

Memorandum of Understanding Requirement

The COPS in Schools (CIS) grant program offers law enforcement agencies the opportunity to perform community policing while in school buildings or on school property. This program will enhance services provided to the school population, including students and faculty/staff, while School Resource Officers perform their primary duties in the school building and/or on school grounds.

Due to the collaborative effort between law enforcement and education, all applicants must submit a Memorandum of Understanding (MOU) for the CIS grant program. This MOU is in addition to the “Partner Information” section of the CIS Application Kit.

The MOU is an agreement between parties whose purpose is to define the roles and responsibilities of the individuals and partners involved, including School Resource Officers (SROs), school officials, students and parents.

The MOU must address the following issues:

1. Goals and objectives of the partnership, including:
 - mission statement.
 - description of general duties
 - desired outcomes
2. Clear delineation of the roles and responsibilities as they pertain to grant requirements and administrative procedures, including:
 - receipt and disbursement of funds
 - programmatic reporting
 - financial reporting
 - general grant management issues and responsibilities.
 - information sharing
3. Grant program issues, including:
 - supervision responsibility and chain of command for the SRO
 - clear delineation of decision-making authority regarding enforcement of applicable laws and procedures by the SRO
 - evaluation of the program/grant project.
 - Assurances that the officers will spend at least 75% of their time in and around schools.
4. Partner involvement in community policing activities performed during the grant program.
5. Any additional information that may be pertinent to the grant program or its management.

The MOU must be signed by both the law enforcement executive and the school official who has general educational oversight and decision-making authority.