

## Memorandum of Understanding For School Resource Officer Services

Between:

Brookings School District 5-1  
2130 8<sup>th</sup> St. South  
Brookings, SD 57006

City of Brookings  
520 Third Street  
Brookings, SD 57006

**Agreement:** Brookings School District 5-1 (“BSD 5-1”), enters into this Agreement with the City of Brookings to provide two school resource officers (SRO) when school classes are in session. The term of this Agreement shall be for a period of one year, July 1, 2024, to June 30, 2025. This Agreement is subject to renewal for the subsequent school term as mutually agreed upon by the City of Brookings and BSD 5-1. This Agreement may be terminated without cause by either party upon thirty (30) days prior written notice.

**Salary/Benefits:** The City of Brookings and the BSD 5-1 shall share in the cost of one SRO. The BSD 5-1 shall reimburse the City of Brookings 75% of the annual salary and benefits of the SRO on a quarterly basis equaling \$84,338.73/year. The first payment shall be due July 31, 2024, with subsequent quarterly payments due each November 15, February 15, and May 15, thereafter for the duration of this Agreement. Regular pay increases will be paid by both the BSD 5-1 and the City of Brookings proportionately by the Agreement. Those increases include annual step increases as well as any cost of living increases as approved by the City of Brookings.

**Consultation:** The City of Brookings shall consult with the BSD 5-1 regarding the selection of the police officer assigned to serve as a SRO, and the BSD 5-1 shall have the right to provide input and recommendations as to which police officer is assigned to serve as a SRO. As there already exists a current SRO that has been assigned in that position, no change would be expected. In the event that either SRO would be reassigned, the City would allow that same input and recommendations to be made by the BSD 5-1. However, the City of Brookings shall be responsible for selecting the police officers assigned to serve as the SRO’s. The City of Brookings reserves the right to change the police officer assigned as the SRO.

**Temporary Reassignments of Police Officers:** The BSD 5-1 and the City of Brookings further acknowledge that temporary re-assignment of the SRO may occur in emergency situations and that such temporary re-assignment shall not change the BSD’s obligation to reimburse the City of Brookings as set forth above. Those re-assignments would be minimal and only in emergencies.

**Office:** BSD 5-1 shall provide at least one office for both SRO’s at a location BSD 5-1 deems appropriate.

**Vehicle and Equipment:** The City of Brookings will provide each SRO a vehicle and all necessary equipment to fulfill their duties.

**Evaluation/Review:** An Evaluation/Review will be completed by the City of Brookings with input from the BSD 5-1. A full job description for the SRO shall be on file with the City of Brookings.

This Agreement contains the entire agreement between the parties, and is subject to and will be controlled under the laws of the State of South Dakota, and may be amended only in writing and signed by both parties.

Paul Briseno Date 8/7/2024  
Paul Briseno/City Manager  
City of Brookings

\_\_\_\_\_ Date \_\_\_\_\_  
President, BSD 5-1  
Board of Education

\_\_\_\_\_ Date \_\_\_\_\_  
Superintendent/BSD 5-1  
Brookings School District