

GLENDALE POLICE DEPARTMENT
PUBLIC NOTICE AGENDA
MEETING OF THE GLENDALE POLICE COMMISSION

PLEASE TAKE NOTICE that a meeting of the Glendale Police Commission will be held on Tuesday, May 11, 2021 at 6:30 p.m. consider the following items of business:

Due to rising cases of COVID-19 this meeting will be conducted via Zoom

City of Glendale is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89416222679?pwd=bCtFZlBld1Vxdjhzd2Y4UDhIbDUxQT09>

Meeting ID: 894 1622 2679

Passcode: 646520

One tap mobile

+13126266799,,89416222679#,,,,*646520# US (Chicago)

+16465588656,,89416222679#,,,,*646520# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 894 1622 2679

Passcode: 646520

Find your local number: <https://us02web.zoom.us/j/89416222679?pwd=bCtFZlBld1Vxdjhzd2Y4UDhIbDUxQT09>

1. Call to Order; Roll Call
2. Approval of Minutes of Previous Meeting – October 6, 2020 and March 23, 2021
3. Election of Officers – Eric Zentner
4. Police Chief’s Report on Department Activities / Organizational Study
5. Hiring / Recruitment -Update on eligibility list and written test process
6. Review of School Resource Officer Program and program objectives – SRO Abby Lorenz
7. Review and Approval of School Resource Officer Program Memorandum of Understanding Agreement – Eric Zentner

8. The Police Commission will convene in Closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation, or performance evaluation data of City employees (Supervisor resignation).
9. Reconvene to Open Session and Regular Order of Business
10. Establish Schedule for Next Meeting
11. Adjournment

Joseph Zancanaro

Commission Chairperson

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities. Please contact the Chief of Police at (414) 228-1753 for special accommodations.

Cc: North Shore NOW

Glendale City Administrator (for public posting)

Glendale Police Department (for posting)

NOTICE: This is NOT a meeting of the Glendale Common Council. Although a majority of Council Members may be present, Council action will not take place.

Police Commission Meeting
City of Glendale, WI
March 23, 2021
Via Zoom

Attending: Joe Zancanaro, Mary Viergutz, Paul Kranz, Eric Zentner, Tomika Vukovic

Also present: Mayor Kennedy, Chief Ferguson, Dr. Greg Kabara

1. Call to Order at 6:30
2. Roll Call
3. Report from Chief Ferguson on department activities and organizational study
4. Motion to go into closed session for Chief Evaluation with Mayor Kennedy

Motion by Paul Kranz, 2nd Eric Zentner.
Motion passes 5-0

5. Motion to go into open session
Motion by Paul Kranz, 2nd Mary Viergutz
Motion passes 5-0
6. Set date for Next Meeting: May 11, 2021 6:00p.m.
7. Motion to adjourn by Paul Kranz, 2nd Joe Zancanaro
Motion passes 5-0 at 7:53p.m.

**MEMORANDUM OF UNDERSTANDING
SCHOOL RESOURCE OFFICE PROGRAM
AT NICOLET HIGH SCHOOL**

**CITY OF GLENDALE POLICE DEPARTMENT
NICOLET UNION HIGH SCHOOL DISTRICT**

We do hereby agree that it is mutually beneficial to all parties for a Glendale Police Officer to be assigned as School Resource Officer to Nicolet High School. It is understood by all parties that the officer is an employee of the City of Glendale Police Department.

The purpose of this document is to facilitate a clear understanding of roles, duties, and responsibilities. This Memorandum of Understanding (MOU) is being set forth with full recognition that the agreement and document must be a living document to allow for program evolution and provide for some City of Glendale and Nicolet Union School District variances, needs, and future changes. This MOU is being set forth to provide universal clarification of expectations, to minimize confusion and to provide for consistency among officers, schools, principals, and directors.

