

# City of Redmond



## Agenda

Tuesday, June 18, 2024

4:30 PM

City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplly Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctlive, or 510-335-7371

## Committee of the Whole - Public Safety and Human Services

### Committee Members

*Osman Salahuddin, Presiding Officer*

*Jeralee Anderson*

*Steve Fields*

*Jessica Forsythe*

*Vanessa Kritzer*

*Angie Nuevacamina*

*Melissa Stuart*

*Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Ziplly Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371*

**AGENDA**

ROLL CALL

1. Ordinance: Amending Redmond Municipal Code 4.20 Civil Service [CM 24-291](#)

[Attachment A: Ordinance RMC 4.20](#)

*Department: Fire, 5 minutes*

*Requested Action: Consent, July 2nd*

2. Ordinance: Amending Redmond Municipal Code 2.52 Fire Department [CM 24-292](#)

[Attachment A: Ordinance RMC 2.52](#)

*Department: Fire, 5 minutes*

*Requested Action: Consent, July 2nd*

3. Lake Washington School District 2023-2024 School Community Resource Officer Contract Agreement [CM 24-289](#)

[Attachment A: LWSD Community Resource Officer Program MOU](#)

[Attachment B: Community Resource Officer Standard Operating Procedures - 2024](#)

[Attachment C: Presentation](#)

*Department: Police, 10 minutes*

*Requested Action: Consent, July 2nd*

ADJOURNMENT

*Meeting videos are usually posted by 12 p.m. the day following the meeting at redmond.legistar.com, and can be viewed anytime on Facebook/YouTube (@CityofRedmond) and OnDemand at redmond.gov/OnDemand*



Memorandum

Date: 6/18/2024  
Meeting of: Committee of the Whole - Public Safety and Human Services

File No. CM 24-291  
Type: Committee Memo

TO: Committee of the Whole - Public Safety and Human Services  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	425-556-2201
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DEPARTMENT STAFF:

Fire	Ameé Quiriconi	Deputy Chief - Administration
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**TITLE:**  
Ordinance: Amending Redmond Municipal Code 4.20 Civil Service

**OVERVIEW STATEMENT:**  
An ordinance updating the qualifications of applicants for civil service positions at the City of Redmond

Additional Background Information/Description of Proposal Attached

**REQUESTED ACTION:**

Receive Information       Provide Direction       Approve

**REQUEST RATIONALE:**

- Relevant Plans/Policies:**  
Resolution No. 1465: A Resolution of the City Council of the City of Redmond, Washington, affirming a commitment towards a culturally inclusive community.  
  
City of Redmond Community Strategic Plan, DEI program
- Required:**  
Council approval is required for the adoption of an ordinance.
- Council Request:**  
N/A
- Other Key Facts:**  
RMC 4.20 was adopted in 2011 after the original chapter was repealed and via ordinance XXX. However, in attached the Senate Bill from 2018 that updated the qualifications of candidates to include "lawful permanent residents." However, the city code was never amended to capture that change.

Current City of Redmond Strategic Plan has as an action item in the DEI program: "Inform city practices,

procedures, and policies to align with DEI objectives; identify potential barriers or challenges and opportunities.”

**OUTCOMES:**

Due to the current code language, Fire and Police have had to disqualify otherwise qualified candidates for opportunities in public safety due to this oversight of not keeping our code current with state law. This was recently observed this year. Removing this barrier would allow us to consider a wider range of qualified candidates and provide opportunities for Redmond and regional community members to find employment in our public safety roles.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
N/A

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
N/A

**Budget Priority:**  
Safe and Resilient

**Other budget impacts or additional costs:**       Yes       No       N/A

**If yes, explain:**  
N/A

**Funding source(s):**  
N/A

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
7/2/2024	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

Limited candidate pool for civil service positions; conflicts with city goals for a culturally diverse workforce that aligns with the community served

**ATTACHMENTS:**

Attachment A: Civil Service Code Amendment Ordinance

CODE

**CITY OF REDMOND**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF REDMOND,  
WASHINGTON, AMENDING RMC 4.20.050,  
QUALIFICATIONS OF APPLICANTS, TO ADD LANGUAGE  
ALLOWING LAWFUL PERMANENT RESIDENTS AND  
DEFERRED ACTION FOR CHILDHOOD ARRIVAL RECEIPTS  
TO APPLY AND BE HIRED FOR ANY CIVIL SERVICE  
POSITION

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WHEREAS, the City of Redmond Fire and Police departments recognize the importance of fostering a diverse and inclusive workforce within their ranks; and

WHEREAS, it is imperative to ensure equal opportunities for all qualified individuals to apply for and be hired into positions within all civil service positions; and

WHEREAS, it is essential for the city to remain compliant with current state laws and regulations regarding civil service employment practices; and

WHEREAS, updating the civil service codes governing Police and Fire Services to include additional qualifications will expand the pool of qualified applicants and promote fair employment practices within these vital public service sectors.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.      Classification.      This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2.      Amendment of RMC 4.20.50(A).      RMC 4.20.050, Qualifications of Applicants, is hereby amended to read as follows:

**4.20.050 Qualifications of applicants.**

A.    An applicant for a position of any kind under civil service must be a citizen of the United States of America, or a lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient. An applicant for a position of any kind under civil service must be able to speak, ~~WHO CAN~~ read, and write the English language.

Section 3.      Severability.      If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4.      Effective date.      This ordinance shall become effective five days after its publication, or publication of a summary thereof, in the city's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF REDMOND

\_\_\_\_\_  
ANGELA BIRNEY, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL KENNY, CITY ATTORNEY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
SIGNED BY THE MAYOR:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.





