

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: July 26, 2021  
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: **ACCEPTANCE OF THE ROSEVILLE AREA HIGH SCHOOL POLICE LIAISON OFFICER AGREEMENT FOR THE 2021-2022 SCHOOL YEAR**

**BACKGROUND**

The Roseville Police Department is currently budgeted for one full-time school liaison officer and has a full-time Roseville Police Officer dedicated as a School Liaison Officer (SLO) to the District 623 high school. During summer months, when school is not in session, this same full-time officer is temporarily assigned to the patrol or investigations unit.

**POLICY OBJECTIVE**

The Roseville Police Department SLO assumes the following duties:

- Follows up on referrals made by the police department and administrative staff
- Counsels and advises students on legal offenses or other related matters as requested
- Serves as a member of the administrative team and student support team
- Visits with and gets acquainted with students during lunch periods, between classes, at school activities and fields trips whenever possible
- Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents
- Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime
- Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters, as requested
- Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds
- 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
- Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and serves as part of a team effort to provide role models
- 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
- Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases
- Performs other duties as assigned by the school principal
- During the summer months, performs duties as assigned by the Lieutenant in charge of Patrol or Investigations

The SLO is expected to be on duty 172 student days and additional staff days as determined by the Roseville Area High School. The Roseville Police Department has been provided with the Roseville Area High School Police Liaison Officer Agreement for the 2021-2022 school year.

The attached agreement has been reviewed and approved by the City Attorney.

35 **FINANCIAL IMPACTS**

36 School District 623 agrees to assume 67 percent of the total costs associated with the payment of salary, benefits and cell  
37 phone charges for the Roseville Area High School Police Liaison Officer, not to exceed \$80,468.71. The School District  
38 shall provide office space for the SLO and contribute utilities as well as maintenance costs at no cost to the City.

39 **STAFF RECOMMENDATION**

40 Staff recommends Council approval to accept the 2021-2022 Roseville Area High School Police Liaison Officer Agreement  
41 as set forth by School District 623 and authorize the signing of the Agreement by the mayor and city manager.

42 **REQUESTED COUNCIL ACTION**

43 The police department is seeking Council approval of the 2021-2022 Roseville Area High School Police Liaison Officer  
44 Agreement allowing for the required City of Roseville signatures, specifically the City of Roseville Mayor and City of  
45 Roseville Manager.

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Prepared by: Chief Erika Scheider  
Attachments: A: RAHS & RVPD 2021-2022 School Liaison Officer Agreement  
B: Roseville Schools Calendar 2021-2022

**Roseville Area Schools  
and  
Roseville Police Department**

**ROSEVILLE AREA HIGH SCHOOL POLICE LIAISON OFFICER AGREEMENT  
2021-2022 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 a Police Liaison Officer 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 Police Liaison Officer assigned to Roseville Area High School 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 the Roseville Area High School. And, whereby the City and the School District will both contribute to the costs associated with this cooperative Police Liaison Officer venture, both the City and the School District will be granted certain rights pertaining to the Roseville Area High School Police Liaison Officer program;

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

1. Contributions to the Police Liaison Officer Program by the City:
  - A. The City will contract with the Police Liaison Officer and the City will be the employing party. 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 Police Liaison Officer shall be responsible to the Roseville Chief of Police or his/her designee.
  - C. The Police Liaison Officer 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 High School Principal. Attached also as **Exhibit B** is the **Student and Teacher Calendar for 2021-2022**.
2. Contribution to the Police Liaison 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 the Police Liaison Officer and cell phone expenses, not to exceed **\$80,468.71**. The position will be filled by a police officer paid according to the current police officer union contract. The Police Liaison Officer is expected to be on duty **172** student days and additional staff days as determined by the RAHS principal or his/her designee. When there is a need for the Police Liaison 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 District will provide office space for the Police Liaison Officer at Roseville Area High School 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.
  - C. The School District will provide a reserved parking space in the proximity of the Police Liaison 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.
  - D. The School District will provide basic custodial service, consistent with the policies and practices of the School District.
  - E. The Roseville Area High School Principal or his/her designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the Police Liaison Officer is an employee of the City.

3. Selection and Duties:

A. The Principal of Roseville Area High School or his/her designee shall be involved in the interviews and selection of the Police Liaison Officer. Duties assigned the Police Liaison Officer shall be mutually agreed to by the High School Principal 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 Police Liaison Officer attend a school event outside normal duty hours.
- The Police Liaison Officer will notify the High School Principal's Secretary when he/she will be absent.
- Duties: hall supervision and overall supervision of safety/security, parking lot supervision, annually review practices to create a safe environment and recommend improvements prior to October 1, meet weekly with RAHS Administrative Team, participate in RAHS Safety Committee meetings, assist Principal, Associate Principals and Deans with lunchroom supervision, serious discipline issues, investigation of incidents, and other duties as specified in Exhibit A.

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. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. This Agreement shall remain in effect until June 30, 2022. 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.

