

AGREEMENT is made a term beginning July 1, 2026 and ending June 30, 2027 by and between Independent School District No. 16 of Payne County, Oklahoma (STILLWATER PUBLIC SCHOOLS) and the City of Stillwater, contracting on behalf of Stillwater Police Department (STILLWATER POLICE DEPARTMENT) as follows:

WITNESSETH:

WHEREAS STILLWATER PUBLIC SCHOOLS agree to work with the STILLWATER POLICE DEPARTMENT and the STILLWATER POLICE DEPARTMENT agrees to manage a School Resource Officer (SRO) Program in STILLWATER PUBLIC SCHOOLS consisting of full time School Resource Officers (SROs) as police department staffing levels permit, their vehicles, supplies and equipment; and WHEREAS STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the said SROs in STILLWATER PUBLIC SCHOOLS; NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Goals and Duties of School Resource Officers - It is understood and agreed that STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT share the following goals and duties with regard to the School Resource Officer (SRO) Program in STILLWATER PUBLIC SCHOOLS:

1.1. Goals of the SRO Program:

- 1.1.1. To prevent and reduce school violence and juvenile crime;
- 1.1.2. To create and maintain a safe, secure and orderly learning environment;
- 1.1.3. To create a positive image of police in the minds of students;
- 1.1.4. To enable students to become better informed and more effective citizens; and
- 1.1.5. To encourage members of STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT to continue working together towards these common goals.

1.2. STILLWATER PUBLIC SCHOOLS Goals:

- 1.2.1. To report any crimes that occur on campus, and to cooperate with the law enforcement officials in their investigation of crimes that occur at school or when a student is a victim of a crime and

1.3. STILLWATER POLICE DEPARTMENT Goals:

- 1.3.1. To respond quickly to major disruptions and criminal offenses at the various school sites; and
- 1.3.2. To encourage SROs to attend extra-curricular activities held at schools, when possible.

1.4. To protect lives and property for the citizens and public-school students of the City of Stillwater;

1.5. To enforce Federal, State and Local criminal laws and ordinances;

1.6. To investigate criminal activity committed on or adjacent to school property;

1.7. To schedule officers to provide security for athletic events or other school activities at the request of the principal or his designee;

1.8. To coordinate with the school administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus;

- 1.9. To develop and expand crime prevention programs and other programs that may be needed;
- 1.10. To provide law-related counseling to students, teachers, staff and parents;
- 1.11. To provide classroom instruction on a variety of law-related topics;
- 1.12. To prepare lesson plans for the instruction provided;
- 1.13. To assist the superintendent, principals, faculty and staff in enforcing the campus code of conduct and other schools' rules in order to maintain a safe learning environment in the following manner.
 - 1.13.1. When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate.
 - 1.13.2. IN ALL OTHER CASES disciplining students is a School District responsibility, and the SRO will alert administration and/or take students to the office where school discipline can be meted out.
- 1.14. To provide traffic control during the arrival and departure of students and during special events as requested by school officials;
- 1.15. To establish and maintain a positive rapport with students, teachers and staff;
- 1.16. To participate in campus activities, student organizations, and athletic events when appropriate;
- 1.17. To participate in the Safe and Healthy Schools Committee; and
- 1.18. To become familiar with the various social service agencies available in the Stillwater community.

2. Employment and Assignment of School Resource Officers

- 2.1. The STILLWATER POLICE DEPARTMENT agrees to provide School Resource Officers (SROs) during the term of this agreement as department staffing allows. The SROs shall be employees of the STILLWATER POLICE DEPARTMENT and shall be subject to the administration, supervision and control of the STILLWATER POLICE DEPARTMENT, except as such administration, supervision and control are subject to the terms and conditions of this Agreement.
- 2.2. The STILLWATER POLICE DEPARTMENT agrees to provide and to pay the SROs' salary and employment benefits in accordance with the applicable salary schedules and employment practices of the STILLWATER POLICE DEPARTMENT. The SROs shall be subject to all other personnel policies and practices of the STILLWATER POLICE DEPARTMENT except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- 2.3. The STILLWATER POLICE DEPARTMENT, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs.
- 2.4. When police department staffing levels permit, SROs shall be assigned by the STILLWATER POLICE DEPARTMENT as follows:
 - 2.4.1. Of the 4 SROs one shall be assigned to Stillwater High School; one shall be assigned to Stillwater Junior High; and one shall be assigned to Stillwater Middle School. Any of the 4 SROs may be assigned to an Elementary School Site on an as-needed basis as determined by an internal schedule.
 - 2.4.2. Any of the four SROs may respond to Lincoln Alternative Academy as needed.