Memorandum

Date: 6/18/2024  
Meeting of: Committee of the Whole - Public Safety and Human Services

File No. CM 24-292  
Type: Committee Memo

TO: Committee of the Whole - Public Safety and Human Services  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	425-556-2201
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DEPARTMENT STAFF:

Fire	Ameé Quiriconi	Deputy Chief - Administration
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TITLE:

Ordinance: Amending Redmond Municipal Code 2.52 Fire Department

OVERVIEW STATEMENT:

An ordinance amending RMC 2.52, Fire Department, to remove all instances of gendered language with gender-neutral terms

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
City of Redmond Fire Department Strategic Plan 2022-2027  
City of Redmond Community Strategic Plan, DEI program
- **Required:**  
Council approval is required for the adoption of an ordinance.
- **Council Request:**  
N/A
- **Other Key Facts:**  
RMC 2.52 was adopted in 1969 - a period when it was standard to use masculine nouns/pronouns as a "generic" term.

Current City of Redmond Strategic Plan has as an action item in the DEI program: "Inform city practices, procedures, and policies to align with DEI objectives; identify potential barriers or challenges and opportunities."

**OUTCOMES:**

It is recognized that adopting gender-inclusive language paves the way to promoting gender equality and gender bias and inhibits the perpetuation of gender stereotypes, especially in the fire service. Removing gendered language is also important so that all individuals, regardless of gender identity, feel respected and included with the Redmond Fire Department and know that all leadership roles are accessible to them.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
None

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
N/A

**Budget Priority:**  
Safe and Resilient

**Other budget impacts or additional costs:**       Yes       No       N/A

*If yes, explain:*  
N/A

**Funding source(s):**  
N/A

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
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Date: 6/18/2024

Meeting of: Committee of the Whole - Public Safety and Human Services

File No. CM 24-292

Type: Committee Memo

N/A	Item has not been presented to Council	N/A
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**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
7/2/2024	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

Ongoing code language conflict with city and fire department value of inclusion

**ATTACHMENTS:**

Attachment A: Fire Department Code Amendment Ordinance

CODE

**CITY OF REDMOND**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF REDMOND,  
WASHINGTON, AMENDING RMC 2.52, FIRE  
DEPARTMENT; TO REPLACE ALL INSTANCES OF  
GENDERED LANGUAGE WITH GENDER-NEUTRAL TERMS

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WHEREAS, the City of Redmond is committed to being a leader in promoting the values of diversity, equity, and inclusion in our community; and

WHEREAS, the City recognizes that language plays a crucial role in shaping perceptions and attitudes, and therefore, the use of biased language can perpetuate stereotypes and hinder efforts towards inclusivity; and

WHEREAS, it is imperative to ensure that all individuals, regardless of gender identity, feel respected and included within the Fire Department and know that all leadership roles are accessible to them.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.      Classification.      This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2.      Amendment of RMC 2.52.      RMC 2.52, Fire

Department, is hereby amended to read as follows:

**2.52.030 Appointment of Chief and Personnel.**

The Chief of the Fire Department, and such other personnel as the City Council may from time to time authorize, shall be appointed by the Mayor and shall hold such appointment at the pleasure of the Mayor subject to any applicable law, ordinances, rule or regulation relating to civil service now or hereafter in effect. The Chief of the Fire Department shall on appointment take an oath of office conditioned for the faithful performance of ~~HIS~~ their duties.

**2.52.040 Right of Entry.**

The Fire Chief or such of ~~HIS~~ their deputies as ~~HE~~ they may then have, shall have authority all times of day and night in performance of ~~HIS~~ their duties hereunder to enter upon and examine any building or premises where any fire has occurred and any other building or premises adjoining or near thereto and at all reasonable times shall have the authority to inspect any public building or premises for fire hazards.

**2.52.050 Order to Remedy Dangerous Conditions.**

If the Fire Chief or ~~HIS~~ their deputy find in any building or premises subject to their inspection any combustible material or flammable conditions or fire hazards dangerous to the

safety of the building, premises or public ~~HE~~ **they** shall by written order require such conditions to be remedied and such order shall forthwith be complied with by the owner or occupant of the building or premises.

**2.52.060 Duties of Fire Chief.**

It shall be the duty of the Fire Chief to enforce all ordinances duly enacted and passed by the City Council regulating fire safety and pertaining to operation of the Fire Department and to do all things necessary for the prosecution of offenders in the manner prescribed, the Fire Chief, subject to the supervision of the Mayor, shall be responsible for the training, discipline, and control of all ~~FIREMEN~~ **firefighters**, including volunteer ~~FIREMEN~~ **firefighters**.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective date. This ordinance shall become effective five days after its publication, or publication

of a summary thereof, in the city's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF REDMOND

\_\_\_\_\_  
ANGELA BIRNEY, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL KENNY, CITY ATTORNEY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
SIGNED BY THE MAYOR:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.



Memorandum

Date: 6/18/2024  
Meeting of: Committee of the Whole - Public Safety and Human Services

File No. CM 24-289  
Type: Committee Memo

TO: Committee of the Whole - Public Safety and Human Services  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Police	Chief Darrell Lowe	425-556-2521
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DEPARTMENT STAFF:

Police	Brian Coats	Deputy Chief
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TITLE:

Lake Washington School District 2023-2024 School Community Resource Officer Contract Agreement

OVERVIEW STATEMENT:

Staff is seeking Council’s approval to re-new the interlocal agreement between the City of Redmond and the Lake Washington School District (LWSD) for police services provided during the 2023-2024 school year.

