

ROSEVILLE AREA SCHOOLS
AND
CITY OF ROSEVILLE POLICE DEPARTMENT
ROSEVILLE AREA SCHOOLS SCHOOL RESOURCE OFFICERS AGREEMENT
2025-2026 School Year

THIS AGREEMENT, made and entered into by and between the City of Roseville (hereinafter "City") and the Roseville Area School District, Independent School District No. 623 (hereinafter "School District").

WHEREAS, the City and School District intend to cooperate in the joint use of School Resource Officers to assist in the establishment and coordination of a cooperative community approach between the School District, its parents, the City, and other community members to meet the special needs and problems of School District students and City residents; and

WHEREAS, the City and School District desire to have a School Resource Officer assigned to certain Roseville Area Schools, including the Roseville Area High School, Roseville Area Middle School, and other schools as a liaison between the School District and the City; and

WHEREAS, by this Agreement the parties desire to establish a framework of cooperating to work jointly to develop rapport among the youth of the School District and the law enforcement community, and the site of this City/School District community partnership will be at designated Roseville Area Schools as agreed to by the parties; and

WHEREAS, the City and the School District will both contribute to the costs associated with this School Resource Officers program, both the City and the School District will be granted certain rights pertaining to the Roseville Area Schools School Resource Officer program;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Contributions to the School Resource Officer Program by the City:
 - A. The City will employ up to two (2) School Resource Officers. The City will be responsible for any claims and other liability as would normally apply to a City employee. This Agreement in no way constitutes a waiver or alteration by the City of relevant liability limits established under Minnesota Statutes Chapter 466. The City expressly declares that it in no way intends to be subject to any measure of liability beyond the limits of Minnesota Statutes Chapter 466 by way of entering into this Agreement.
 - B. The City will provide overall supervision and the School Resource Officers shall be responsible to the Roseville Chief of Police or his/her designee. The City directs the job responsibilities of the School Resource Officers.

- C. The School Resource Officers shall perform the duties and responsibilities identified on the position responsibility write-up attached to the Agreement as Exhibit A. The position responsibility write-up will be reviewed and updated periodically by the Roseville Police Chief and the Roseville Area Schools Administration. Attached also as Exhibit B is the Student and Teacher Calendar for 2025-2026.
2. Contribution to the School Resource Officer Program by the School District:
- A. The School District will pay the City 67 percent of the total costs associated with the payment of salary and benefits of each individual assigned School Resource Officer and cell phone expenses, not to exceed \$101,601 per officer. The position will be filled by a police officer paid according to the current police officer union contract. The School Resource Officer is expected to be on duty 168 student days and additional staff days as determined by the School District, the principal of the assigned school or their designee, not to exceed a total of 175 days per year. When there is a need for the School Resource Officer to be absent for more than five (5) consecutive student days, the Principal and the Chief of Police will arrange for a substitute Officer or arrange for the City to reimburse the School District for missed time.
 - B. The School Resource Officers' primary work locations will be at the Roseville Area High School or the Roseville Area Middle Schools (RAMS), as determined by the parties ("Assigned School"). The dedicated RAMS School Resource Officer also will provide dedicated service hours at various elementary school buildings within the School District, as assigned by the School District Superintendent or their designee.
 - C. The School District will provide office space for the School Resource Officers at Roseville Area School sites and contribute the utilities (heating, electricity, and water), insurance (property), security, and routine maintenance costs at no cost to the City, and in a manner consistent with the policies and practices of the School District.
 - D. The School District will provide a reserved parking space in the proximity of the School Resource Officer's office. The School District will assume the full cost of snowplowing, maintenance, and repairs to the parking space for the term of the joint venture.
 - E. The School District will provide basic custodial service, consistent with the policies and practices of the School District.
 - F. The Assigned School Principal or their designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the School Resource Officer is an employee of the City.
 - G. The School District and assigned School Principal are responsible for training School District staff on the terms of this agreement, including but not limited to the responsibilities

and limits of School Resource Officer intervention in student behavioral incidents or disciplinary situations and enforcement of school policies.

3. Selection and Duties:

A. The building administrators/principals and student leaders of the Assigned Schools shall be involved in selection of the School Resource Officer. Duties assigned the School Resource Officer, distinct from those outlined herein, shall be mutually agreed to by the Roseville Area Schools administration and the Police Chief, or their respective designees.