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

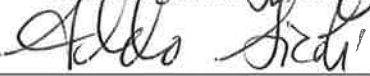
7. Entire Agreement:

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:   
Mike Boguszewski, Chair

By: \_\_\_\_\_  
Dan Roe, Mayor

By:   
Aldo Sicoli, Superintendent

By: \_\_\_\_\_  
Pat Trudgeon, City Manager

EXHIBIT A

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**POSITION RESPONSIBILITY WRITE-UP**

**Position Title:** Police Liaison Officer                               **Date:** August, 2012  
**Department:** Student Services   **Location:** Roseville Area High School  
**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, parents, police, and other resources to meet the special needs and problems of students.

**MAJOR AREAS OF RESPONSIBILITY**

- Follows up on referrals made by the Police Department and administrative staff. 1
- Counsels and advises students on legal offenses or other related matters as requested. 2
- Serves as a member of the administrative team and student support team. 3
- Visits with and gets acquainted with students during lunch periods, between classes, at school activities and on field trips when possible. 4
- Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents. 5
- Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime. 6
- Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters as requested. 7
- Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds. 8
- 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. 9
- 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. 10

EXHIBIT A

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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.	11
Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases.	12
Performs other duties as assigned by the School Principal.	13
During the summer months, performs duties as assigned by the Case Coordinator.	14

**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 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 Roseville Area High School Principal.

**Supervision of Others**

None.

**Responsibility for Public Contact**

Continuous, requiring tact, courtesy, and good judgement.

**Clothing to be Worn**

Because the officer assigned to the Police Liaison Program is working in a very visible position, the normal dress will be casual professional or law enforcement uniform.



## Roseville Area Schools 2021-22

August				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
T 30	T 31			

September				
M	T	W	T	F
		T 1	T 2	3
Labor Day 6	T 7	First Day Grades 1-9, RAMS 7	First Day K and 10-12, RAMS 8	9
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	T	F
				1
T 4	5	6	7	8
11	12	13	14	15
18	19	20	Fall Recess 21	22
25	26	27	28	29

November				
M	T	W	T	F
1	T 2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	Thanksgiving 25	26
29	30			

December				
M	T	W	T	F
		1	End Tri 1 2	T 3
6	7	8	9	10
13	14	15	16	17
20	21	22	Winter Break 23	24
27	28	29	30	31

January				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
M Luther King Day 17	18	19	20	21
T K-8 24	25	26	27	28
31				

February				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Pres Day 21	22	23	24	25
28				

March				
M	T	W	T	F
	1	2	3	4
7	8	9	End Tri 2 10	T 11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	T 27
Memorial Day 30	31			

June				
M	T	W	T	F
		1	2	3
6	7	8	Last Day of School 9	T 10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Trimesters: Tri 1 = 56 days, Tri 2 = 60 days, Tri 3 = 56 days  
T = Teacher Workshop (no School) Shaded Days = No School

# Roseville Area Schools

## 2021-2022 School Calendar

DATE	DAY	EVENT
8/30/21 8/31/21	Monday Tuesday	Teacher Workshop K-12 Teacher Workshop K-12
9/1/21 9/2/21 9/6/21 9/7/21 9/8/21 9/9/21 9/13/21	Wednesday Thursday Monday Tuesday Wednesday Thursday Monday	Teacher Workshop K-12 Teacher Workshop K-12 Labor Day Holiday – No School Teacher Workshop K-12 First Day – Grades 1-6, RAMS 7 <sup>th</sup> Grade All Day Orientation, PCS 7-8, & Grade 9 First Day Kindergarten, RAMS 8 <sup>th</sup> Grade, Grades 10-12 First Day Pre-Kindergarten
10/4/21 10/21/21 10/22/21	Monday Thursday Friday	Teacher Workshop K-12 – No School No School (Fall Recess) No School (Fall Recess)
11/2/21 11/25/21 11/26/21	Tuesday Thursday Friday	Teacher Workshop K-12 – No School Thanksgiving Holiday – No School No School
12/2/21 12/3/21 12/23/21	Thursday Friday Thursday	End of First Trimester (57 days) Teacher Workshop K-12 – No School Beginning of Winter Break
1/3/22 1/17/22 1/24/22	Monday Monday Monday	School resumes K-12 Martin Luther King Jr. Holiday – No School Teacher Workshop K-8 – No School (School in Session for Grades 9-12)
2/21/22	Monday	Presidents' Day Holiday – No School
3/10/22 3/11/22 3/14/22	Thursday Friday Monday	End of Second Trimester (59 days) Teacher Workshop K-12 – No School Beginning of Spring Break
4/15/22	Friday	No School
5/27/22 5/30/22	Friday Monday	Teacher Workshop K-12 – No School Memorial Day Holiday – No School
6/9/22 6/10/22	Thursday Friday	Last Student Day, End of Third Trimester (56 days) Teacher Workshop K-12