At the study session on July 25, 2023, Council received an overview of the status of the School Resource Officer program and desire of the LWSD to continue having the support and commitment of the police department. RPD is committed to further the long-standing partnership between LWSD and the Redmond Police Department. Upon careful consideration, review an input from Police staff and Council, the district moved forward with an MOU for the 2023-2024 school year and changed what was once named School Resource Officer to Community Resource Officer.

The 2023-2024 MOU is attached along with a detailed standard operating procedure manual.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
LWSD/Redmond Police Department MOU and Standard Operating Procedures
- **Required:**  
Interlocal Agreements require Council approval.
- **Council Request:**  
Approve
- **Other Key Facts:**



N/A

**OUTCOMES:**

This is a continuation of service the Redmond Police Department currently provides to the District and allows for funding to be received in consideration for services provided. In the past, an officer was assigned to the High School and Middle Schools as staffing allowed. Moving forward, the district intends to maintain a partnership with the police department but limited to one officer assigned to Redmond High School and its feeder schools.

In a collaborative effort between the LWSD and law enforcement agencies within the district, a Standard Operating Procedure Manual was created to assist in the communication, cooperation, and mutual understanding between the Community Resource Officers, school administrators and the student population.

The following are the five Purpose Statements of the Community Resource Officer program:

- Provide expertise and guidance to the district related to threats, safety, and security in the context of the district’s Layered School Safety Program.
- Increase understanding of each agency’s operations and impacts on service and response.
- Help keep students out of the criminal justice system.
- Provide positive interactions between police officers, school staff, students, and families.
- Connect school staff, students, and families to supportive community services.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

This agreement will allow for the City to receive \$114,450 from LWSD for services provided by the assigned Community Resource Officer for the 2023-2024 school year.

**Approved in current biennial budget:**       **Yes**       **No**       **N/A**

**Budget Offer Number:**

228 Criminal Justice

**Budget Priority:**

Safe and Resilient

Other budget impacts or additional costs:  Yes  No  N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
7/25/2023	Study Session	Receive Information

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
7/2/2024	Business Meeting	Approve

**Time Constraints:**

LWSD requires this contract be approved and signed no later than August 31, 2024 to meet its budgeting timeline.

**ANTICIPATED RESULT IF NOT APPROVED:**

The police department would be unable to invoice and collected payment from LWSD for police services rendered during the 2023-2024 school year.

**ATTACHMENTS:**

Attachment A: LWSD Community Resource Officer Program MOU

Attachment B: Community Resource Officer Standard Operating Procedures - 2024

Attachment C: Community Resource Officer And 2 LINE Presentation

# Lake Washington School District Community Resource Officer Program Memorandum of Understanding (MOU)

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 by the Lake Washington School District #414 (referred herein as “District”) and the City of Redmond\_(referred to herein as “City”) for the purpose of establishing a Community Resource Officer Program Memorandum of Understanding (“MOU”) in the public school system in the City of Redmond. *The District and the City are collectively referred to as “the Parties.”* In consideration of the terms and conditions set forth herein, the Parties agree as follows:

## ARTICLE I

- 1) The purpose of this MOU is for the City of Redmond to provide contract services in the form of a Community Resource Officer Program to the District. The primary purposes of the Community Resource Officer Program are:
  - a) Provide expertise and guidance to the District related to threats, safety, and security in the context of the District’s Layered School Safety Program;
  - b) Increase understanding of each Parties’ operations and the impacts on services and response;
  - c) Help keep District students out of the criminal justice system;
  - d) Provide positive interactions between law enforcement officers, school staff, students, and families; and
  - e) Connect school staff, students, and families to supportive community services.
- 2) The Community Resource Officer Program is compliant with all requirements of RCW 28A.320.124 and amendments included in HB 1214.

## ARTICLE II

- 1) Obligations of the City:
  - a) Staffing – the City shall assign one regularly employed officer per comprehensive high school’s feeder pattern within the City limits of Redmond. The Community Resource Officer will provide services as outlined in all district schools within the feeder pattern. The services provided are in addition to routine police services already provided by the City.
    - i) Should the City have resources that can provide additional Community Resource Officers, these additional positions may be added with agreement from the District.
  - b) Training – the City shall ensure that officers assigned as Community Resource Officers have appropriate training as outlined in the Community Resource Officer Standard Operating Procedure Manual.
  - c) Regular Hours of Duty – Community Resource Officers shall be available Monday through Friday during normal school hours of operation. This expectation does not prohibit officers from participating in emergency response or fulfilling training requirements as determined by the Chief of Police or designee.
  - d) Data Collection – the City shall collaborate with the District to collect and display data related to the Community Resource Officer Program on a public dashboard.
  - e) Participation in District meetings – the City shall attend and/or participate in regularly scheduled meetings held by the District. The purpose of these meetings is to increase collaboration between the District, the City, and the Community Resource Officer.
  - f) Complaints – should a complaint arise regarding a Community Resource Officer; the City will provide the District with prompt notice and will collaborate with the District regarding

appropriate response as outlined in the Community Resource Officer Standard Operating Procedure Manual.

