

School Resource Officer Agreement

City of Manitowoc and the Manitowoc Public School District

The City of Manitowoc (“City”) and the Manitowoc Public School District (“MPSD” or “School District”) enter into this agreement to continue their long-standing School Resource Officer practices. By Virtue of this agreement, the City of Manitowoc Police Department (“MTPD”) agrees to provide 3.0 FTE Police Officers to MPSD to be used as School Resource Officers (“SRO”). The Officers shall serve for 180 days during the school academic year.

The Officers shall remain as employees of MTPD and, therefore, shall continue to be governed by State Statutes, City Ordinances, as well as all applicable Rules, Regulations and policies of MTPD. MTPD shall be responsible for the issuance of all payroll checks and benefit payments on behalf of the Police Officers.

The School Resource Officers will be appointed for a three-year term by MTPD with the consent of MPSD. The MPSD Superintendent shall designate staff to serve on the MTPD interview committee, to include a principal from a school the SRO will serve. After their three-year term expires, an existing SRO can reapply and be selected for a second three-year term. If no additional candidates apply for an SRO position, the Chief of MTPD may allow an existing SRO to apply for additional terms.

Statement of Collaboration

Collaboration between the School District (MPSD) and the MTPD and respect for the important role each play in connection with our youth is essential to the success of the mission of both institutions. Where it is necessary for local law enforcement to be present on school property, they will conduct themselves according to accepted legal practices, recognizing the responsibility and authority of school officials to manage the school environment and work with school officials to minimize any impact their actions might have on the environment.

Purpose

The purpose of this document is to set forth guidelines to ensure that the Manitowoc Police Department and the Manitowoc Public School District have a shared understanding of the role and responsibilities of each in maintaining safe schools, a safe community and supporting educational opportunities for all students.

I. Supervision

The SROs shall be under the direct supervision of the Chief of Police or their designee. The School Principal will provide daily direction and assignments as needed, as well as performance feedback.

II. **Duties and Responsibilities**

See attachment A – SRO Job Description

III. **Overtime**

If the School District requests the School Resource Officer to work hours outside of the normal work day (i.e. school sporting event security, dances, parades, etc.), the officers shall be entitled to overtime compensation billed to the respective extracurricular area responsible for the Officer's presence. If agreed upon between the School Resource Officer and School Principal, a “flex” schedule can also be accommodated to fill these needs.

IV. **Term**

The term of this Agreement shall be one year, commencing the first day of the academic school year or the date executed by the parties, and ending the last day of the academic school year. This agreement shall automatically renew from year to year unless either party gives the other party written notice of their intent to terminate the agreement by March 1. SROs will attend building in-service as part of their regular schedule.

V. **Costs**

The School District agrees to reimburse the City for fifty percent (50%) of all expenses to employ the Officer each year. This includes but is not limited to:

- Wages
- FICA
- Wisconsin Retirement System
- Health Insurance
- Dental Insurance
- Workers Compensation Insurance
- All appropriate, non-personal monthly cellular phone charges during the school year (currently being donated by Cellcom)

At the request of MPSD, the SROs shall no longer teach D.A.R.E., which will not be part of MPSD curriculum.

All actual mileage incurred by SROs shall be billed to MPSD and reimbursed to City at the current IRS maximum rate.

The School Resource Officers are responsible for attending no less than 24 hours of mandatory training each year to remain certified as a Police Officer. The scheduling of this training will be with the approval of the school principal, which shall not be unreasonably withheld. Any additional off days/ holidays/vacation/comp time throughout the school year shall be with the approval of the school principal or their designee.

VI. Reimbursement

MPSD shall reimburse the City annually on the basis of an invoice detailing the charges for the academic school year. The School District shall make payment to the City within 30 days of receipt of the invoice.

VII. Equipment

The School District agrees to provide a work area, including a computer and telephone in the school, for use by the School Resource Officer(s).

VIII. Indemnification

The School District, having determined that the use of police officers on their campuses is essential to the operation of the district, agrees to fully indemnify, defend, and hold harmless police officers proceeded against in their official capacities, or individually, because of acts committed while carrying out the duties of Police Liaison Officer, or School Resource Officer, within the school district. The School District agrees to pay judgments taken against the police liaison officers under the provisions of Section §895.46 Wis. Stats.

This agreement is executed this ____ day of _____, 2026, by and between the parties for their mutual benefit.

