



Date of Council Meeting: October 27, 2015

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: School Resource Officer for Douglass School

Staff Contact: Joseph R. Price, Chief of Police
Vanessa Grigsby, Captain, Police Department
Jason Cournoyer, Sr. Management Analyst, Finance and Administrative Services

Council Action Requested: Town Council's authorization to add a Full-Time Equivalent position as well as an appropriation of \$92,500 to amend the Fiscal Year 2016 operating budget for the Police Department in order to provide a School Resource Officer at Douglass School.

Staff Recommendation: Staff recommends Town Council approve a supplemental appropriation to the Police Department in the amount of \$92,500 for anticipated partial year costs in Fiscal Year 2016, and to authorize the addition of one Full Time Equivalent position (FTE) in order to provide a School Resource Officer at the Douglass School. The County will be responsible for 70% of the SRO personnel costs or \$30,800. The Town will be responsible for the remaining 30% or \$13,200 for the personnel cost, but will also be responsible for \$48,500 to outfit the officer with a vehicle and necessary equipment.

Commission Recommendation: Not applicable. The Board of Supervisors has approved a contribution to the Town of \$30,800 or 70% of personnel costs based on the current School Resource Officer (SRO) funding agreement for Fiscal Year 2016.

Fiscal Impact: The total projected partial year cost for the additional SRO position is \$92,500 of which \$30,800 or 70% of the personnel cost will be offset by a Loudoun County contribution. The remaining \$61,700 is comprised of \$13,200 of the Town's share of the personnel costs (30%) and \$48,500 for a new vehicle, equipment and outfitting of the new SRO position.

The associated reimbursement revenue from Loudoun County and funding costs for the officer assigned to the position are beyond the appropriations included in the current Adopted Fiscal Year 2016 budget. As a result, an appropriation of unassigned General Fund balance is required.

The anticipated recurring annual personnel cost for this additional SRO beginning in Fiscal Year 2017 is approximately \$88,000. This assumes the continuance of the Loudoun County/Town of Leesburg SRO funding partnership contribution of 70% for personnel costs. If approved by Council, the additional SRO position will be included in the Town's Fiscal Year 2017 County contribution request.

Work Plan Impact: Minimal. The new officer will be assigned full-time to Douglass School, and incorporated into the regular work plan of the Police Department.

Executive Summary: At their October 21, 2015 Business Meeting, the Loudoun County Board of Supervisors approved a contribution for the Town of Leesburg for the Douglass School Resource Officer (SRO) position for Fiscal Year 2016. The contribution is based on the existing County/Town SRO personnel funding agreement with Loudoun County covering 70%, and the Town of Leesburg covering 30%. (*Attachment #1*). It is anticipated that the SRO position would be assigned to the Douglass School effective January 1, 2016.

School Resource Officer for Douglass School

October 27, 2015

Page 2

Background: On July 10, 2015, the Loudoun County Public Schools (LCPS) Office of the Assistant Superintendent sent a letter requesting the Town of Leesburg provide a School Resource Officer at the Douglass School. Over the past several years, there has been an increase in requests and need for police assistance at Douglass School. The requests/incidents have resulted in SROs from other schools being pulled to handle the situations at Douglass thus leaving their assigned schools without police coverage. This reached critical mass last spring when there were six (6) overdose cases within a short time period at Douglass.

The Leesburg Police Department has a long standing successful relationship with both Loudoun County Public Schools and the Loudoun County Government concerning the utilization of Leesburg Police Officers as SROs in the middle and high schools located within the corporate limits of the town. Currently, the Leesburg Police Department provides six (6) SRO's with one assigned to each of the three high schools and three middle schools within the Town of Leesburg corporate limits.