- 2) No Special Duty – The Parties do not intend to create any “special relationship” of “special duty” by entering into this MOU. The City expressly disclaims any guarantee as to the safety or security of the persons or property at the District’s schools and makes no representations or warranties as to such safety or security by entering into this MOU. Specifically, the Parties understand and agree that the City has no greater duty with regard to safety and security of persons or property at the District’s schools than it does with regard to the general public in providing law enforcement services throughout the City. The provisions of this MOU are for the benefit of the Parties, and do not create any rights or duties to any third Parties.

### ARTICLE III

- 1) Obligations of the District:
  - a) Payment – In consideration of the services provided herein, the District shall pay to the City the sum of \$114,450.00 upon receipt of an invoice. No other consideration will be required during the term of this MOU for in-school services called for herein as part of the Community Resource Officer Program.
  - b) Access – the District shall provide access to all school and District facilities, including access cards and keys. This access shall be provided according to the District’s access control plan.
  - c) Office space – the District shall provide the Community Resource Officer with a private workspace, when needed.
  - d) MOU – the District shall provide annual updates to this MOU for review and adoption.
  - e) Data Collection – the District shall collaborate with the City to collect and display data related to the Community Resource Officer Program on a public dashboard.
  - f) Community Engagement – the District shall lead the effort to engage with the local community and other District stakeholders regarding the Community Resource Officer Program.
  - g) Complaints – should a complaint arise regarding a Community Resource Officer; the District will provide the City with prompt notice and will collaborate with the City regarding appropriate response as outlined in the Community Resource Officer Standard Operating Procedure Manual.

### ARTICLE IV

- 1) Employment and Special Events
  - a) The Community Resource Officer shall be an employee of the City and not an employee of the District. The City shall be responsible for the hiring, training, discipline, and dismissal of its personnel.
  - b) This MOU does not prevent the District from hiring an individual serving as a Community Resource Officer to perform duties that are not the duties set forth in this MOU, e.g., the employment of an individual who serves as Community Resource Officer to coach athletics, drive a school bus, or otherwise serve the District in a capacity other than that of a Community Resource Officer. Such employment shall be completely separate from and not controlled by this MOU. If the District chooses to employ an individual serving as a Community Resource Officer to perform duties that are not duties of the Community Resource Officer under this MOU, the individual shall at all times during such employment be solely an employee of the District and not an employee of the City. During such employment, the District shall be solely responsible for the compensation, training, discipline, and dismissal of such individual and solely responsible for the individual’s acts, errors, or omissions in performing the duties of such separate employment.

- c) Special events, such as extra-duty assignment, site security for after-hours events, or special requests shall be executed per past practice; the District will request these specific services through the City's Police Department extra-duty assignment coordinator. The City will bill the District for additional officers/duties as provided. The City will endeavor to assign one (1) Community Resource Officer to extra-duty events, in addition to other officers. The billing for these events shall be separate from the billing for standard Community Resource Officer charges.

**ARTICLE V**

- 1) Conflicts
  - a) The Parties, their agents, and employees will cooperate in good faith in fulfilling the terms of this MOU. Unforeseen difficulties in questions will be resolved by negotiations between the Superintendent/designee of the District and the Chief of Police/designee of the City. The designated representatives will meet at least annually, or as needed, to resolve potential conflicts.

**ARTICLE VI**

- 1) Change in Terms
  - a) Changes in the terms of this MOU may be accomplished only by formal amendment in writing approved by the City and the District.

**ARTICLE VII**

- 1) Termination and Term of MOU
  - a) The term of this MOU shall commence upon date of execution and continue until June 30, 2024, or until terminated. The District shall receive the Community Resource Officer Program services described in Article II for the full term of this MOU. Either party may terminate this MOU as follows:
    - i) upon sixty (60) days written notice that the other party failed to substantially perform in accordance with the terms and conditions of this MOU through no fault of the party initiating termination; or
    - ii) upon fourteen (14) days written notice in the event an emergency is declared by civic officials that impacts daily operations of the City or District.
  - b) In the event this MOU is terminated, compensation will be made to the City for all services performed to the date of termination consistent with Article V.
  - c) The District will be entitled to a prorated refund consistent with the payment contained in Article V for each day that the Community Resource Officer services are not provided because of termination of this MOU. This MOU shall be effective as of September 1, 2023, even if signed after that date.

**ARTICLE VIII**

- 1) Notwithstanding this MOU, and in addition to the services described in this MOU, the District shall receive all normal police services.

**ARTICLE IX**

- 1) The Parties will collaborate on identifying and accessing funding sources for the Community Resource Officer Program that include, but are not limited to, state and federal grants.

**ARTICLE X**

1) Indemnification

- a) The City shall indemnify and hold harmless the District and its present and former officers, directors, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act of omission of the City, its officers, agents, and employees, or any of them, in the performance of this MOU. In the event that any such suit based upon such a claim, action, loss, or damage is brought against the District, the City shall defend the same at its sole cost and expense; provided, that the District reserves the right to participate in such suit if any principle of government or public laws is at issue. If final judgment is rendered against the District and its present or former officers, directors, agents, and employees, or any of them, or jointly against the District and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
- b) In executing this MOU, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility which arises in whole or in part from the existence or effect of District policies, procedures, rules, or regulations. If any cause, claim suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such District policy, procedure, rule, or regulation is principally at issue, the District shall defend the same at its sole expense and if judgment is entered or damages are awarded against the District, the City or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.
- c) The District shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act or omission of the District, its officers, agents, and employees, any of them, in the performance of this MOU. In the event that any suit based on such a claim, action, loss or damage is brought against the City, the District shall defend the same at the sole costs and expense; provided that the City retains the right to participate in said suit if any principle of government law is at issue; and if final judgment be rendered against the City and the District and their respective officers, agents and employees, or any of them, the District shall satisfy the same.

