



Date of Council Meeting: December 7, 2015

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Subject: School Resource Officer at Douglass School

Staff Contact: Kaj Dentler, Town Manager
Joseph R. Price, Chief of Police
Jason Cournoyer, Management & Budget Officer

Council Action Requested: No action is necessary since the County is providing the School Resource Officer at the Douglass School through the Sheriff's Office.

Staff Recommendation: None.

Commission Recommendation: Not applicable.

Fiscal Impact: None. The County is providing a Sheriff's Deputy to serve as the School Resource at Douglass School and paying 100% of the associated cost.

Work Plan Impact: Leesburg Police will need to coordinate with the Sheriff's Office.

Executive Summary: At their December 2, 2015 Business Meeting, the Loudoun County Board of Supervisors approved the addition of 1.12 FTE in the Sheriff's Office to provide an School Resource Officer (SRO) at the Douglass School effective July 1, 2016. This additional resource has been included in the County's Fiscal Year 2017 budget development process (*Attachment #1*).

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 (SRO) at the Douglass School (*Attachment #2*). Over the past several years, there has been an increase in requests and need for police assistance at Douglass School. The requests for service have resulted in SROs from other Town schools being redeployed by Leesburg Police to handle the situations at Douglass. However, this action then would leave a school without police coverage. This reached critical mass last spring when there were six overdose cases within a short time period at Douglass which required a significant police resource commitment.

At their October 21, 2015 Business Meeting, the Loudoun County Board of Supervisors approved a contribution of \$30,800 for the Town of Leesburg to fund the Douglass SRO position for the second half of the Fiscal Year 2016. This amount was based on the current County-Town SRO personnel funding agreement with Loudoun County covering 70% and the Town of Leesburg covering 30% of costs.

On October 27, 2015 at their regular meeting, the Town Council deferred action to fund the remaining costs of \$61,700 in personnel, and operating costs associated with the additional SRO and requested the Board of Supervisors' consideration for fully funding the SRO request and the related vehicle and equipment cost in a letter dated October 29, 2015. (*Attachment #3*).

Attachments: 1. December 2, 2015 Board of Supervisors Action Item #5
2. School letter of request
3. Town Council's October 29, 2015 letter to Board of Supervisors

**BOARD OF SUPERVISORS
BUSINESS MEETING
ACTION ITEM**

SUBJECT: Request for Funding for an additional School Resource Officer at the Douglass School

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: At the pleasure of the Board

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

PURPOSE: The Town of Leesburg has requested funding to add an additional School Resource Officer (SRO) for the Douglass School in Leesburg. The current request is not consistent with the current 70 percent – 30 percent split between the County and the Town for officers located at schools within the Town limits. Subsequently, the Sheriff has requested an additional SRO to fulfill the need at the Douglass School.

RECOMMENDATIONS: Staff recommends that the Board of Supervisors add 1.12 FTE and \$201,580 in the Loudoun County Sheriff's Office to provide a School Resource Officer at the Douglass School in Leesburg and recommends that the County Administrator be directed to include this position and funding within the FY 2017 base budget for the Sheriff's Office to be effective July 1, 2016.

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.

On October 13, 2015 the Finance/Government Services and Operations Committee (FGSOC) recommended that the Board approve the allocation of \$30,800 from FY 2016 unallocated appropriations in order to fund the County's 70 percent share of a new officer for the remainder of FY 2016. On October 21, 2015 the Board approved the FGSOC recommendation. Subsequently, the Town Council did not approve the Town's 30 percent share and requested that the County fund 100 percent of the cost of a new

police officer and the cost of the equipment and associated vehicle. The Town Council's reasoning in not approving this request was that the majority of the student population at the Douglas School does not reside in the Town's corporate limits. Further information is available in Attachment 3.

ISSUES: The Town staff previously made County staff aware that the addition of a SRO at the Douglass School was not possible with existing Town of Leesburg Police resources. Town staff requested an additional police officer from the Town Council to address the need under the current 70 percent – 30 percent split, however this request was not granted by the Town Council. The current request received from the Town Council is not consistent with the existing informal agreement between the County and Town for providing SRO coverage at schools within the Town limits. Based on the current request for full funding from the Town, County staff worked with the LCSO to explore the need and options for providing SRO coverage at the Douglass School. The Sheriff has agreed that a need for a dedicated SRO at the Douglass School exists. Due to the need and the request from the Town, the Sheriff's Office is requesting that the officer be added to the LCSO as part of the County's School Resource Officer Program. This would provide the needed SRO coverage at the school and also allow the LCSO to utilize this officer for other policing needs during the non-school months.

FISCAL IMPACT: This request is for 1.12 FTE and \$201,580 to be added to the FY 2017 base budget of the Loudoun County Sheriff's Office. One-time costs for equipment and a vehicle make up \$78,701 of the total first year cost. The ongoing personnel and O&M costs of this position is \$122,879.