Attachments: 1. October 21, 2015 Board of Supervisors Business Meeting Item #15j
2. Resolution

**BOARD OF SUPERVISORS
BUSINESS MEETING
ACTION ITEM**

SUBJECT: **FINANCE/GOVERNMENT SERVICES AND OPERATIONS
COMMITTEE REPORT: Request from the Town of Leesburg
for Funding for an additional School Resource Officer at the
Douglass School**

ELECTION DISTRICT: Leesburg

CRITICAL ACTION DATE: At the pleasure of the Board

STAFF CONTACTS: Tim Hemstreet, County Administrator
Erin McLellan, Management & Budget

PURPOSE: The Town of Leesburg is requesting funding consistent with the established 70 percent – 30 percent split of costs between the County and the Town of Leesburg to add an additional School Resource Officer (SRO) for the Douglass School in Leesburg.

RECOMMENDATIONS:

Finance/Government Services and Operations Committee (FGSOC): At its October 13, 2015 meeting, the FGSOC voted 4-0-1 (Supervisor Reid absent for the vote) to recommend that the Board of Supervisors authorize the use of \$30,800 in FY 2016 unallocated appropriations to fund the addition of one School Resource Officer at the Douglass School in accordance with the agreement currently in place between the Town of Leesburg and the County.

Staff: Staff concurs with the recommendation of the Committee that the Board authorize the use of FY 2016 unallocated appropriations to fund the addition of one SRO at the Douglass School.

BACKGROUND: In July, Loudoun County Public Schools (LCPS) provided a letter to the Town of Leesburg (Attachment 1) which formally requested the assignment of a dedicated School Resource Officer to the Douglass School. Currently the Douglass School shares an SRO with Loudoun County High School. Calls for service from the Douglass School have been the second highest in the system for the last two years. Over the past five years, Douglass School has averaged over 225 instances per year requiring intervention by law enforcement patrols and/or action. Without an assigned SRO, law enforcement responses require officers to leave their post at other schools creating vacancies in coverage at their home school.

The County has an existing informal agreement with the Town of Leesburg regarding SRO coverage at middle and high schools within the Town limits. Currently the County pays for 70 percent of the cost of Leesburg officers posted at these schools, as roughly 70 percent of the officers' time each year must be dedicated to school resource activities.

ISSUES: The Town has made staff aware that the addition of a SRO at the Douglass School is not possible with existing Town of Leesburg Police resources. Town staff will be requesting an additional police officer from the Town Council to address the need. The Town has requested that the County make a mid-year appropriation in order to fund 70 percent of the partial year costs and allow a SRO to be placed full-time at the Douglass School beginning in January 2016.

FISCAL IMPACT: According to the established agreement between the County and the Town, the County pays for 70 percent of the cost of SROs assigned to schools within the Town. This request will add an additional SRO effective in January 2016. The total cost of adding an officer for the second half of FY 2016 is approximately \$44,000 and the County's share would be \$30,800. The County's share of the full year cost would be included in the Town's FY 2017 budget request. It should be noted that the partial year FY 2016 cost represents the costs associated with the addition of a first-year officer. Typically, the Town has assigned police officers with more experience to the SRO program. The Town intends to assign a more senior officer to this need and use the new officer position to backfill in another capacity that allows the senior officer to take on the SRO duties. As such, the cost of the new SRO officer for Douglass School will be higher beginning in FY 2017 than is represented here as it will reflect the personnel costs of an experienced officer.

ALTERNATIVES:

1. The Board may choose to take no action on the request at this time and request that the Town of Leesburg submit the request for consideration as part of the FY 2017 Proposed Budget.
2. The Board may also deny the request and direct that the current SRO sharing arrangement between Loudoun County High School and the Douglass School be maintained.

DRAFT MOTIONS:

1. I move that the Board of Supervisors authorize the use of \$30,800 in FY 2016 unallocated appropriations to fund the addition of one School Resource Officer at the Douglass School in accordance with the agreement currently in place between the Town of Leesburg and the County.