**ARTICLE XI**

1) Closing of District Schools

- a) In the event District schools are not open and students are attending remotely due to physical or environmental factors, the District reserves the right to suspend this MOU until such time as students return to school. During the suspension of the contract, there will be no fees paid as indicated in Article V. Services may be provided on an as needed basis at an hourly rate as agreed upon by the Parties.

\_\_\_\_\_  
Wendy Kessler  
Purchasing Manager  
Lake Washington School District #414  
(425) 936-1423

\_\_\_\_\_  
Authorized Signer  
Title  
City of \_\_\_\_\_  
(Phone Number)

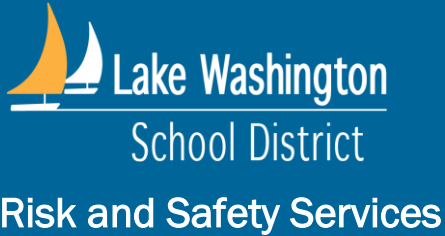
Date \_\_\_\_\_

Date \_\_\_\_\_



# Community Resource Officer

Standard Operating Procedures - 2024



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## **1. Introduction:**

The State of Washington and the Office of Superintendent of Public Instruction provide requirements for districts that have a Community Resource Officer Program. These requirements are found in RCW 28A.320.124, RCW 28A.320.1241, RCW 28A.320.1242 and RCW 28A.310.515 and RCW 28A.400.345. This Standard Operating Procedure Manual and all processes found herein follow the state requirements outlined in these statutes.

This manual was written and reviewed as a collaborative effort among district and school administrators and representatives from each law enforcement agency within the boundaries of the district. These agencies include Redmond Police Department, Kirkland Police Department, Sammamish Police Department, and the King County Sheriff's Office. An annual review of this manual is required and will be initiated by the district.

## **2. Purpose:**

The purpose of this Standard Operating Procedure Manual is to provide direction to Lake Washington School District (the district) and the law enforcement agencies that have jurisdiction within the school district's boundaries regarding the Community Resource Officers (CRO) that provide services to district schools. This Standard Operating Procedure Manual is intended to assist in the communication, cooperation and mutual understanding between the Community Resource Officers, school administrators and the student populations they serve. It is not intended to supersede existing law or policies of the district or participating agencies.

Following are the five Purpose Statements of the Community Resource Officer Program:

- Provide expertise and guidance to the district related to threats, safety and security in the context of the district's Layered School Safety Program.
- Increase understanding of each agency's operations and impacts on service and response.
- Help keep students out of the criminal justice system.
- Provide positive interactions between law enforcement officers, school staff, students, and families.
- Connect school staff, students, and families to supportive community services.

## **3. Layered School Safety:**

The Lake Washington School District recognizes that no single barrier or intervention is sufficient by itself to maintain a safe campus. Rather, multiple layers of safety programming serve as a filter to be able to identify, resolve and mitigate threats. The CRO program provides a direct and positive connection to local law enforcement agencies within the district's boundaries. This positive relationship with local law enforcement agencies allows for the expertise and training of the Community Resource Officers to collaborate with district leadership when faced with threats of harm or when other law enforcement related incidents occur.

## **4. Culture and Community:**

While there are many laws and policies that guide school administrators and CRO's, our overall interactions shall be driven by district policies, culture, and community.

## **5. Anti-Discrimination:**

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, the use of trained guide dog or service animal by a person with a disability and shall not be used as the basis for providing differing levels of law enforcement service, inconsistent enforcement of the law, or any other safety measures in the district.

## **6. Immigration:**

For all students and families to feel comfortable and secure in the school environment, students, parents, and family members shall not be questioned by a CRO about their immigration status. CRO's will not assist Immigration and Customs Enforcement (ICE) officers in any way in conjunction with their assignment as a CRO or in any work related to students and their education.

Information obtained by a CRO from district databases or student records will not be released to ICE personnel, or to other agencies investigating anything related to the immigration status of the student and/or their family members. If outside local or federal officers request information that may be related to an immigration investigation, they shall be referred to the Lake Washington School District's Legal Counsel.

## 7. School Discipline:

School Administrators shall have broad latitude in addressing minor violations of the district policies that also may be violations of law. Minor violations should be addressed by the school administrators without the involvement of Community Resource Officers.

In general, CRO's shall not be involved in school disciplinary matters.

Self-harming behaviors such as nicotine use, marijuana use, or alcohol use should be addressed by school officials without involvement of the CRO. Lake Washington School District shall provide a mechanism for referrals to alternative programs so that students receive appropriate consequences and counseling for their behavior.

- Minor fights and disturbances may be handled under district policy without CRO involvement.
- Inappropriate social media use should be addressed by the school to the extent it falls under district policy, provided there is not a victim involved that desires to report the situation to law enforcement as a crime. If the material is sexually explicit, the administrator should confer with the CRO to determine the best course of action.

