONSIBILITIES:**

1. The Cudahy Police Department agrees to provide trained School Resource Officers (SRO) for the benefit of the Cudahy School System.
2. The Cudahy Police Department will select the School Resource Officer and assign the officer to work specifically in the schools.
3. The School Resource Officer shall remain as an employee of the Cudahy Police Department being responsive to the command of the Cudahy Police Department.
4. The Cudahy Police Department reserves the right to remove the School Resource Officer from the schools based upon the needs of the Department.

**B. HOURS AND SPECIAL EVENTS:**

1. The School Resource Officer shall be assigned to the schools on a part time basis. His/her work schedule will be Monday through Friday, as assigned by mutual agreement between the Superintendent and Chief of Police.
2. School Resource Officers who enter into contractual agreements with the School Board for coaching duties, after school programs, or teaching shall be paid by the School Board.
3. The SRO will be allowed to wear business casual clothes while in this position. The SRO will not wear blue jeans except when required for activities where such dress is appropriate. From time to time the SRO may be required to wear a police uniform.

**C. DUTIES OF THE SCHOOL RESOURCE OFFICER:**

1. The SRO shall present a positive role model for students with whom he/she has contact.
2. The SRO shall assist school principals in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
3. The SRO shall present programs on various topics to students. Subjects shall include a basic understanding of law, role of law enforcement, drug awareness, and the mission of law enforcement.
4. The SRO shall prepare and maintain to Department of Public Instruction standards course outlines for all instruction presented to the students. Outlines shall be maintained and filed with the Chief of Police and the Superintendent of Schools.
5. The SRO is encouraged to interact with students on an individual basis and in small groups within the school setting and school-related activities.
6. The SRO shall participate in relevant teacher in-service on a regular basis.
7. The SRO shall make himself/herself available for conferences involving teachers, parents and faculty upon the request of the school principal.

8. The SRO shall be familiar with agencies and resources that offer assistance to youth and their families and make referrals to agencies when necessary.
9. The SRO shall take law enforcement action when necessary.
10. The SRO shall contact the school principal to make him/her aware of an arrest or criminal activity, which has occurred on school property or at a school related event.
11. The SRO shall notify the principal/designee before removing a student from school.
12. The SRO shall notify the school principal if an arrest has been made that may compromise the safety or security of the school or the well-being of the students.
13. The SRO shall conduct investigations of violation of law, which occur at the schools, and use other resources if needed for follow-up investigation.
14. The SRO will turn in a weekly summation report to the SRO supervisor at the end of each week.
15. The SRO shall not be used as the school disciplinarian. If the principal believes an incident is a violation of the law, they may contact the SRO to determine if law enforcement action is necessary.
16. The SRO may be present when a principal conducts an administrative search.
17. The SRO cannot enforce school rules and policies.
18. The SRO shall follow the guidelines of the Wisconsin Criminal Code, current case law, School Board policy, and Cudahy Police Department Policy and Procedures, General Orders, and other training and written memorandums in regards to investigations, interviews and searches relating to juveniles.

**D. SCHOOL DISTRICT OF CUDAHY RESPONSIBILITIES:**

1. The School District of Cudahy will provide office space for the use of the SRO.
2. The Superintendent of Schools will determine the SRO's access to student records.

**E. JOINT RESPONSIBILITIES:**

1. The School Resource Officer Program shall be under the control of the Cudahy Chief of Police and the Superintendent of Schools.
2. The SRO shall be evaluated by appropriate police supervisors and school principals annually.
3. The Cudahy Police Department and the School District of Cudahy shall jointly cooperate in risk assessment of all public schools. This assessment shall be reviewed annually.

4. The Cudahy Police Department and the School District of Cudahy shall jointly share relevant information to benefit one another in the accomplishments of their mission.

**F. DISMISSAL OF SRO:**

1. In the event a principal of a school to which the SRO is assigned feels that the particular SRO is not effectively performing his/her duties and responsibilities, the principal shall contact the SRO supervisor. Within a reasonable amount of time after receiving the information from the principal, the SRO supervisor shall advise the Chief of Police and the Superintendent of Schools of the principal's request. If the Chief of Police desires, the principal and the Chief of Police or their designees shall meet with the SRO to mediate or resolve any problems, which may exist.
2. The Chief of Police may dismiss or reassign the SRO based upon the Cudahy Police Department's Rules, Regulations and Orders.

**G. PAYMENT:**

1. The School District of Cudahy will make quarterly payments to the City of Cudahy for the SRO not to exceed the amount of \$77,508 yearly. This agreement covers both school liaison officers.

A School Resource Officer Program is hereby established in the School District of Cudahy, Wisconsin, for the school year 2024-2025. It shall be reviewed annually.

This agreement constitutes a final written expression of all the terms of this agreement and is complete and is an exclusive statement of those terms.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be signed by their duly authorized representatives.

Signed, sealed, and delivered in the presence of:

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Michelle Garven, Ph.D.  
Superintendent of Cudahy Schools

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Kari Durr  
Cudahy School Board President

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Tom Poellot  
Cudahy Police Chief

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Thomas Pavlic  
Mayor of Cudahy