OR

2. I move that the Board of Supervisors _____
(alternatives and/or budget options)

OR

3. I move an alternate motion.

ATTACHMENTS:

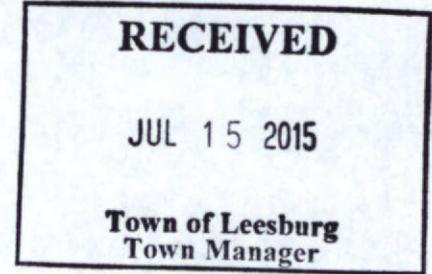
1. Letter from LCPS Assistant Superintendent for Support Services, Kevin L. Lewis to Kaj H. Dentler, Town Manager, Town of Leesburg – Dated July 10, 2015
2. Letter from Joseph R. Price, Town of Leesburg Chief of Police to Tim Hemstreet, County Administrator – Dated September 29, 2015

(c) Clark C. (s)
Lisa H.
Jason C.
Keith M.



LOUDOUN COUNTY PUBLIC SCHOOLS
Office of the Assistant Superintendent
Department for Support Services
21000 Education Court
Ashburn, Virginia 20148
Telephone: 571-252-1385

July 10, 2015



Mr. Kaj H. Dentler, Town Manager
Town of Leesburg
25 W. Market Street
Leesburg, Virginia 20176

Dear Mr. Dentler:

Loudoun County Public Schools regularly reviews activities related to safety and security in all schools. As our programs expand and grow, certain needs and services require additional resources to maintain the level of services needed. There are also situations where existing programs advance to a level where additional resources are necessary, as well. The Douglass School on Market Street in Leesburg, is an example of such an extended program. We have established the need for a dedicated *School Resource Officer* (SRO) at the Douglass School based upon the history and activities that occur at the school on a daily basis.

Currently, the school must rely on periodic visits by an SRO through the sharing of an existing SRO posted at Loudoun County High School. When the Douglass School requires law enforcement assistance, this impacts the safety and security at Loudoun County High School, leaving the school without police support, often during critical periods of student arrival or departure times.

During the past two (2) school years, the Douglass School has been second in the number of calls for law enforcement assistance. During the past five (5) years, the Douglass School has averaged over 225 requests for law enforcement assistance which detail the increased activity and interactions with police.

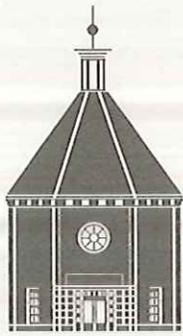
Please consider this correspondence our request for the Town of Leesburg to provide an SRO for the Douglass School for the 2015-2016 school year.

Please do not hesitate to contact me if you have any questions about this request. Thank you for your consideration.

Sincerely,

Kevin L. Lewis
Assistant Superintendent for Support Services

Copy: Town of Leesburg: Joseph Price, Chief of Police
Loudoun County Public Schools: Eric Williams, Ed.D., Superintendent
Dr. John Robinson, Principal, Douglass School
Suzanne Devlin, Supervisor, Safety & Security



The Town of
**Leesburg,
Virginia**



CHIEF JOSEPH R. PRICE

65 Plaza Street, N.E. ■ 20176 ■ 703-771-4500 ■ Police Department ■ FAX: 703-771-4545 ■ www.leesburgva.gov

September 29, 2015

Tim Hemstreet, County Administrator
Loudoun County Government
1 Harrison Street, S.E.
Leesburg, VA 20175

Dear Mr. Hemstreet:

I am writing you in support of the Loudoun County Public Schools' request for the assignment of a School Resource Officer (SRO) at the Douglass School located at 407 East Market St. in Leesburg.

As you know, the Leesburg Police Department has had a long standing successful relationship with both Loudoun County Schools and the Loudoun County Government concerning the utilization of Leesburg Police Officers as SROs in the schools located within the corporate limits of the Town. Currently the Leesburg Police Department provides six (6) School Resource Officers (SROs) assigned to each of the three high schools and three middle schools within the Town of Leesburg.