2.4.3. Rotation of SRO's will be considered on an annual basis as agreed upon by STILLWATER POLICE DEPARTMENT and STILLWATER PUBLIC SCHOOLS.

2.4.4. In the event an SRO is absent from work, the SRO shall notify both his/her supervisor at the STILLWATER POLICE DEPARTMENT and the principal of the school to which the SRO is assigned.

3. Duty Hours

3.1 When assigned, SROs will report to their assigned site 30 minutes before the beginning of school until 30 minutes after students are released at the assigned school site. Any time worked passed a 40-hour work week will be compensated in accordance with standard departmental practice.

3.2 When school is closed for a holiday or other reasons, the SRO may use his/her accumulated comp time and/or vacation time to take that day off, or be assigned other police department-related tasks. When school is not in session, but it is considered a workday for school employees (such as professional days and parent-teacher conferences), the SRO may work in the schools as needed or as requested by school officials for training, meetings, or as needed by the Stillwater Police Department.

3.3 Summer Hours

3.3.1 During the summer break, when school is not in session, the SROs will be assigned to the schools a minimum of two weeks after the last day of school and two weeks before the first day of school. Additional time in the schools may be requested by school officials and/or SROs, and must be approved by Police Department Administration.

3.3.2 Time will be allotted for the SROs to attend other school-related events and/or training.

3.4 The SROs will be allowed to use their time off as needed as long as it does not interfere with their duties as SROs or other needs of the Police Department. It is recommended that the SROs take the bulk of their time off in the summer or during scheduled school holidays; however, situations may arise whereas they may need time off during a regular school day.

3.5 STILLWATER PUBLIC SCHOOLS recognizes that in the event of an emergency, as defined by the needs of the Police Department, one or more SROs may be needed by the STILLWATER POLICE DEPARTMENT to leave their school duty station during normal duty hours as described above and to perform other services for the STILLWATER POLICE DEPARTMENT. STILLWATER POLICE DEPARTMENT and STILLWATER PUBLIC SCHOOLS will collaborate to minimize SROs from being removed from their assignments within the schools.

4. Basic Qualifications of School Resource Officers (SROs)

4.1. To be an SRO, an officer must first meet all of the requirements in SOP 340 and the following basic qualifications:

4.1.1. Shall possess sufficient knowledge of the applicable Federal and State laws, City ordinances, and Board of Education policies and regulations;

4.1.2. Shall be capable of conducting in-depth criminal investigations;

4.1.3. Shall possess even temperament and set a good example for students;

4.1.4. Shall possess communication skills that would enable the officer to function effectively; and

4.1.5. Shall maintain a harmonious relationship with STILLWATER PUBLIC SCHOOLS.

5. Chain of Command

- 5.1. As employees of the STILLWATER POLICE DEPARTMENT, SROs shall follow the chain of command as set forth in the STILLWATER POLICE DEPARTMENT Standard Operating Procedures (SOP) Manual.
- 5.2. In the performance of their duties, SROs shall coordinate and communicate with the principal or the principal's designee of the school to which they are assigned.

6. Training/Briefing

- 6.1. Training Sessions will be conducted to provide SROs with appropriate in-service training such as updates in the law, in-service firearms training, and CLEET training. The STILLWATER PUBLIC SCHOOLS also may provide training in Board of Education Policies, regulations and procedures. STILLWATER PUBLIC SCHOOLS agrees to pay an annual reimbursement to the City of Stillwater not to exceed \$4,000 for training costs associated with school resource officer safety and security.

7. Dress Code

- 7.1. The SROs will be required to wear a departmental-issued uniform. The uniform shall be provided by the STILLWATER POLICE DEPARTMENT.

