

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITY OF MARICOPA AND THE  
MARICOPA UNIFIED SCHOOL DISTRICT  
FOR SCHOOL RESOURCE OFFICERS (SRO)**

**THIS INTERGOVERNMENTAL AGREEMENT** (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Maricopa Unified School District #20, (“District”) and The City of Maricopa, Arizona, an Arizona municipal corporation (“City”), collectively referred to as the “Parties”.

**RECITALS**

WHEREAS, the Parties are authorized to enter into this Agreement by A.R.S. §§ 11-951 et seq., 15-342(13), 15-363 and 15-364; and

WHEREAS, the District is authorized by A.R.S. § 15-154 to place peace officers and juvenile probation officers in its schools in accordance with an approved School Safety Program (“Program”); and

WHEREAS, the Parties entered into an Intergovernmental Agreement (“IGA”) on April 24, 2018, which replaced any and all prior IGAs between the Parties for School Resource Officers (“SRO”) and the joint use of facilities; and

WHEREAS, the Parties desire to enter into agreements separate and distinct from one another as they relate to SROs and the joint use of facilities; and

WHEREAS, this Agreement replaces any and all prior IGAs between the Parties for SROs. The parties contemplate entering into a separate agreement regarding the joint use of facilities that shall replace all prior IGAs between the Parties for the joint use of facilities.

**NOW THEREFORE**, District and City agree to the following terms and conditions and for the consideration hereinafter set forth related to the City providing a SRO:

**1.** The primary purpose of this Agreement is to establish the School Resource Officer Program (“Program”).

**2. Obligations**

A. City of Maricopa Responsibilities

1. SRO Positions. Pursuant and subject to the terms of this Agreement and subject to staffing availability, the City shall provide one (1) full time Maricopa Police Officer to serve as SRO at Maricopa High School.

The parties may, at any time, increase the number of full time SROs consistent with the terms and procedures established in this agreement.

The City, at its sole discretion, has the authority to reduce or eliminate SRO services at any time. In such an event, the City shall retain a credit with the District for future facilities fees (consistent with Intergovernmental Agreement (INSERT IGA NUMBER) which establishes

the terms and conditions for the Joint Use of Facilities) in an amount equal to the actual cost of the salary and benefits costs of the SRO program expended by the City from the date of this Agreement until the date that services are eliminated.

2. SRO Supervision. The Police Department shall supervise the work of the SROs and provide the transportation and equipment necessary to accomplish all assignments. The Site Administrator/Principal of the school (“Site Administrator”) and District shall not interfere with the duties of the SRO as a sworn law enforcement officer.
3. SRO Evaluations. The Maricopa Police Department shall be responsible for conducting SRO performance evaluations on an annual basis with input from the Site Administrator.
4. SRO Discipline. The City will have the sole authority for the (a) discipline of the SRO and (b) implementation of policies and procedures in the handling of law enforcement matters. The City shall have a written document that describes the general chain of command and channels of communication and shall provide such document to the District.
5. SRO Training. The City shall be responsible for training SROs.
6. Facility Keys. Any keys to school district facilities currently held by or subsequently provided to the Maricopa Police Department shall be returned to the School District immediately upon request.

#### B. District Responsibilities

1. Financing the SRO. The District shall reimburse the City the yearly costs, expenses, entitlements, and benefits of one (1) SRO as provided in Appendix One (1) of this agreement.

Any overtime hours requested and authorized by either party to this Agreement shall be paid by the party requesting and authorizing the additional overtime hours. If the District requests and authorizes the overtime hours, the District will pay for the direct salary and related benefits and for the overtime hours worked by the assigned SRO with such payments made to the City. The SRO shall not be an employee of the District and, as such, in no event shall the District be required or responsible for payment of salary or benefits directly to the SRO.

At the end of each fiscal year, the parties shall total the amounts of fees due to the other party pursuant to this Agreement and Intergovernmental Agreement (INSERT IGA NUMBER) which establishes the terms and conditions for the Joint Use of Facilities. The difference in amounts shall be paid by the party owing the greater amount within thirty (30) days of the date the amount is determined.

Pursuant to A.R.S. § 41-2546, the District is not legally liable for any payment beyond the current fiscal year unless and until funds are made available through the annual budget by the District for performance of this Agreement. The District will make reasonable efforts to secure such funds. Failure to provide funding for these services shall serve to terminate this Agreement. District shall provide thirty (30) days notice of the failure to fund beyond the end of the fiscal year.