For the Manitowoc Public School District

For the Manitowoc Police Department

School District Administrator Date

Chief of Police Date

Attachment A

Job Description

POSITION IDENTIFICATION

Position Title:	School Resource Officer (SRO)
Department:	Police
Status:	Full Time / Non-Exempt
Workweek:	Varies

SUPERVISORY RELATIONSHIPS

Reports to:	Crime Prevention Sergeant
Directly Supervises:	None

POSITION PURPOSE

This position is filled by a sworn member of the Manitowoc Police Department in order to; improve student/police relationships and student understanding of their responsibility towards themselves and their community; give students from all Manitowoc schools an opportunity to become acquainted with an officer of the law in an informal, non-authoritarian setting; provide opportunity for police officers to better understand the actions and problems of the youth of the community; provide opportunity for students, who so desire, to privately converse with a resource officer conveniently at school; provide school officials and teachers a readily available police officer as often as possible; give them a better understanding of what the law provides under the Children's Code; provide classroom presentations and discussion periods with students in the areas of mutual concern; and provide the opportunity to appropriately divert students from the Juvenile Justice System and to assure adequate follow up to that diversion by the School Resource Officer when needed.

ESSENTIAL DUTIES

- Become familiar with the school, the staff, the students and the parents.
- Available to any student who wishes to seek their advice in matters perplexing to them; should try to become a friend and confidant of all students.
- Directly responsible to the school principal and will maintain regular contact with the principal and/or their designee when on school assignment.
- Strive to increase student understanding and respect for law enforcement through interaction with students in informal situations and activities.
- Serve the school as a resource to answer questions concerning law enforcement, city and county agencies involved in governmental functions.
- Available to present programs of an educational nature (concerning safety, drug abuse, good citizenship, theft prevention, liquor laws, human trafficking, sexting, sexual assault, D.A.R.E., etc.) to classes and assemblies.
- Shall not serve as the enforcer of school regulations but rather should be available for advice and assistance. The jurisdiction for infractions of school rules (conduct, etc.) stays with school personnel and authorities.
- Shall assist at school functions upon request of the principal.
- Afford a routine patrol for the protection of students in the vicinity of the school to prevent loitering, parking violations, assaults, thefts, vandalism, drug and alcohol traffic, other anti-social behavior and neighboring elementary schools.

- May have access to routine school information, such as names, addresses, telephone numbers and school security camera systems. The principal, and/or others, designated by the principal in accordance with State Law and Manitowoc Board of Education Policies, may share records of a more confidential nature with the SRO.
- Shall not be expected to assume the role and function of the school counselor or caseworker however, may at the discretion of the principal and/or the principal's designee, participate in case conferences. School interviews with students by the officer may be conducted in the presence of the principal or his designated representative. If the interview is of an investigative nature, concerning a criminal offense which may result in prosecution, an attempt to notify the parent or guardian will be made, in accordance with provisions of the Wisconsin Children's Code. Should the parent or guardian desire to be present or to have a representative present at the interview, the desire shall not be denied.
- Will make referrals by the officer to community agencies other than juvenile authorities in accordance with regular school procedures.
- Maintain contact with areas considered to be attractive nuisances. Locations such as parks, grocery stores, bakeries, malls and shopping centers, filling stations, etc., or any other place where juveniles congregate.
- Perform the work of patrol officer during summer school vacation or at times when directed by superiors.
- Provide coverage as a resource at all schools when needed or assigned.
- Investigate any and all suspicious persons seeking to utilize students for their own gains, such as drug/alcohol consumption, sexual activities, or contributing to delinquency.
- Shall utilize a portable audio/video recorder issued and maintained by the Manitowoc Police Department. The SRO is encouraged to activate the recorder during any enforcement stop, field interrogation, or any other situation where the member reasonably believes that a recording of an on-duty contact may be useful. Once started, recordings should continue without interruption until the contact ends, if feasible. The Manitowoc Police Department is the custodian of any record created in connection with the recordings.

OTHER DUTIES

Performs all other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education:	Associate Degree in Police Science or relevant Bachelor's Degree from an accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field, or an equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993). Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.
Experience:	Must have successfully completed probationary period.
Certifications/Licenses:	A valid State of Wisconsin Operator's License.
Other Requirements:	Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.

KNOWLEDGE, SKILLS, & ABILITIES

The ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other relates materials concerning police work. The ability to add, subtract, multiply, divide, and calculate percentages; Ability to interpret basic descriptive statistical data, reports and graphs. The ability to navigate computers, email, Microsoft Office and smartphones. The ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear.
- Physical Effort:** The employee often may be required to climb or balance, stoop, kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.
- Working Conditions:** While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings. The employee is occasionally exposed to wet, cold, heat and/or humid conditions. The noise level in the work environment is moderately quiet.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.