

# Model Interagency Agreement

## **Each of the parties agrees to:<sup>1</sup>**

### **300.154: explain**

- Promote a coordinated effort among agencies and staff to achieve maximum public safety with the goal of reducing juvenile crime.
- Participate in interagency planning meetings, as appropriate.
- Assign staff, as appropriate, to participate in a consolidated case management system, to facilitate reentry into school of children returning from detention or commitment programs, and other information-sharing activities to assess and develop plans for at-risk youth and those involved in the juvenile justice system.
- If applicable, participate in the planning and implementation of a juvenile assessment, receiving, and truancy center to the extent feasible for each party.
- Jointly plan and/or provide information and access to training opportunities, when feasible.
- Develop internal policies and cooperative procedures, as needed, to implement this agreement to the maximum extent possible.
- Comply with relevant State and Federal law and other applicable local rules that relate to records use, security, dissemination, and retention/destruction.

## **The school superintendent agrees to:**

- Notify, within 24 hours, the school principal of a juvenile arrested for a criminal act upon receipt of such information from law enforcement, the court system, or probation department. The principal, within 24 hours of such notice, shall provide such information to student service personnel, the school resource officer, the student assistance coordinator, and the student's immediate teachers.
- Designate the contact person to be responsible for receiving juvenile arrest information and inform all parties as to the superintendent's designee.
- Request criminal history information only for the purposes of assessment, placement, or security of persons and property.

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<sup>1</sup> Medaris, Campbell, and James (1997) outlined goals of a model interagency agreement for partners of an information-sharing program that includes representatives from juvenile court, probation, social services, education, law enforcement, and prosecution. The following model agreement is adapted from that document.

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- Designate the contact person(s) to be responsible for receiving confidential offender history information and inform all parties as to the names of those individuals.
- Develop appropriate internal written policies to ensure that confidential offender history information is disseminated only to appropriate and authorized school personnel.
- Share information on student achievement and behavioral and attendance history on juvenile offenders and juveniles at risk of delinquency with the parties to this agreement for the purpose of assessment and treatment.
- Develop, in cooperation with school, law enforcement, and local service providers, a written plan to determine the procedures to take when a child is identified as being truant from school.
- Notify the appropriate law enforcement agency when an adult or a student commits any of the following offenses on school property, on school-sponsored transportation, or at school-sponsored activities: homicide; sexual battery; armed robbery; aggravated battery on a teacher or other school personnel; kidnaping or abduction; arson; possession, use, or sale of any firearm; possession, use, or sale of any controlled substance; or any act that compromises school or community safety. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents of the offense and the victim's right to sign a criminal complaint against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of this right as provided by law.

### **The Department of Probation agrees to:**

- Notify the sheriff and superintendent of schools or designees, immediately upon learning of the move or other relocation of a juvenile offender into, out of, or within the jurisdiction, who has been adjudicated delinquent or had an adjudication withheld for a violent misdemeanor or felony-level offense.
- Share dispositional, placement, and case management information with other agencies as appropriate for purposes of assessment, placement, and enhanced supervision of juveniles.
- Develop, in cooperation with school, law enforcement, and local service providers, a written plan to determine the procedures to take when a child is identified as being truant from school.
- Develop appropriate internal written policies to ensure that confidential education record information is disseminated only to appropriate authorized personnel.

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### **The juvenile court agrees to:**

- Notify the superintendent, or designee, of the name and address of any student adjudicated delinquent or who has had his or her adjudication withheld following determination of responsibility. Notification shall be within 48 hours and shall include the specific adjudicated or withheld delinquent act or specific crime for which the student was convicted if prosecuted in the criminal justice system.
- Identify sanctions for youth who are in violation of a court order requiring school attendance.
- Upon request by the school district, share dispositional information with the superintendent or a designee regarding juveniles who are students within the educational system for purposes of assessment, placement, or security of persons and property.
- Consider the issuance of court orders necessary to promote the goals of this agreement, particularly information sharing between the agencies involved.
- Develop, in cooperation with school, law enforcement, and local service providers, a written plan to determine the procedures to follow when a child is identified as being truant from school.
- Develop appropriate internal written policies to ensure that confidential education record information is disseminated only to appropriate and authorized personnel.

### **Each law enforcement chief [or sheriff] agrees to:**

- Notify the superintendent, or designee, of the name and address of any student arrested for a criminal act. Notification shall be within 24 hours and shall include the specific act that led to the arrest.
- Upon request by the school district, share summary offender history information with the superintendent or a designee regarding juveniles who are students within the educational system for purposes of assessment, placement, or security of persons and property.
- Develop appropriate internal written policies to ensure that confidential education record information is disseminated only to appropriate and authorized personnel.
- Develop, in cooperation with school, law enforcement, and local service providers, a written plan to determine the procedures to take when a child is identified as being truant from school.
- Notify the superintendent or designee of the name and address of any employee of the school district who is charged with a felony or with a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. Notification shall be within 24 hours and shall include the specific act that led to the arrest.

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### **The Department of Health [or Social Services or similar agency] agrees to:**

- Provide notice to the superintendent of schools or a designee, immediately upon the initiation of planning efforts with private nonprofit entities or governmental entities, including agencies that are part of this agreement, which could result in the creation, relocation, or expansion of youth services programs and which may impact the school district.
- Develop, in cooperation with school, law enforcement, and local service providers, a written plan to determine the procedures to take when a child is identified as being truant from school.
- Develop appropriate internal written policies to ensure that confidential education record information is disseminated only to appropriate authorized personnel.

### **The State attorney [or district attorney] agrees to:**

- Notify the superintendent or designee in a timely manner when a student is formally charged with a criminal offense or a delinquent act that would be a felony if committed by an adult.
- Provide copies in a timely manner to the superintendent or designee of all petitions, other charging documents, or no file decisions regarding students charged with criminal misdemeanors and felonies or delinquent acts that would be felonies if committed by an adult.