



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

Memorandum of Agreement Bullitt County Public Schools and Lebanon Junction Police Department

This Agreement of Cooperation and Understanding, effective July 1st, 2018 through June 30th, 2019 is made and entered by and between Bullitt County Public Schools, 1040 Highway 44 East, Shepherdsville, KY 40165 and Lebanon Junction Police Department, 271 Main Street, Lebanon Junction, KY 40150

This Agreement is established for the purpose of **sharing key fob access** to school buildings for all of Bullitt County Public Schools. Both agencies recognize the value of accessibility to school buildings in emergency situations to deter crime and both agencies seek to make Bullitt County Public Schools as safe and secure as possible.

Bullitt County Public Schools (hereinafter "BCPS") and Lebanon Junction Police Department (hereinafter "LJPD") agree and understand that:

1. Emergency or exigent circumstances may necessitate quick access to school facilities by the LJPD. Further, general access to school facilities during regular school hours for facility walkthroughs is a benefit to both agencies and the community.
2. In the event that the LJPD officers enter a facility during non-school hours, the alarm systems will sound and notify the security company. BCPS Safe Schools Coordinator shall also be notified by the LJPD as soon as reasonably possible.
3. The LJPD shall notify BCPS Safe Schools Coordinator immediately when staffing changes occur so that key fob access codes may be changed accordingly and access revoked if necessary. An updated list of the LJPD officers and key fob identification numbers shall be sent by the LJPD to the BCPS Safe Schools Coordinator at the beginning of every fiscal year to ensure school safety and security. BCPS will change the Lebanon Junction Police Department's access codes annually.
4. The LJPD shall notify BCPS Safe Schools Coordinator as soon as practicable when they intend to or have used key fobs to access a school building during non-school hours. Should the Safe Schools Coordinator not be available, the LJPD shall contact another designated District Administrator.
5. It is recommended during routine walkthroughs of schools that officers follow BCPS school sign-in policies; however, it is not mandatory when officers are in uniform and have a valid identification and badge. When possible, officers should also coordinate walkthroughs with the school resource officer and/or school principal.

6. When the LJPd officers are conducting walkthroughs at a school there shall be no disruption to student instruction and the learning environment. The LJPd officers shall attempt to cause minimal distractions unless a situation occurs that requires they respond in their official capacity.
7. The LJPd shall record and track when and where walkthroughs are conducted. The LJPd shall keep this report and upon request shall share the report with the BCPS Safe Schools Coordinator.
8. The LJPd and its employees agree to adhere to State and Federal privacy requirements. If the LJPd and its officers request BCPS to release protected information it shall be through lawful subpoena or court order.
9. In the event that it becomes necessary for the LJPd to purchase key fobs (i.e. compatibility/software issues, new hire) from BCPS, key fobs shall be available for purchase at cost, \$4.00 each.
10. In the event that a key fob is lost by an officer or an officer is no longer employed by the LJPd, the BCPS Safe Schools Coordinator shall be notified immediately and the officer's key fob access shall be revoked.
11. The LJPd employees shall not allow any unauthorized person to possess a key fob which grants access to a BCPS school facility.
12. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between BCPS and the LJPd.
13. BCPS Safe Schools Coordinator and the LJPd shall exchange all necessary contact information, including email and cell phone.
14. At any time, key fob access may be suspended by the superintendent.
15. The term of the agreement shall be from July 1st to June 30th of each school year.
16. At any point either party (Bullitt County Public Schools or Lebanon Junction Police Department) may terminate the terms of this Agreement by giving written notice to the other party. Upon termination of this Agreement, BCPS shall discontinue key fob access to BCPS facilities and/or LJPd shall promptly return all BCPS-issued key fobs.

Memorandum of Agreement
Bullitt County Public Schools and *Lebanon Junction Police Department*

Terry Phillips, Chief
Lebanon Junction Police Department

Date

Debby Atherton, Board of Education
Bullitt County Public Schools

Date

Jesse Bacon, Superintendent
Bullitt County Public Schools

Date