2. Additional Grant Funding. During the term of this Agreement, District may apply for any grant funding available for the SRO position as it becomes available.
  3. SRO Offices. The District shall provide office space that provides privacy for the SRO to conduct his or her responsibilities under this Agreement in a confidential environment. The District shall provide an office that includes necessary equipment for the SRO to perform his or her duties, including, but not limited to, telephone, desk, chair, filing cabinet, current computer and printer.
- C. SRO Responsibilities. The roles and responsibilities of the SRO shall be as identified by the Program materials and as provided herein:
1. The SRO shall track information relating to the Program as required by the District and City, and shall provide the information on appropriate forms to the District and City. The information tracked includes, but is not limited to, the following:
    - a. Problem solving and partnership efforts and activities related to the Program;
    - b. Law enforcement related activities and other activities related to the Program; and
    - c. Juvenile contacts that can legally be disclosed to stakeholders (e.g. probation, MASH, PTO, social service organizations).
  2. The SRO shall distribute parent surveys on an annual basis.
  3. The SRO shall develop policies and procedures to support the mission of the SRO and the Program.
  4. SROs shall spend a minimum of 75% of their time in and around their assigned schools, working on youth-related activities.

### **3. Police Emergencies**

- A. The parties agree that in case of a police emergency, the City may call any SRO away from duties at the District for the duration of such emergency. Such emergency use of the SROs time shall not be deemed a breach of this Agreement on the part of the City, nor shall it relieve the District of any of its obligations under this Agreement. The SRO will be placed back on duty at the District as soon as possible following the emergency.

### **4. Purchases.**

- A. All materials, supplies, or equipment purchased by District for the development and implementation of the Program shall remain the sole property of the District. All materials, supplies, or equipment purchased by the City for the development and implementation of this Program shall remain the sole property of City.

### **5. Accounting, Reporting and Documents.**

- A. Funds paid to the City by the District shall be handled and accounted for in accordance with the regular operating procedures established by the City and the District.
- B. The City shall provide the District with documentation of the amounts expended to support the SRO on an annual basis.
- C. At the end of each fiscal year, the parties shall total the amounts of fees due to the other party pursuant to this Agreement and Intergovernmental Agreement (INSERT IGA NUMBER) which establishes the terms and conditions for the Joint Use of Facilities). The difference in amounts shall be paid by the party owing the greater amount within thirty (30) days of the date the amount is determined.
- D. The assigned SRO shall establish and maintain procedures and controls that are acceptable to both City and the District.
- E. All financial books, accounts, reports, files, and other financial records of the City and the District relating to this Agreement shall be kept for a period of five (5) years after the termination of this Agreement. Any other records of the City and the District relating to this Agreement including, but not limited to, body cam video, shall be retained in accordance with the Parties respective records retention schedule.
- F. All records, reports, and Program evaluations related to official acts or performance of the SRO will be shared jointly with the District and the City.

## **6. Special Events.**

- A. In the event that the District and/or the Maricopa Police Department determine that it would be mutually beneficial to conduct drills, exercises, on-campus instruction, or other similar event outside of this Agreement, the District and City will execute a separate, detailed, adjunct agreement specific to the event and the event date.
- B. In the absence of a pre-determined activity as contemplated by paragraph 6.A., above, or a call for service via 911 or other emergency communication device, the Maricopa Police Department shall only conduct official duties and activities on the campus of a District school at the invitation of the District Superintendent or individual school site administrator.

## **Common Terms and Agreements**

### **7. Insurance.**

- a. Each Party shall provide and maintain in full force while this Agreement is in effect (i) Public Liability and property damage insurance from a reliable insurance company authorized to transact business in Arizona in an amount of not less than \$1,000,000 for bodily injury or death or property damage, one occurrence, and (ii) workers' compensation insurance as required by Arizona law. Public liability and property damage insurance shall list the other Party as an additional insured.
- b. Each Party shall provide proof of such insurance on an annual basis, and within thirty (30) days after each Party renews its insurance coverage.

- c. Either Party that obtains knowledge of any injury, loss, damage or claim arising out of the use of an SRO which may subject the other Party to any liability shall immediately give written notice of such possible claim to the other Party.
- d. In the event that a claim is made against either or both Parties to this Agreement and both Parties have obtained insurance coverage from an insurance company, the primary insurance shall be that of the Party who was assigned the SRO at the time of the event giving rise to such claim, absent a showing that the damage to property or injury to or death of person(s) arose out of the sole act, omission or negligence of the other Party or its departments, officers, employees and/or agents.

**8. Indemnification.** To the extent permitted by law, the City agrees to indemnify, save and hold harmless the District from any loss, claims or damages that may arise during, or be caused in any way by, the City's use of the SRO. To the extent permitted by law, the District agrees to indemnify, save and hold harmless the city from any loss, claims or damages that may arise during, or be caused in any way by, the District's use of the SRO.