ALTERNATIVES:

1. The Board may choose to take no action on the request at this time and request that the County Administrator include this position as an enhancement option in the FY 2017 Proposed Budget.
2. The Board may deny the request and ask that the Town adhere to the current 70 percent – 30 percent split of costs for the SRO as originally approved the Board.
3. The Board may also deny the request and request 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 addition of 1.12 FTE in the Loudoun County Sheriff's Office for a School Resource Officer at the Douglass School effective July 1, 2016 and direct the County Administrator to include the FTE and funding for this position in the FY 2017 base budget.

OR

2. 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

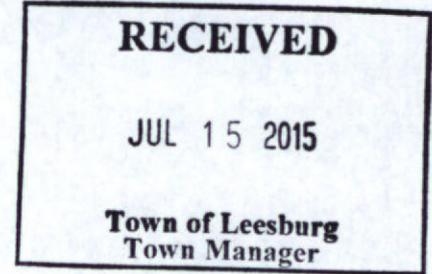
2. Letter from Joseph R. Price, Town of Leesburg Chief of Police to Tim Hemstreet, County Administrator – Dated September 29, 2015
3. Letter from Mayor Kristen C. Umstattd to Chairman Scott K. York and Board of Supervisors – Dated October 29, 2015

(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.

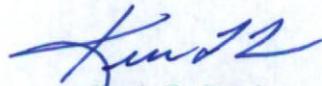
Currently, the school must rely on periodic visits by an SRO through the sharing of an existing SRO posted at Loudoun County High School. When the Douglass School requires law enforcement assistance, this impacts the safety and security at Loudoun County High School, leaving the school without police 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



Kristen C. Umstattd
Mayor

Kelly Burk
Vice Mayor

Council Members

David S. Butler
Katie Sheldon Hammler
Fernando "Marty" Martinez
Thomas S. Dunn, II
Suzanne D. Fox

25 West Market Street, Leesburg, VA 20176 · (703) 771-2733/(703) 771-2727 fax · council@leesburgva.gov · www.leesburgva.gov

October 29, 2015

Chairman, Scott K. York and Board of Supervisors
County of Loudoun
1 Harrison Street SE
5th Floor, Mailstop #02
Leesburg, VA 20175

Re: School Resource Officer at Douglass School - Fiscal Year 2016 Partial Year Contribution

Dear Chairman York and Supervisors:

This letter is in regards to the July 10, 2015 formal request of the Loudoun County Public Schools for a School Resource Officer (SRO) at the Douglass School in the corporate limits of Leesburg. On behalf of the Town Council, I would like to first thank you for your approval to fund 70% or \$30,800 of the personnel cost necessary to place a Leesburg Police officer at the school in January 2016.

However, at our meeting on October 27, 2015, the Town Council deferred action to fund the remaining 30% or \$13,200 personnel cost and the related vehicle and equipment cost of \$48,500. This position is based on the view that the majority of the student population at the Douglass School does not reside in the Town's corporate limits.

On behalf of Town Council, I am subsequently requesting the Board of Supervisors to consider funding the full cost of the position, vehicle, and associated equipment for Fiscal Year 2106 which is \$92,500. On November 23, 2105, the Town Council will resume discussions on this topic so we respectfully ask that you consider this request at your November 4, 2015 business meeting.

Thank you for your consideration, and we look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristen C. Umstattd".

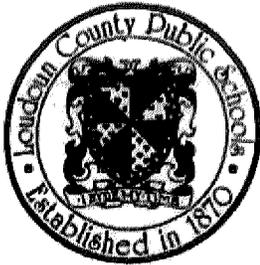
Kristen C. Umstattd
Mayor

A handwritten note in black ink that says "THANK-YOU!" with a flourish.

Attachment: July 10, 2015 Letter – Loudoun County Public Schools

cc: Leesburg Town Council
Kaj H. Dentler, Town Manager
Keith Markel, Deputy Town Manager
Joseph R. Price, Chief of Police

(e) Clark C. (s)
Lisa H.
Jasme.
Keith M.



LOUDOUN COUNTY PUBLIC SCHOOLS

Office of the Assistant Superintendent

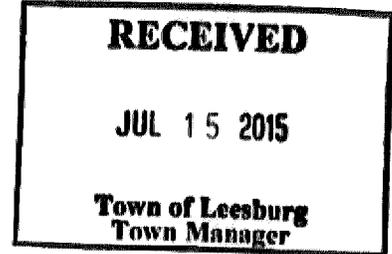
Department for Support Services

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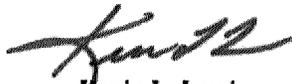
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Sincerely,


Kevin L. Lewis
Assistant Superintendent for Support Services

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