## 8. Duties and Responsibilities

Each law enforcement agency will place a trained officer as a CRO to service geographical regions of the district based on the four (4) comprehensive high schools in the district. These CRO's will serve all of the schools within the feeder pattern or region of that high school. This includes any middle, elementary or choice school. The primary duties of the CRO are:

- Child Protective Services (CPS) investigations
- Participate in threat assessments, as needed or requested
- Provide continuous support of district efforts to manage threats of violence or harm
- Respond to 911 and other emergency calls at schools
- Conduct scheduled safety assessments of school facilities at the request of the district or administration
- Truancy paperwork service
- No Trespass paperwork service
- Respond to collisions that occur on campus
- Provide support for traffic and pedestrian concerns in school zones
- Collect/dispose of evidence/paraphernalia obtained during school operations in accordance with department policy
- Provide educational support, if requested by building administration
- Provide safety training for staff, students, parent and the greater community, as requested
- Comply with district policies and procedures

## 9. Data Collection and Reporting:

Data is collected by the district as well as each law enforcement agency. Based on reporting definitions, the data between agencies may have some variation.

Prior to the first day of school, CRO's will be provided with a link to the LWSD CRO Daily Data Collection Form which is accessible electronically. CRO's are expected to complete this form daily and ensure that the data for each week is completed and submitted by 5:00 p.m. each Monday for the week prior.

There are two types of data being collected:

- The Office of the Superintendent of Public Instruction requires the following data be submitted on an annual basis:
  - Number of Hours on Campus
  - In the unlikely event of involvement in student discipline, use of force or arrest and if so, the following information must be provided:
    - Description of each incident
    - The student’s race, ethnicity, and other demographics
    - Whether the student has an IEP or 504 plan
  - The number of complaints related to job duties and student interactions filed against a CRO
- In addition to state requirements LWSD also collects the following data:
  - Name of all schools they served that day
  - Total number of hours worked on each campus
  - Total number of hours worked off campus
  - The type of activities participated in while on campus
  - Types of Reports Taken
  - Agency Report Numbers
  - Demographic information when a referral is made to the County Prosecutor

## 9. Recruitment and Evaluation:

CRO’s are employees of the law enforcement agency that they represent, and the district has no employment authority over them. In the Memorandum of Understanding (MOU) with each city, the district agrees to support the CRO program and have trained officers to provide service within all schools.

Recruitment - each agency is responsible for the recruitment and hiring of CRO’s. However, the district has a vested interest to ensure that the CRO(s) that are placed in schools uphold the professional standards of the district.

Each law enforcement agency and the district agree that a district representative will be included in the interview process for CRO’s. This representation may be voting or non-voting in the process. Notice will be given by the law enforcement agency to the Risk and Safety Services Department when an interview panel is being convened to recruit staff for a CRO position. Risk and Safety Services will provide the name of the district representative that will sit on the panel. Once that is decided the law enforcement agency will work directly with the district representative on the details of the interview process.

Evaluation – the district does not formally evaluate each CRO, this is the responsibility of the law enforcement agency. However, to ensure that each CRO is performing according to the program standards and the professional standards of the district, Risk and Safety Services will collect input from all schools regarding the CRO that serves them. This input will be done quarterly during the school year. The input will be gathered through a survey and collected for each CRO. Once the data is complete, Risk and Safety Services will send the CRO supervisor a report. These quarterly reports will be sent in December, March, and June of each school year.

## 10. Complaint Process:

There may be times when a concern or complaint is made regarding a CRO in a school. The complaint may be filed with the school/district or may be filed directly with the law enforcement agency.

If the complaint is first filed with the school/district, the following steps are required:

- Complaint made to school/district regarding CRO.
- Complainant completes “CRO Complaint Form”.
- Complaint forms are forwarded to Risk and Safety Services within 24 hours.

- Risk and Safety Services reviews the complaint and forwards it to the corresponding law enforcement agency supervisor.
- Risk and Safety Services confirms with the school principal that a complaint has been made and reviews the contents of the complaint form with the principal.
- District sets up meeting with law enforcement agency to review complaint and determine next steps. In collaboration with law enforcement agency, the district will determine if CRO will remain working with school(s).
- The district will perform a policy compliance review based on the contents of the complaint to determine if district policy has been violated.
- Law enforcement agency may perform internal investigation.
- Once investigations are complete, determination will be made on the content of the complaint and any further steps that need to be taken.
- Final employment decisions are made by the law enforcement agency.
- The district has the option to prohibit the CRO from returning to an individual school in the capacity of a CRO. The district cannot prohibit an officer from responding to a school for a police emergency or routine call for service.
- Final determinations will be made in writing and will be shared between the district and the law enforcement agency.
- A common report reviewed by both the district and the agency will be provided to the complainant as to the outcome of the complaint.

If the complaint is first filed with the law enforcement agency, the following steps are required:

- Complaint made to law enforcement agency regarding CRO.
- Law enforcement agency informs Risk and Safety Services of complaint and district “CRO Complaint Form” is completed.
- Risk and Safety Services informs the school principal and reviews the contents of complaint with principal.
- District sets up meeting with law enforcement agency to review complaint and determine next steps. In collaboration with law enforcement agency, district will determine if CRO will remain working with school(s)
- The district will perform a policy compliance review based on the contents of the complaint to determine if a district policy has been violated.
- Law enforcement agency may perform an internal investigation, given circumstances of complaint.
- Once investigations are complete, determination will be made on the content of the complaint and any next steps that need to be taken.
- Final employment decisions are made by the law enforcement agency.
- The district has the option to prohibit the CRO from returning to an individual school in the capacity of a CRO. The district cannot prohibit an officer from responding to a school for a police emergency or routine call for service.
- Final determinations will be made in writing and shared between the district and the policy agency.
- A common report reviewed by both the district and the agency will be provided to the complainant as to the outcome of the complaint.