**9. Duration of Agreement.** This Agreement shall be effective upon approval by both City's Mayor and the Council, and District's Governing Board. This Agreement shall remain in effect until terminated pursuant to the provisions provided hereunder, otherwise this Agreement shall be of three (3) years duration from the effective date of this Agreement, and will continue unless canceled in writing by the Parties. If the duration of this Agreement is found to be unlawful, then the duration of this Agreement shall extend for the longest period of time which is permissible by law, at the end of which time, this Agreement shall terminate.

**10. Default, Breach, Remedies and Termination.** This Agreement may be terminated by either party if in its judgment such action is necessary due to: 1) funding; 2) statutory changes; 3) failure to perform; or 4) non-compliance with this Agreement. If either Party fails to perform any of its obligations under this Agreement or fails to comply with the terms of this Agreement, such failure shall constitute a default. The non-defaulting Party shall give the defaulting Party written notice of the default. The defaulting Party shall have thirty (30) days after the receipt of such notice in which to cure the default. Failure to timely cure the default shall constitute a breach of this Agreement. In the event of a breach, the non-breaching Party may terminate this Agreement and obtain any remedy provided by law. Termination may otherwise occur for any reason by either party providing written notice to the other party ninety (90) days prior to the effective date of termination.

**11. Disposition of Property.** Upon termination of this Agreement for any reason, District shall retain all property to which it holds title, including improvements, and City shall retain all property to which it holds title, including improvements.

**12. Assignment and Delegation Prohibited.** Neither Party may assign any of its rights nor delegate any of its duties under this Agreement without the prior written consent of the other Party which may be withheld for any reason or for no reason.

**13. No Third Party Beneficiaries.** Only the Parties may enforce this Agreement. The Parties do not intend through this Agreement to confer enforceable rights on any non-Party and do not intend to create any third Party beneficiaries to this Agreement.

**14. Notices.** All notices to the other party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt requested, addressed to the following personnel:

If to City: City of Maricopa  
Attn: City Manager  
39700 Civic Center Plaza  
Maricopa, AZ 85138

If to District: Maricopa Unified School District  
Attn: Facilities Manager  
45012 West Honeycutt Avenue  
Maricopa, AZ 85139

**15. Amendment to Agreement.** This Agreement may be amended from time to time by written agreement of both Parties.

**16. Waiver of Terms and Conditions.** The failure of City or District to insist in any one or more instances on performance of any of the terms or conditions of this Agreement or to exercise any right of privilege contained herein shall not be considered as thereafter waiving such terms, conditions, rights or privileges, and they shall remain in full force and effect.

**17. Section Headings.** Captions and section headings used herein are for convenience only, are not a part of this Agreement, shall not be deemed to limit or alter any provisions hereof, and shall not be deemed relevant in construing this Agreement.

**18. Governing Law and Venue.** The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either Party for the purpose of enforcing a right or rights provided for in this Agreement shall be tried in a court of competent jurisdiction in Pinal County, State of Arizona. The Parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. If there is a dispute that is subject to the mandatory provisions of ARS 12-133, the parties shall submit the matter to non-binding arbitration. In the event either party shall bring suit to enforce any term or condition in this Agreement, it is mutually agreed that the prevailing Party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorneys' fees, necessary witness fees and court costs to be determined by the court in such action.

**19. Entire Agreement.** This Agreement and any attachments represents the entire Agreement between City and District and supersedes all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the Parties hereto. Written and signed amendments shall automatically become part of the Agreement, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

**20. Non-Discrimination.** Both parties shall comply with all applicable State and Federal employment laws, rules, and regulations including the Americans with Disabilities Act and Executive Order 2009-09, which requires that all persons shall have equal access to employment opportunities regardless of race, color, religion, sex, age, national origin or political affiliation.

**21. Severability.** If any part, term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law, the validity of the remaining portions and provisions hereof shall not be affected.

**22. Conflicts of Interest.** The provisions of A.R.S. §38-511 relating to cancellation of contracts due to conflicts of interest shall apply to this contract.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

MARICOPA UNIFIED SCHOOL  
DISTRICT #20

CITY OF MARICOPA

By \_\_\_\_\_  
Board President

By \_\_\_\_\_  
Christian Price, Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Vannessa Bueras, MMC  
City Clerk

APPROVED:

APPROVED:

\_\_\_\_\_  
Attorney for Maricopa School District

\_\_\_\_\_  
Denis M. Fitzgibbons, City Attorney

# Appendix One

## SRO Costs

Expected Salary plus Benefits:	\$103,100
Equipment Excluding Vehicle:	\$14,200
Vehicle Costs*:	\$8,850
Total Estimated Costs**:	\$126,150

\* 50% of total vehicle costs / 3 years.

\*\* This is an estimate of the costs for only the first fiscal year of this agreement. It is expected that each subsequent fiscal year costs may increase.