The Douglass School, whose student population includes middle and high school students from around the county, does not have a permanently assigned SRO. Over the past several years we, as has the school system, have seen an increase in requests and need for police assistance at Douglass. The requests/incidents have resulted in SROs from other schools being pulled to handle the situations at Douglass, thus leaving their assigned schools without police coverage. This reached critical mass last spring when there were 6 overdose cases within a short time period at Douglass which required a significant police resource commitment thus reducing coverage at other high schools. Without this position we will not be able to handle the incidents at Douglass and still provide the SRO coverage to the other schools in Leesburg. Clearly the time has come for a full time SRO assignment at the Douglass School.

Leadership ■ Pride ■ Dedication

ATTACHMENT 2



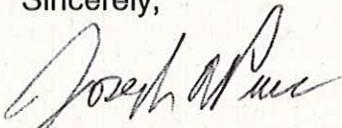
A2

Tim Hemstreet- Douglass SRO
September 29, 2015
Page 2

On July 10, 2015, Assistant Superintendent Kevin Lewis of the Loudoun County School System sent a letter to Leesburg Town Manager Kaj Dentler officially requesting that the Leesburg Police Department provide an SRO at the Douglass School. In anticipation of this, the Leesburg Police Department applied for funding through the US Department of Justice Community Oriented Policing Services (COPS) program for this position, however, grant funding was not awarded.

Therefore, in order to fulfill the school system's request, I am requesting that this additional SRO position be funded as part of the current funding agreement for the Leesburg SRO positions with Loudoun County covering 70% and the Town of Leesburg covering 30% of costs. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph R. Price". The signature is written in a cursive style with a large initial "J".

Joseph R. Price
Chief of Police

PRESENTED: October 27, 2015

RESOLUTION NO. 2015-_____

ADOPTED: October 27, 2015

A RESOLUTION: AMENDING THE FISCAL YEAR 2016 GENERAL FUND BUDGET IN ORDER TO AUTHORIZE A FULL TIME EQUIVALENT POSITION AND TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$92,500 FOR A NEW SCHOOL RESOURCE OFFICER AT THE DOUGLASS SCHOOL DURING FISCAL YEAR 2016

WHEREAS, On July 10, 2015, the Loudoun County Public Schools Office of the Assistant Superintendent sent a letter requesting the Town of Leesburg provide an School Resource Officer (SRO) at the Douglass School located at 407 East Market Street; and

WHEREAS, over the past several years there has been an increase in requests and need for police assistance at Douglass School; and

WHEREAS, at their October 21, 2015 Business Meeting, the Loudoun County Board of Supervisors approved a contribution of \$30,800 to the Town of Leesburg for the Douglass SRO position for Fiscal Year 2016 funding year based on the County-Town SRO personnel funding agreement with Loudoun County covering 70% and the Town of Leesburg covering 30% of costs; and

WHEREAS, the total projected partial year cost for the additional SRO position is \$92,500 for the remainder of Fiscal Year 2016 (January 1, 2016- June 30, 2016) which is comprised of salary and benefits, a new vehicle, equipment and outfitting of the new SRO position.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

- 1.) The Fiscal Year 2016 General Fund Operating Budget is hereby amended and a supplemental appropriation is made in the amount of \$92,500 for the Police Department for the fiscal year beginning July 1, 2015 and ending June 30, 2016; and
- 2.) The Police Department is hereby increased by one Full-Time Equivalent position in order to assign a School Resource Officer to the Douglass School effective January 2016.

PASSED this 27th day of October, 2015.

A RESOLUTION: AMENDING THE FISCAL YEAR 2016 GENERAL FUND BUDGET IN ORDER TO AUTHORIZE A FULL TIME EQUIVALENT POSITION AND TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$92,500 FOR A NEW SCHOOL RESOURCE OFFICER AT THE DOUGLASS SCHOOL DURING FISCAL YEAR 2016

Kristen C. Umstadd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council