## 11. Training:

All Community Resource Officers working in LWSD must complete the training requirements listed below. The district will facilitate registration of the CRO with the Educational Service District (ESD) to ensure they have access to the materials necessary to meet the training requirements.

- Two days of on-the-job training is required.
  - New CROs will complete the required on the job training the first two days of their CRO placement. LWSD will coordinate the location and trainer of on-the-job training.

- On the job training form will be completed and submitted to the ESD by the district.
- This training will include LWSD Policy Review.
- Completion of the following 13 topics within six months of employment as a CRO:
  - 1) Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
  - 2) Child and adolescent development
  - 3) Trauma-informed approaches to working with youth;
  - 4) Recognizing and responding to youth mental health issues;
  - 5) Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
  - 6) Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learner, LGBTQ, immigrant, female, and nonbinary students;
  - 7) Local and national disparities in the use of force and arrests of children;
  - 8) Collateral consequences of arrest, referral for prosecution, and court involvement;
  - 9) Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
  - 10) De-escalation techniques when working with youth or groups of youth;
  - 11) State law regarding restraint and isolation in schools, including RCW [28A.600.485](#);
  - 12) The federal family educational rights and privacy act (20 U.S.C. Sec. 1232g) requirements including limits on access to and dissemination of student records for noneducational purposes; and
  - 13) Restorative justice principles and practices.

LWSD will monitor progress of the training requirements and submit completed training materials to the ESD for issuance of a completion certificate. A copy of the certificate will be provided to the CRO Agency, and a copy will remain on file with the District.

## 12. CRO Program Promotion:

It is important that when sharing information about the CRO Program either from the district or from the law enforcement agency, there are common messages and a standard delivery method. All presentations and promotions of the program will be done through collaboration with the district and respective agency to ensure these standards are met.

***\*Materials will be mutually created to be used for presentations, open houses, forums or meetings. This will be done by the end of the school year each year, to prepare for school in the fall.***

RCW 28A.320.124 requires the district to share information about district safety and security staff. This includes district School Safety and Prevention Specialists and Community Resource Officers. This will be done at the beginning of each school year.

Each year in August, the district will facilitate a “meet and greet” for all CRO’s placed in schools so that school administrators will have the opportunity to interact with the CRO that will be serving their school for that year.

## 13. CRO Program Annual Review:

Annually the district will host a meeting with law enforcement agencies to review the CRO Program. This will include the review of:

- Memorandum of Understanding (MOU)
- Standard Operating Procedure Manual
- Communication processes
- Data collection
- Training requirements

- Program promotion

## 14. Glossary Of Terms:

Educational Service District – regional organization established at the state level as a vehicle to link local public schools with state and national educational resources.

Memorandum of Understanding – the agreement between the district and local law enforcement agency outlined in a formal document.



School Safety Staff – any staff whose primary job duty is to provide safety and security services for the district. This includes Community Resource Officers (contracted commissioned officers from local law enforcement) and School Safety and Prevention Specialists (district employees).



Student Discipline – any action taken by the district in response to student behavioral expectations.

## 15. Sample Forms:



These sample forms are used for processes outlined in this document and can be found on the Safety Center. Each law enforcement agency also has these forms electronically.

### CRO Training Units Completion Form

 	
<b>Lake Washington School District Community Resource Officer Program CRO Training Units Completion Form</b>	
<p><b>Instructions:</b> Please complete this form for each of the 13 training units. All units must be completed within 6 months of CRO placement in Lake Washington School District. Once completed, this form must be sent to the Risk and Safety Services Department, Attention: Sheila Kembel within 24 hours of completion.</p>	
Your Name:	Agency:
Title and Unit # Completed:	Date of Completion:
<p>Complete the following information for the above referenced training unit:</p> <ol style="list-style-type: none"> <li>1) In your own words, describe the content of this training unit:</li> <li>2) How does this align with your role as a CRO?</li> <li>3) What steps will you take to incorporate what you learned in this unit into your daily role as a CRO?</li> <li>4) Other Notes:</li> </ol>	
<small>3/18/24</small>	

 	
CRO Signature and Date Submitted to District:	
<p><b>For Risk and Safety Services Use Only:</b></p>	
Date Completed Form Received by District:	
Date Submitted To ESD:	
<small>3/18/24</small>	

## CRO On the Job Training Form – Day 1

### Lake Washington School District Community Resource Officer Program On The Job Training Form – Day 1

**Instructions:** Please complete this form for each day of On The Job Training. Once completed, this form must be sent to the Risk and Safety Services Department, Attention: Sheila Kembel within 24 hours of completion.

Your Name:	Agency:
Date of Training:	Location of Training:
Name(s) of Training Staff:	Position and Location of Training Staff

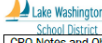

**DISTRICT**

- Obtain Access Card and Keys
- Obtain District E-mail and Access to Raptor
- Review District Layered Safety
- Review Daily Data Collection Procedure
- Provide Overview of Training Requirements, Timeline and Process
- Review District Policies and Procedures
- Receive District Calendar and School Schedules
- Review CRO Meeting Schedule
- Discuss Any Specific School Needs

**SCHOOLS**

- Meet School Safety and Prevention Specialists (Secondary Only)
- Tour of Campus(s)
- Introduction to School Administration
- Introduction to Staff/Students as time permits
- Discuss School Climate
  - What is working well: programs, processes, techniques
  - Challenge areas/issues at the school
  - Recent and/or ongoing incidents/situations
- Review School Comprehensive Safety Plan
- Review School Calendar and Schedule (early release, LEAP days, school breaks, etc)
- Other (please list)

3/19/24

### Lake Washington School District Community Resource Officer Program On The Job Training Form – Day 1

CRO Notes and Observations :

CRO Signature and Date Submitted to District:



**For Risk and Safety Services Use Only:**

Date Completed Form Received by District:

Date Submitted To ESD:

3/19/24

## CRO On the Job Training Form – Day 2

### Lake Washington School District Community Resource Officer Program On The Job Training Form – Day 2

**Instructions:** Please complete this form for each day of On The Job Training. Once completed, this form must be sent to the Risk and Safety Services Department, Attention: Sheila Kembel within 24 hours of completion.



