

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is hereby entered into between Rock Ridge School District (Hereinafter referred to as the "District") and the Virginia Police Department (Hereinafter referred to as the "Department") as of the date of the last signature affixed hereto below.

I. Purpose and Intent

The purpose of this MOU is to establish a framework for the provision of extra security coverage by off-duty Department officers at District events and school locations. This agreement outlines the roles and responsibilities of both parties, communication protocols, scheduling procedures, and financial arrangements to ensure the safety of students, staff, and the public. This MOU is not intended to, and does not, create any rights or duties for third parties.

II. Scope of Services

The Department agrees to provide off-duty police officers for extra security shifts at District location as discussed below:

- A least one to two days per week, five-hour shifts, during the school year between the hours of 8:00 AM to 1:00 PM or 10:30 AM to 3:30 PM.

III. Roles and Responsibilities

A. The Department will:

1. Designate and approve qualified off-duty officers to work extra security shifts for the District.
2. Ensure all off-duty officers assigned to District shifts comply with Department policies, directives, and procedures.
3. Submit timely invoices to the District for payment of services rendered.
4. Communicate with District as to officer availability and capacity for purposes of scheduling.

B. The District will:

1. Communicate security needs and requests for off-duty officers in writing to the Department's designated point of contact.
2. Pay the Department for services rendered in a timely manner, as specified in the financial arrangements section of this MOU.
3. Designate a school administrator or event coordinator to serve as the on-site point of contact for the assigned officers during each shift.
4. Provide officers with a safe workspace and clear logistical information and a description of duties.

IV. Financial Arrangements

- A. **Payment Rate:** The District will compensate the Department for overtime police security services at a rate of \$80 per hour, per officer. This rate includes all associated costs such as salary, benefits, and administrative fees.
- B. **Minimum Shift Length:** A minimum shift length of 5 hours will be applied to all extra security requests.
- C. **Billing:** The Department will submit invoices to the District on a monthly basis, detailing the date, time, and total hours worked for each event.
- D. **Invoice Payment:** The District agrees to remit payment for all approved invoices within 30 of receipt.

V. Authority and Command

1. Officers working under this agreement remain employees of the Department and are subject to the exclusive command and control of the Department.
2. Nothing in this MOU grants the District or its employees the authority to direct or control the law enforcement actions of any Department officer.
3. The District agrees that police involvement should not be requested for routine disciplinary matters that can be safely and appropriately handled by school staff. Police intervention should be reserved for criminal incidents or situations that pose a significant threat to safety.

VI. Term, Review, and Termination

- A. Term: This MOU shall be effective from September 2nd, 2025 through June 1st, 2026 and will be automatically renewed on an annual basis unless terminated by either party.
- B. Review: The designated points of contact for the District and the Department will meet at least annually to review and evaluate the effectiveness of this agreement.
- C. Termination: Either party may terminate this MOU by providing a 30 day written notice to the other party.

VII. Signatures

In witness whereof, the parties have executed this Memorandum of Understanding on the date set forth below.

Rock Ridge School District

City of Virginia

By _____

By _____

Its _____

Its _____

Date:

Date:

Attest:
