

**AGREEMENT BETWEEN THE CITY OF COSTA MESA  
AND THE NEWPORT-MESA SCHOOL DISTRICT  
TO PARTICIPATE IN THE SCHOOL RESOURCE OFFICER PROGRAM  
AT COSTA MESA HIGH SCHOOL  
AND ESTANCIA HIGH SCHOOL**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 2007, (Execution Date) by and between the CITY of COSTA MESA, a municipal corporation (CITY) and the NEWPORT-MESA UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California (DISTRICT) is made in light of the following:

**MISSION STATEMENT**

It is the stated goal of this agreement to have a working partnership between the City of Costa Mesa and the Newport-Mesa Unified School District so as to provide a safe and secure learning environment for all students and to encourage a positive learning experience.

**RECITALS**

- A. CITY is a municipal corporation duly organized and validly existing under the Constitution and the laws of the State of California.
- B. DISTRICT is a political subdivision of the State of California located in Orange County, California, and is organized and exists pursuant to the laws of the State of California.
- C. DISTRICT is in need of special services available through the School Resource Officer Program (the special services are described in Section 2 and are referred to collectively as the "Services").
- D. DISTRICT is authorized to enter into this AGREEMENT pursuant to the laws of the State of California.
- E. CITY employs sworn peace officers specially trained, experienced and competent to provide the Services and CITY is willing to provide Services to DISTRICT on the terms and in the manner provided in this AGREEMENT.
- F. CITY and DISTRICT are joining together in a collaborative effort to provide two (2) School Resource Officers (SRO's). The SRO's primary assignments are to work with the school communities to help provide a safe and secure environment for all. The SRO's will spend a minimum of 75% of their time allocated in this agreement in and around the assigned schools.

## AGREEMENT

NOW THEREFORE, CITY and DISTRICT agree as follows:

### 1. TERM

The term of this AGREEMENT shall commence on \_\_\_\_\_ August 31, 2007 \_\_\_\_\_. This AGREEMENT shall expire on \_\_\_\_\_ August 31, 2009 \_\_\_\_\_, unless terminated as specified in Section 7.

### 2. CITY SERVICES

a. **Services - General.** CITY will provide four (4) full time sworn peace officers with the Costa Mesa Police Department to the function as School Resource Officers (Officers). The School Resource Officers shall perform services under the supervision and control of the Costa Mesa Chief of Police (Chief of Police). The type and manner of performance of the Services should promote safety in the learning environment. The Services contemplated by this AGREEMENT are limited to Costa Mesa High School (CMHS), Estancia High School (EHS), Tewinkle Middle School, and any Elementary Schools in need of officer presence.

b. **Services - Mandatory.** CITY shall perform the following services:

Establish and maintain a liaison between DISTRICT personnel, Costa Mesa Police Department personnel, and elements of the juvenile justice system.

ii. Serve as a resource to DISTRICT employees such as administrators, faculty and security personnel as well as students and their guardian(s) on all law enforcement-related issues including crime prevention and investigations.

iii. The officer assigned to EHS shall also perform the Services described in Paragraphs (i) and (ii) at TeWinkle Middle School, subject to the discretion of the Chief of Police to make assignment changes..

c. **Services - Discretionary.** City may, in the sole discretion of the Officer and/or his/her supervisor, perform the following services:

Conduct patrol activity in and around the designated campuses.

ii. Conduct preliminary and follow-up investigations of crimes that occur on or near the designated campuses.

d. **Services - Security.** The Services performed by Officers pursuant to this AGREEMENT are not intended to supplant those provided by existing DISTRICT security personnel. DISTRICT may request security services from CITY pursuant to other provisions of this AGREEMENT.

### 3. DISTRICT DUTIES

In addition to other duties specified in this AGREEMENT, DISTRICT shall do the following:

- a. **Staff Liaison.** DISTRICT will designate a staff member to serve as liaison to the Costa Mesa Police Department to facilitate communication between DISTRICT personnel and the Officer and coordinate the Officer's activities with DISTRICT activities and events.
- b. **District Personnel - Cooperation.** DISTRICT personnel shall cooperate with the Officer to facilitate his/her performance of Services pursuant to this AGREEMENT.

#### 4. OPERATIONAL PROCEDURES

- a. **Uniformed officers.** The Officer will perform his/her duties in full police uniform. This uniform will include safety equipment designated for use by sworn field personnel pursuant to Costa Mesa Police Department policies and practice.
- b. **Services - Timing.** CITY shall provide the four (4) Officers to DISTRICT with each Officer providing services four (4) days a week and ten (10) hours each day. CITY shall use its best efforts to ensure that the same person provides Services to the same campus except when he/she is on paid leave or otherwise absent. Subject to provisions of relevant CITY personnel policies or labor agreement, CITY shall use its best efforts to schedule Officers so that at least one (1) of the two Officers is on duty each day that school is in session and that each Officer can be present during special school activities.
- c. **Coordination with DARE.** City shall use its best efforts to coordinate the schedule of the Officers and the DARE Officers to provide the most complete coverage possible for the CMHS and EHS campuses and DISTRICT events and activities.

#### 5. FUNDING

- a. **Personnel.** City is required to maintain four (4) sworn peace officers to provide the Services required by this AGREEMENT.
- b. **Funding of Personnel.** CITY, in its sole discretion shall determine which officers will be assigned to perform the Services. DISTRICT shall pay CITY one hundred-percent (100%) of the total compensation paid to two (2) of the Officers by CITY. The term "total compensation" includes salary and benefits as those exist on the Effective Date and as modified from time to time, during the Term.
- c. **Funding - Supplemental Services.** DISTRICT may request CITY provide additional services (services in addition to those performed during the normal four [4] day, ten [10] hour work week) by an Officer during evening or weekend events such as PTA meetings, Back-to-School Nights, Open House(s), sporting event(s), dance(s), prom(s) or other DISTRICT-sponsored events. CITY shall use its best efforts to provide the requested services by the Officer assigned to the campus at which the event or activity is scheduled. DISTRICT shall

pay CITY all costs that CITY incurs in providing additional services as requested by the District representative, with the understanding that CITY is generally required to pay Officers at least one and one-half (1-1/2) times their regular rate of pay for overtime.

- d. **DISTRICT Payments.** DISTRICT shall pay the total compensation of two (2) of the Officers within thirty (30) days of receipt of an invoice submitted no earlier than sixty (60) days after the Effective Date. Thereafter, DISTRICT shall pay its share of the total compensation of the two (2) of the Officers within thirty (30) days of receipt of invoices submitted quarterly (ninety [90] days after initial invoice). DISTRICT shall pay for supplemental services within thirty (30) days of receipt of an invoice from CITY.

## 6. SPECIAL PROVISIONS

- a. **Selection of Officer(s).** The Chief of Police will determine those individuals best suited for the assignment and advise the DISTRICT of the eligible candidates. The Chief of Police, in his sole discretion, shall select the Officers to be assigned from the eligible candidates (or from other qualified staff, should no one express an interest). The Chief of Police shall consider input from the DISTRICT representative as to the selection of the Officers, but the Chief of Police's decision shall be final.

**Special Events.** The School Resource Officer Program shall not supplant or alter the existing DISTRICT practice of hiring Costa Mesa Police Department personnel for the purpose of policing special events. However, if the DISTRICT has requested the Officer's presence at an event, or requested supplemental services to be provided by the Officer, he/she may be used as one officer hired to police a special event at his/her assigned campus.

- c. **Grant Administrative Requirements.** The CITY and DISTRICT will be responsible for their own respective grant monies received, if any, including all administrative duties and responsibilities. This includes receipt and disbursement of funds, financial reporting and grant management issues.
- d. **Evaluation of SRO Program.** The CITY will complete an evaluation of the SRO Program on a bi-annual basis for one (1) more year, to adhere to the original agreement of a four (4) year evaluation period.

## 7. TERMINATION.

DISTRICT or CITY may terminate this AGREEMENT without cause anytime after the Effective Date, by giving a thirty (30) day written notice to the other party. In the event of termination, DISTRICT shall compensate CITY for Services performed to the date of termination. CITY shall continue to provide Services after notice to terminate and during the thirty (30) day notice period unless DISTRICT, in the notice, requests CITY not perform Services. The notice shall be deemed given when personally delivered to the DISTRICT or



**11. NO THIRD PARTY BENEFICIARY**

This AGREEMENT, including, but not limited to the indemnification provisions, is for the benefit of the Parties only and does not create, nor is it intended to create, any benefit or liability to third parties.

IN WITNESS THEREOF, the Parties have caused this AGREEMENT to be executed.

**CITY OF COSTA MESA**

A Municipal corporation

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

**NEWPORT MESA SCHOOL DISTRICT**

By: \_\_\_\_\_  
Assistant Superintendent  
Business Services

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deputy City Clerk, City of Costa Mesa

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
**Kimberly Hall Barlow**, City Attorney  
City of costa Mesa

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**Christopher Shawkey**, Chief of Police  
Costa Mesa Police Department