8. Supplies and Equipment

- 8.1. Motor vehicles. The STILLWATER POLICE DEPARTMENT shall provide a vehicle for each SRO. The STILLWATER POLICE DEPARTMENT will be responsible for the insurance, maintenance and any other expenses associated with the operation and upkeep of the vehicle.
- 8.2. Weapons and ammunition. The STILLWATER POLICE DEPARTMENT agrees to provide each SRO with all weapons and ammunition.
- 8.3. Office and Office Supplies. STILLWATER PUBLIC SCHOOLS agrees to provide each SRO with a private office that is properly lighted and climate controlled. The office shall be furnished with a desk with drawers, chair, worktable, phone and a filing cabinet that can be properly locked and secured for confidential files and/or records. The SRO also shall be provided a computer and printer. The SRO shall also have access to a copy machine, fax machine, secretarial assistance, and technical support. The school agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties.

9. Transporting Students

- 9.1. It is agreed that SROs shall not transport students in their vehicles except:
 - 9.1.1. When the students are victims, a witness of a crime, access Safe Place, are under arrest, or some other emergency circumstances exist; and
 - 9.1.2. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel, as determined by the school resource officer or his/her supervisor.
- 9.2. If circumstances require that the SRO transport a student, other than an arrest, then the school must provide a school official or employee to accompany the officer in the vehicle.
- 9.3. If the student to be transported off campus is not under arrest, a victim, a witness of a crime, or violent or

disruptive, the school administration shall provide transportation for the student and the SRO may accompany a school official in transporting a student.

- 9.4. Student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
- 9.5. SROs shall notify the school principal, as well as the STILLWATER POLICE DEPARTMENT before removing a student from campus.

10. Investigation, Interviewing, Search and Arrest Procedures

- 10.1. STILLWATER PUBLIC SCHOOLS recognize that during the investigation of crimes, arrests may be necessary. Such "arrests" may be the mere issuance of a ticket or a summons or a custodial arrest. SROs may issue citations and/or summons as situations dictate, however, whenever possible, SRO's should notify the site principal, or their designee, prior to a student being taken into custody. If prior notification is not feasible, the SRO should notify the school administration as soon thereafter as possible.
- 10.2. STILLWATER PUBLIC SCHOOLS recognize that during any criminal search or investigation SROs are required to follow STILLWATER POLICE DEPARTMENT protocols and procedures.
- 10.3. STILLWATER PUBLIC SCHOOLS shall not restrict SROs' ability to search individuals under arrest, search for weapons based on probable cause, or to conduct a pat down for weapons based on reasonable suspicion. STILLWATER POLICE DEPARTMENT shall exercise sound professional judgment and comply with applicable law when conducting searches. STILLWATER POLICE DEPARTMENT shall be responsible for its own negligent acts and omissions.

11. Bomb Threats

- 11.1. It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat (see STILLWATER PUBLIC SCHOOLS Emergency Procedures Manual). In all cases, the principal shall report such incidents to the Superintendent, and to the SRO. In the absence of physical evidence, it is the Superintendent and Principal's decision to evacuate the school

12. Controlled Substances

- 12.1. School officials shall notify the SRO in all cases involving ALL possessions, sales or distribution of controlled substances at school or school activities as required by Title 70 in the Oklahoma State Statutes.
- 12.2. Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction as required by Title 70 in the Oklahoma State Statutes.
- 12.3. If there is probable cause to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified and the SRO should proceed according to law and Stillwater Police Department policy.

13. Riots and Civil Disorders

- 13.1. In the event of a riot or civil disorder the SRO is expected to take appropriate police action.
- 13.2. If, in the opinion of the principal or SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request

assistance. The principal or his designee also shall notify the Superintendent.

- 13.3. To the extent possible, all communications should be made by telephone or other secure communication to avoid alarming the public and news media.
- 13.4. The Superintendent or his designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.
- 13.5. If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area *off* campus away from the disturbance until order is restored.
- 13.6. Information regarding those arrested and removed from campus shall be released in accordance with the Oklahoma Open Records Act or the Federal Freedom of Information Act.

