

## **Guidance on the Annual Review and Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials**

The following information is intended to clarify the requirements for the annual review and approval of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* (MOA) and describe general procedures for facilitating the annual review and approval. The annual adoption and implementation of the MOA is required by all of the following:

- Public school districts;
- Charter schools and renaissance school projects;
- Jointure commissions;
- Educational services commissions; and
- Approved private schools for students with disabilities.

### **Annual Review Process**

- District board of education's policies and procedures must include an annual process for the chief school administrator and appropriate law enforcement officials to do the following:
  - a. Discuss the implementation of and the need for revising the MOA; and
  - b. Review the effectiveness of the policies and procedures adopted by the district board of education and implemented by the school district in accordance with *N.J.A.C. 6A:16-6*.
- There is no set time period for the review, but it must occur annually.
- The annual review must include input from the executive county superintendent, community members (which could include board of education members) and meeting(s) with the county prosecutor and the law enforcement officials designated by the county prosecutor.
- There is no requirement or provision for an annual, one-page update form, unless a local update form is used to formally document the annual review and signatures.
- In the case of educational agencies without district boards of education (e.g., charter schools, renaissance school projects, approved private schools for students with disabilities), the authorized officer of the educational agency's governing body would sign where indicated for the president of the district board of education.

### **Signatures and Copies**

The MOA must be approved by the following school and law enforcement officials:

- President of the district board of education;

- Chief school administrator (includes charter school and renaissance school project lead persons and administrators of approved private schools for students with disabilities);
- Chief(s) of the police department or the station commander(s), as appropriate;
- Executive county superintendent; and
- County prosecutor.

Therefore, each of these officials must sign and receive a signed copy of the MOA annually. At a minimum, **five signed copies of the MOA** must be processed each year, subsequent to the annual discussion.

### **Procedures to Facilitate the Annual Review and Approval of the MOA**

Each county prosecutor's office and county office of education may have an established procedure for obtaining the signatures and copies subsequent to the annual discussion. To further support the annual review and signature process, please consult the list of suggested activities below.

<b>Suggested Activity</b>	<b>Person Responsible</b>
<ul style="list-style-type: none"> <li>• Schedule meetings with the Chief of Police or Station Commander, as appropriate, to discuss the revised MOA</li> </ul>	Chief School Administrator
<ul style="list-style-type: none"> <li>• Meet to discuss and review the MOA</li> <li>• After the meeting, both individuals sign five (5) copies of the MOA <ul style="list-style-type: none"> <li>○ Note: Attach any additional approved MOA provisions and contact information to each signed copy of the MOA</li> </ul> </li> <li>• Forward the five (5) signed copies to the Executive County Superintendent</li> </ul>	Chief School Administrator, Chief of Police or Station Commander
<ul style="list-style-type: none"> <li>• Review, approve and sign the five (5) copies of the MOA</li> <li>• Forward the signed copies to the County Prosecutor</li> </ul>	Executive County Superintendent
<ul style="list-style-type: none"> <li>• Review, approve and sign the five (5) copies of the MOA</li> <li>• Retain one (1) original copy of signed MOA for his/her file</li> <li>• Forward one (1) original copy of signed MOA to Chief of Police or Station Commander</li> <li>• Return three (3) copies of signed MOA to Executive County Superintendent</li> </ul>	County Prosecutor
<ul style="list-style-type: none"> <li>• Retain one (1) original copy of signed MOA for his/her file</li> </ul>	Executive County Superintendent

<ul style="list-style-type: none"> <li>Forward one (1) original copy of signed MOA to Chief School Administrator and one (1) original copy of signed MOA to president of district board of education</li> </ul>	
<ul style="list-style-type: none"> <li>Send a copy to each district principal and any district participant at annual revision meeting</li> </ul>	Chief School Administrator

More information and resources are available on the NJDOE [Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials webpage](#). Should you have additional questions, please contact the Office of Student Support Services at [SafeSupportiveSchools@doe.nj.gov](mailto:SafeSupportiveSchools@doe.nj.gov) or 609-376-9109.