

CITY OF DAWSON SPRINGS

200 West Arcadia Avenue
P.O. Box 345
Dawson Springs, KY 42408



Jenny Sewell
Mayor
Janet M. Dunbar
City Clerk/Treasurer

August 31, 2018

To: Superintendent Leonard Whalen
Sheriff Matt Sanderson
Judge Executive Donnie Carroll
Dawson Springs School Board
Dawson Springs City Council

Re: Safety Resource Officer

Dear Officials:

Please know that the City of Dawson Springs is moving forward on the preparation of 'tentative documents' that when reviewed/revised and approved by the city attorney will be forwarded to you for your approval regarding the hiring of the Safety Resource Officer for our local school district.

Presently, the city administrative office is short of help. A new office worker will hopefully report for duty on September 4th. Police Chief, Mike Opalek, was recently promoted to Police Chief, and as you are most likely aware, the Safety Resource Officer would be under the direct supervision of Chief Opalek making it a necessity that he be involved in the hiring and contract process. Additionally, our city attorney is out-of-town completing needed continuing legal education requirements.

To cause no delay, I have compiled the described documents for our HR Officer and city attorney to review/revise: 1. School Resource Officer Agreement (a Memorandum of Agreement Document), 2. School Resource Officer Mission, Goals and Objectives, 3. School Resource Officer Job Description, and 4. School Resource Officer City Employment Contract. Just as soon as our Human Resource Officer and our City Attorney review/revise said documents, we will forward for your review and input.

I am sending you this letter to assure you that the City of Dawson Springs is moving forward on the needed document preparation required to place the Safety Resource Officer in our school system and to assure you that the safety of our children is of the utmost importance to the City of Dawson Springs.

Sincerely

Jenny Sewell

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City of Dawson Springs is an equal opportunity provider and employer.

