

MEMORANDUM OF UNDERSTANDING BETWEEN  
LEBANON COUNTY CAREER & TECHNOLOGY CENTER  
AND SOUTH LEBANON TOWNSHIP POLICE DEPARTMENT

THIS MEMORANDUM OF UNDERSTANDING between the LEBANON COUNTY CAREER & TECHNOLOGY CENTER and the SOUTH LEBANON TOWNSHIP POLICE DEPARTMENT is entered into pursuant to the Public School Code, as amended, including the Safe Schools provisions found at Article XIII-A, and in particular, Section XIII-1303-A. THIS MEMORANDUM OF UNDERSTANDING is intended to describe the general role and responsibilities of the Lebanon County Career & Technology Center and of the local law enforcement authorities relating to violations of school rules and the laws of the Commonwealth of Pennsylvania, and in particular, acts of violence or possession involving a weapon brought onto any school property or brought to any school-sponsored activity. THIS MEMORANDUM OF UNDERSTANDING reaffirms the commitment of the Lebanon County Career & Technology Center and the local law enforcement authorities to work together in addressing issues facing the youth of our community.

The Lebanon County Career & Technology Center agrees that it will:

- (a) Inform all students of all school disciplinary regulations and consequences;
- (b) Follow the due process procedures outlined in school policy and as set out in the Pennsylvania Code and the Public-School Code;
- (c) Report to the appropriate local police department all student actions in violation of local and/or state laws as described as follows. The South Lebanon Police Department will respond to calls involving potential criminal activity: bomb threats, traffic incidents and traffic accidents i.e., thefts, assaults, on campus, as well as other incidents normally involving police participation. Police will participate in a search for students who flee from the Lebanon County Career & Technology Center building in order to return the student to the Lebanon County Career & Technology Center building and for student safety purposes. Police will not respond for the purpose of counseling students;
- (d) Make all calls for police service through the Lebanon County Emergency Management Agency: if an emergency call, dialing 911; if a non-emergency call, dialing 272-2054. Direct contact to South Lebanon Police Department office will not be made; and
- (e) Apprise South Lebanon Police Departments of school policies they pertain to legal issues, including, but not necessarily limited to, drug and alcohol matters, weapons, access to students at school, student abuse, and providing of information obtained by the Lebanon County Career & Technology Center investigation. as

The South Lebanon Police Department authorities will:

- (a) Investigate reports initiated by the Lebanon County Career & Technology Center, where appropriate, conduct investigation initiated as a result of a report initiated by the Lebanon County Career & Technology Center, make the final decision on whether prosecution is warranted or not and, where appropriate, pursue prosecution;

- (b) Upon arrival at Lebanon County Career & Technology Center will always inform the chief administrator or designee of their presence, and when possible, describe their purpose in being at the Lebanon County Career & Technology Center;
- (c) Honor Lebanon County Career & Technology Center policy with respect to student access during the school day;
- (d) Be available to consult with Lebanon County Career & Technology officials on issues relating to student behavior and actions and the law;
- (e) Will respond to calls involving potential criminal activity: i.e., thefts, assaults, bomb threats, traffic incidents and traffic accidents on campus, as well as other incidents normally involving police participation. South Lebanon Police Department will participate in a search for students who flee from the Lebanon County Career & Technology Center building in order to return the student to the Lebanon County Career & Technology Center building for student safety purposes; and
- (f) Will not respond for the purpose of counseling students.

SOUTH LEBANON POLICE DEPARTMENT WILL NOT ACCEPT COMPLAINTS DIRECTLY FROM PARENTS/GUARDIANS OR STUDENTS INVOLVING INCIDENTS THAT OCCUR AT LEBANON COUNTY CAREER & TECHNOLOGY CENTER. INITIAL INVESTIGATIONS OF SUCH COMPLAINTS SHALL BE CONDUCTED BY LEBANON COUNTY CAREER & TECHNOLOGY CENTER STAFF. IF LEBANON COUNTY CAREER & TECHNOLOGY STAFF DETERMINES IT IS APPROPRIATE TO CONTACT SOUTH LEBANON POLICE DEPARTMENT, THEN LEBANON COUNTY CAREER & TECHNOLOGY STAFF SHALL PROMPTLY CEASE THEIR INVESTIGATION AND CONTACT THE SOUTH LEBANON POLICE DEPARTMENT.

The Lebanon County Career & Technology Center and the South Lebanon Police Department agree to work together to prevent potentially troublesome and/or illegal behaviors-by students and, whenever possible, will coordinate their efforts with respect to students and their families.

The parties hereto understand and agree to the provisions of this MEMORANDUM OF UNDERSTANDING. It is the intent of the Lebanon County career & Technology Center to review this MEMORANDUM OF UNDERSTANDING on a regular basis to determine whether it needs to be revised or redefined in any way. The undersign parties have executed THIS MEMORANDUM OF UNDERSTANDING indicating their desire to proceed as set forth herein.

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DATE

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Charles Benton/Alex DiMarzio  
Administrative Director/Principal  
Lebanon County Career & Technology Center

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Date

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Kenneth Zimmerman  
Chief of Police  
South Lebanon Township Police Department