B. Duties:

- On Site Duty Day: 7:45 a.m. - 3:15 p.m.
- Occasionally the Principal may request of the Chief of Police that the School Resource Officer attend a school event outside normal duty hours.
- The School Resource Officer will notify the School Principal's Secretary when he/she will be absent.
- Proactive patrols of school campuses, including parking lots, school grounds, and interior areas.
- Annually review safety-related practices recommend improvements prior to October 1.
- Meet weekly with Administrative Teams.
- Participate in School Safety Committee meetings.
- Assist Principal, Associate Principals and Deans with lunchroom supervision, investigation of incidents, and other duties as specified in Exhibit A.
- Proactive relationship building such as educational classroom visits, guest speaking, attending family engagement activities and events at school buildings.
- Create opportunities to build relationships within the community by organizing events such as "Breaking Down Barriers".
- Join student assistance team's reward and incentives programs at the elementary level and join students at recess for activities.
- For assigned school sites outside of the City's law enforcement jurisdiction, coordinate as necessary, with local law enforcement.
- Additional responsibilities as outlined in Exhibit A.

The School Resource Officer will not be responsible for discipline or enforcement of School policies.

4. Term of Agreement: The City and the School District shall have the right to terminate this Agreement by giving the other party sixty (60) days written notice of its intent to cancel the entire Agreement. If, for any reason, the City is unable to staff its School Resource Officer position, the City shall have the absolute right to suspend this Agreement upon five (5) days notice until the positions can be filled. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. Unless terminated earlier as provided herein, this Agreement shall

remain in effect until June 30, 2026. Thereafter, the Agreement may be renewed for 12-month periods commencing with July 1 and ending June 30 of the following year. Annually, by May 1, the School District will notify the Chief of Police for the Roseville Police Department of the School District's intent regarding renewal of this Agreement for the following school year.

5. Yearly Review: Annually before June 1, the School District and the City shall meet to review this Agreement. Adjustments and addendums to this Agreement may be made by mutual agreement.

6. Notice: All notices and demands by or from either party shall be in writing and shall be validly given or made if served either personally or if deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested. If such notice is served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand is made by registered or certified mail in the manner herein provided, service shall be conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States Mail addressed to the party whom such notice is to be given.

Any notice or demand to the City shall be addressed to the City at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

Any notice or demand to the School District shall be addressed to the School District at:

Independent School District No. 623
1251 West County Road B-2
Roseville, MN 55113

7. Entire Agreement: This Agreement represents the entire understanding and agreement between the parties hereto and this Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

INDEPENDENT SCHOOL DISTRICT NO. 623 CITY OF ROSEVILLE

By: _____ By: _____
Todd Anderson, Chair Dan Roe, Mayor

By: _____ By: _____
Jenny Loeck, Superintendent Pat Trudgeon, City Manager

EXHIBIT A

POSITION RESPONSIBILITY WRITE-UP

Position Title: School Resource Officer Date: August, 2024

Department: Student Services Location: Roseville Area Schools (as assigned)

Accountable To: City of Roseville Chief of Police or Designee

Primary Objectives of Position

To assist in the coordination of a cooperative community approach between schools, families, police, and other resources to meet the needs of students and families.

MAJOR AREAS OF RESPONSIBILITY

1. Leads and creates opportunities to build and promote positive relationships amongst law enforcement and school communities.
2. Follows up on referrals made by the Police Department and administrative staff.
3. Serves as a member of the administrative team and student support team.
4. Visits with and gets acquainted with students during lunch periods, recess, between classes, at school activities and on field trips when possible.
5. Supports and works cooperatively with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents.
6. Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime.
7. Educates and advises families regarding student behavior that could lead or has led to legal infractions or other matters as requested.
8. Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds.
9. Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise.
10. Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and services as part of a team effort to provide role models.
11. Assists, as assigned, with petitions to Juvenile Court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs.
12. Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases.
13. During the summer months, performs duties as assigned by the lieutenant in charge of police patrol or investigations.

14. Follow-up to non-school related incidents with students & families to provide support and resources.
15. Proactive relationship building such as educational classroom visits, guest speaking, attending family engagement activities and events.

Knowledge and Skills Required

Knowledge of and ability to follow School District policies, regulations and procedures.

Ability to work with other law enforcement and outside agencies where jurisdictional requirements prevail.

Ability to relate to and work with students and families of various cultural and economic backgrounds.

Ability to establish and maintain good working relationships with school administrators, teachers and staff.

Supervision

Supervised by the City of Roseville Police Department. Works directly with and under the guidance of the assigned School Principal.

Supervision of Others

None.

Responsibility for Public Contact

Continuous, requiring tact, courtesy, and good judgment.

Clothing to be worn

Because the officer assigned to the School Resource Program is working in a very visible position, the normal dress will be a soft law enforcement uniform, but the officer will exercise discretion depending upon the circumstances.