The Glendale Police Department recognizes and supports the need for safe schools and a safe learning environment for our youth. In furtherance of that goal, the Glendale Police Department School Resource Officer shall work in partnership with school officials toward this end. The schools will provide a private office, office furnishings, telephone, and a computer to the SRO for his/her use in the school. The police department will provide any required police equipment, including radios and motorized and non-motorized vehicles to the SRO.

MISSION STATEMENT – SCHOOL RESOURCE OFFICER PROGRAM

Through education and enforcement and by cooperative efforts with the school staff, the students, the parents, the courts, and the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the school with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

GLENDALE POLICE DEPARTMENT SCHOOL RESOURCE OFFICER PROGRAM OBJECTIVES

1. Maintain a safe and secure school campus which will result in a conducive student learning environment.
2. Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
3. Provide valuable resources to school staff members, foster positive relationships with students, as well as develop strategies to resolve problems affecting students by utilizing professional communication skills and conflict resolution strategies prior to issuing law enforcement consequences when applicable/possible.
4. Enhance the relationship between the police, students, staff, parents, and neighbors.
5. Education to students within a classroom on a wide variety of topics upon request and guidance of NHS administration.
6. Effective problem solving and the liaison with neighborhoods surrounding the school, which are affected negatively by the conduct of students.

It should be recognized that the School Resource Officer:

- Is encouraged to work as a team with other school officials for the betterment of students, NHS, and the neighborhood environment as a whole.
- Is encouraged to work extracurricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention, crime detection, and the opportunity to build relationships. Any work in this capacity will be approved by the assigned police department supervisor and will be consistent with the GPD contact. The SRO will not be used as a replacement officer for off duty/special events. All after hours work shall be approved by the SRO supervisor and school principal or designee in advance.
- Is expected to keep the school principal, or designee, informed about any law enforcement action which occurs on school property and/or which may involve a student (This will be in agreeance with the laws of the State of Wisconsin).
- Is a police officer of the Glendale Police Department. As such, the primary responsibilities are to investigate criminal cases involving youth, and maintain order through the enforcement of local, state, and federal law for the purpose of maintaining a safe and effective learning environment in NHS. Any issues involving students that do not rise to a criminal matter or safety concern will be handled by the school Principal or designee. The SRO is not to be utilized to enforce violations of school rules or policies that may result in school discipline. The SRO may be requested by school administration to be present during any/all meetings with students regarding behavioral issues with the understanding that all authority to issue school related punishments (detention, in/out of school suspensions, expulsions, etc.) will be solely that of the school Principal or designee.
- Is governed by the rules, policies, shifts, schedules, procedures, and practices of the Glendale Police Department and the City of Glendale.
- Is expected to attend all training, meetings, and appointments assigned by the police department. It is understood that some of these commitments will conflict with officer availability at the NHS during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The SRO shall strive to keep the

school Principal or representative informed about his/her absences and/or activities on a need-to-know basis.

- Has an on-duty assignment in the summer months, when school is not in session, and will be under the direction of the Chief of Police.
- Is a police officer and not a schoolteacher, school administrator, nor school counselor. The officer will assist teachers with classroom presentations on relative topics when requested and able. SRO will work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate. We, the undersigned, encourage teamwork, partnerships, cooperation and coordination between the officer, his/her supervisors and the school administrators and their staff, as well as with the surrounding neighborhood.
- SRO, NHS administration, and the assigned police supervisor will determine any specific goals and objectives of the SRO for that school year. Periodic conversations between the parties are encouraged to determine the effectiveness of the SRO program and to adjust as needed.

SELECTION AND FINANCIAL CONSIDERATION

Officers will be selected by the Glendale Police Department Chief of Police. Selection of the SRO is within the sole discretion of the Chief of Police. Financial considerations for the SRO's wages and benefits will be in accordance with the Shared Services Agreement.