14. Access to Education Records

- 14.1. School Official Designation. The District designates the assigned SROs as "School Officials" with a "Legitimate Educational Interest" as defined by FERPA (34 CFR § 99.31(a)(1)(i)). This designation is to be narrowly construed and is for the limited purpose of assisting the District with:
 - 14.1.1 Maintaining a safe and secure school environment.
 - 14.1.2 Investigations of criminal activity occurring on school property or at school-sponsored events.
 - 14.1.3 Protecting the health and safety of students or other individuals.
- 14.2. Scope of Access to Student Information System and Education Records. The District shall grant the SROs **limited, secure access** to the student information system or physical education records only as necessary to fulfill the legitimate educational interest defined above. This access shall be restricted to data points such as, but not limited to:
 - 14.2.1 Student directory information (as defined by the District's Board of Education).
 - 14.2.2 Class schedules and attendance records.
 - 14.2.3 Any other information specifically deemed necessary by the Superintendent of
 - 14.2.4 Schools or their designee for a health or safety emergency or criminal investigation.
- 14.3. Confidentiality and Training. SROs shall be trained annually by the District on the requirements of FERPA, specifically the proper handling, use, and non-disclosure and re-disclosure of Personally Identifiable Information (PII) from education records. SROs shall use PII only for the purpose of fulfilling their duties as a School Official under this MOU.
 - 14.3.1 Prohibited Use: SROs shall not use access to the student information system for general criminal law enforcement purposes unrelated to school safety or an incident involving a student on school grounds. Access shall not be utilized to create a law enforcement database of student information.
 - 14.3.2 Re-Disclosure: SROs shall not re-disclose PII obtained from student education records to any other person or agency, including other members of their employer, the Stillwater Police Department, unless:
 - 14.3.2.1 The re-disclosure is authorized by the District in writing.

14.3.2.2 The re-disclosure is allowed under a FERPA exception (e.g., in response to a lawfully issued subpoena or court order).

14.3.2.3 The re-disclosure requirements of FERPA are satisfied, including but not limited to, the receiving party uses the PII only for the purposes for which the disclosure was made and the SRO makes and maintains a record of the re-disclosure.

14.4. Law Enforcement Records. Records created and maintained by SROs in their capacity as a law enforcement officer, for law enforcement purposes (e.g., arrest reports, investigative reports), are Law Enforcement Records and are not considered "education records" under FERPA (34 CFR § 99.8). The disclosure of such records is governed by Oklahoma state law and City policy, not by FERPA.

15. Roles and Responsibilities of the District

15.1. Provide FERPA Training to all assigned SROs.

15.2. Establish and monitor the SROs' specific access level within the student information system.

15.3. Determine what student information is necessary for the SROs to perform their duties as School Officials

15.4. Maintain a record of all disclosures of PII from education records made by school personnel to the SRO under the "health or safety emergency" exception of FERPA, including the articulable and significant threat that formed the basis of the disclosure.

16. Roles and Responsibilities of the City

14.6.1 Ensure that all assigned SROs complete the District's FERPA training.

14.6.2 Require SROs to adhere to the limited scope of access and use of student information as defined in this MOU.

14.6.3 Require SROs to consult with the appropriate school administrator prior to requesting access to an education record, whenever practicable, and document the basis for the request.

14.6.4 Require SROs to safeguard any PII obtained from the District's education records, ensuring it is secured in a locked area or secure electronic system separate from general Department records.

17. Evaluation

15.1. It is mutually agreed that the STILLWATER PUBLIC SCHOOLS shall evaluate the SRO Program and the performance of each SRO annually. It is further understood that the STILLWATER PUBLIC SCHOOL'S evaluation of each officer is advisory only and that the STILLWATER POLICE DEPARTMENT retains the final authority to evaluate the performance of the SROs.

18. Compensation

16.1. The District agrees to reimburse The City of Stillwater for a portion of SRO compensation in the amount of \$50,000 per SRO per fiscal year. For the four (4) SROs designated under this Agreement, the total aggregate cost to the District shall be capped at \$200,000 annually. The City of Stillwater shall provide the District with itemized monthly invoices for reimbursement of actual expenses incurred.

19. Term of Agreement

19.1. The term of this agreement is one year commencing on 7/01/2026 and ending on 6/30/2027. The Agreement may be renewed and extended annually for additional and successive one-year terms pursuant to mutual ratification and written approval of the parties.


IN WITNESS WHEREOF, the parties hereto have caused this Operations Agreement to be executed the day and year first written above.

Independent School District No. 16 of
Payne County, Oklahoma, Stillwater
Public Schools

Dr. Gay Washington
President, Board of Education

Date

City of Stillwater, Oklahoma



Brady Moore
City Manager

6.16.2026
Date