PROGRAM ASSESSMENT

The School Resource Officer program will be assessed annually, and the evaluation will be conducted by the school Principal and shared with the police supervisor. The following areas, at a minimum, will be used to evaluate the program:

- Overall success of the program and the SRO.
 - Feedback that may be provided from high school administration and/or faculty and student council members, primarily concerning perceptions of safety and security.
 - Traditional police-citizen contacts (citations, arrests, etc.).
 - Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
 - Surrounding neighborhood feedback, if provided, regarding reaction to police efforts to address issues concerning the school and its students.
- Accomplishment of specific goals and objectives set for the school year and any tasks agreed upon as part of any work plan written in conjunction with the principal.

This evaluation may include a recommendation to the police chief that the officer should not be assigned to that school the following year. The police chief will consider the evaluation and the input of the Principal when assigning an officer to a building and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as a school resource officer is within the sole discretion of the GPD Chief of Police.

EFFECTIVE DATE

This memorandum of Understanding is effective September 1, 2021, and shall remain in effect through June 15, 2022, unless renewed by agreement of both parties or terminated as provided herein.

TERMINATION OF AGREEMENT

Either party may terminate this agreement upon sixty(60) days written notice to the other party.

MODIFICATION: ENTIRE AGREEMENT OF PARTIES EXPRESSED

No modification of this agreement shall be valid or binding unless the modification is in writing, duly dated and signed by both parties.

Executed this ____ day of _____, 202_

NICOLET SCHOOL DISTRICT

GLENDALE POLICE DEPARTMENT

Gregory Kabara
Nicolet School District Superintendent

Mark Ferguson
Glendale Chief of Police

DOCUMENT FOR SCHOOL RESOURCE OFFICER (SRO) PROGRAM

The purpose of this document is to establish a School Resource Officer (SRO) Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve have a shared understanding of the goals of the SRO program and that SROs receive the necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

An effective SRO program sets forth: the role of the SRO within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; respect for the rights of students; transparency and accountability; minimum SRO training requirements; and promotion of non-punitive approaches to student behavior;

ROLE OF THE SCHOOL RESOURCE OFFICER IN THE CONTEXT OF THE EDUCATIONAL MISSION OF THE SCHOOL

1. The mission of the School Resource Officer program is to improve school safety and the educational climate at the school, not to enforce school discipline or punish students.
2. Building-level school administrators shall be consulted as to whether a SRO will be deployed to the school and shall participate in periodic performance reviews of the SRO.
3. The SRO shall meet with building-level school administrators, teachers, parents, and student representatives at least annually to discuss issues of school safety.
4. The SRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.
5. The SRO shall maintain daily activity reports and submit monthly summaries of these reports to building-level school administrators, district-level school administrators, and the relevant law enforcement agency. The monthly summaries shall include, for each SRO, the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.
6. Absent a real and immediate threat to student, teacher, or school safety, and absent the situations described herein where formal law enforcement intervention is deemed appropriate, building-level school administrators shall have final authority in the building.

DISTINGUISHING DISCIPLINARY MISCONDUCT TO BE HANDLED BY SCHOOL OFFICIALS FROM CRIMINAL OFFENSES TO BE HANDLED BY LAW ENFORCEMENT

7. School Resource Officers are responsible for criminal law issues, not school discipline issues.
8. Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be

considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, or summon, filing of delinquency petition, referral to a probation officer, or actual arrest).

9. Students shall not be arrested at school, except where a child poses a real and immediate threat to student, teacher, or public safety; or a judicial warrant specifically directs the arrest of the student in a school; in all other instances the execution of an arrest warrant shall be undertaken at a location other than a school.

- a. School principals shall be consulted prior to an arrest of a student where practicable.
- b. The student's parent or guardian shall be notified of a child's arrest as soon as practicable.

RESPECT FOR THE RIGHTS OF STUDENTS

10. Absent a real and immediate threat to student, teacher, or public safety, a School Resource Officer may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will turn up evidence that the child has committed or is committing a criminal offense.

- a. The SRO shall inform school administrators prior to conducting a probable cause search where practicable.
- b. The SRO shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent these protections.

11. A school official may conduct a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.

- a. Absent a real and immediate threat to student, teacher, or public safety, a school official shall not ask a SRO to be present or participate in such a search.

12. Absent a real and immediate threat to student, teacher, or public safety, a SRO may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of his or her Miranda rights and only in the presence of the child's parent or guardian.

- a. The SRO shall inform school administrators prior to questioning the student where practicable.
- b. The SRO shall not ask a school official to question a student in an effort to circumvent these protections.

13. Absent a real and immediate threat to student, teacher, or public safety, a school official shall not ask a SRO to be present or participate in the questioning of a student that could expose the student to court-involvement or arrest.

14. Strip searches of children by either school officials or SROs shall be prohibited.

15. Absent a real and immediate threat to student, teacher, or public safety, other physically invasive searches by a school official or SRO shall not be conducted on a child.

16. Absent a real and immediate threat to student, teacher, or public safety, a SRO shall not use physical force or restraints --- including handcuffs, Tasers, Mace, or other physical or chemical restraints --- on a child.

TRANSPARENCY AND ACCOUNTABILITY

17. The school district and relevant law enforcement agency shall maintain annual publicly available data, without disclosing personally identifiable information, documenting the following:

- a. Number of incidents resulting in a juvenile arrest for conduct on school grounds or at a school-sponsored event, broken down by school; offense; arrestee's age, grade level, race, sex, and disability status; and disposition/result;
- b. Number of incidents resulting in other forms of law enforcement intervention --- including searches and seizures by SROs; questioning by SROs; issuance of a citation, ticket, or summons; filing of a delinquency petition; or referral to a probation officer --- for juvenile conduct on school grounds or at a school sponsored event, broken down by school; offense or reason; type of law enforcement intervention; juvenile's age, grade level, race, sex, and disability status; and disposition/result;
- c. Number of suspensions or other disciplinary consequences imposed on students, broken down by school; offense/infracton; student's age, grade level, race, sex, and disability status; and disciplinary consequence imposed;
- d. Regulations, policies, and protocols governing the SRO program;
- e. Budget information for the SRO program including funding and expenditures;
- f. Number of SROs deployed to each school;
- g. Training materials for SROs; and
- h. Number and types of complaints lodged against SROs.

18. The SRO program shall set forth a simple and straightforward mechanism for any student, parent, teacher, principal, or other school administrator to submit a complaint, orally or in writing, of abuses or misconduct by SROs.

- a. Parents shall be permitted to submit a complaint in their native language.
- b. The complaint system must be confidential and protect the identity of the complainant from the SRO to the extent consistent with the SRO's due process rights.
- c. The system shall provide for an independent investigation into the allegations in the complaint.
- d. Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution, within 30 days.
- e. Where serious allegations of abuse or misconduct are raised, the SRO shall be temporarily removed from having contact with students as appropriate.

- f. Where allegations of abuse or misconduct are substantiated, the SRO shall be suspended or permanently removed from school assignments or receive additional training as appropriate.
- g. Every student, parent, and guardian in the school system shall be informed of the complaint procedure.

MINIMUM SCHOOL RESOURCE OFFICER TRAINING REQUIREMENTS

19. Every School Resource Officer shall receive at least 40 hours of pre-service training and 10 hours of annual in-service training on the following topics:

- a. Child and adolescent development and psychology;
- b. Positive behavioral interventions and supports (PBIS), conflict resolution, peer mediation, or other restorative justice techniques;
- c. Children with disabilities or other special needs; and
- d. Cultural competency.

PROMOTING NON-PUNITIVE APPROACHES TO STUDENT BEHAVIOR

20. The School Resource Officer shall be familiar with and trained in all programs adopting non-punitive approaches to discipline available in the school district. If a school has implemented a specific program designed to improve overall school climate or respond to student behaviors in specific ways, the school resource officers shall participate in all trainings associated with that program.