Your Name:	Agency:
Date of Training:	Location of Training:
Name(s) of Training CRO:	Training CRO Agency:

**CRO On The Job Training**

This day consists of shadowing a CRO throughout the day, potentially at several schools and engaging in a variety of tasks. The following areas should be addressed; however, this list is not exhaustive and all tasks from the day should be documented on this form.

- Daily Data Collection
- Discuss and List Any Specific School Needs (ex: traffic etc.)
- Explain CRO School Check In Process
- Discuss School/Community Climate
  - What is working well
  - What programs, processes, techniques are in place that support the schools
  - What, if any, are the safety challenge area/issues at the school
  - Discuss recent and/or ongoing incidents/situations that are a safety concern
  - Are there any factors in the community that are impacting school safety?
- Other (please list):

3/19/24

### Lake Washington School District Community Resource Officer Program On The Job Training Form – Day 2

CRO Notes and Observations :

CRO Signature and Date Submitted to District:



**For Risk and Safety Services Use Only:**

Date Completed Form Received by District:

Date Submitted To ESD:

3/19/24

# Complaint Form

**Lake Washington School District  
Community Resource Officer Program  
Concern/Complaint Form**

**Instructions:** Please complete this form when a concern or complaint is made regarding a Community Resource Officer. Once completed, this form must be sent to the Risk and Safety Services Department, Attention: Director within 24 hours of completion.

Your Name:	School Name (where incident took place):
Parent/Staff/Student (circle one)	Date Form Completed:
Date of Incident:	Community Resource Officer Name:

Description of Incident:

Suggested remedy:

**For Risk and Safety Services Use Only:**

Name:	Date received:
Date notified police agency:	Name of individual:
Date notified school:	Name of individual:

3/19/24



# Community Resource Officer – 2023/2024

June 18, 2024

Police Chief Darrell Lowe



# RPD Community Resource Officer 2023-2024 School Year

## REDMOND POLICE Community Resource Officer Dashboard

Total CRO Related Calls  
196

School Events  
31

School Meetings  
33

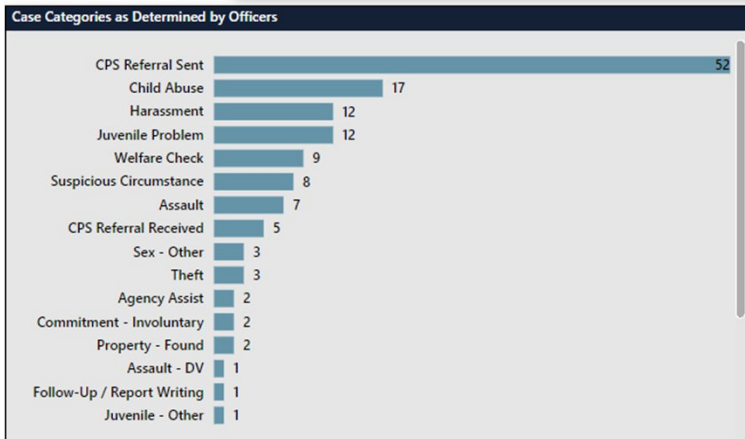
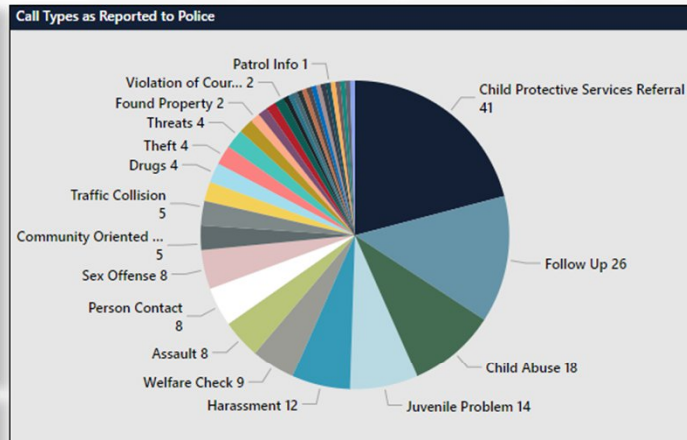
Classes Taught  
14

Community Events  
4

Select School Year(s) to View  
2021-2022 2022-2023  
2023-2024

This dashboard provides a view of police calls for service that involve a Community Resource Officer. Also displayed are the number of school related activities by officers starting with the 2022-2023 school year.

Calls assigned to a Community Resource Officer may not have occurred on campus and may have occurred prior to the date reported.



Total Arrests  
3

Arrests include subjects taken into custody or non-custody arrests with criminal charges forwarded to the prosecutor.

Arrests displayed are for activity related to schools and may occur on or off campuses.

An arrest may contain one or more charges depending on the criminal activity involved.

Arrests by Sex

Sex	Count
Male	3

Arrests by Race

Race	Count
Asian/Pacific Is/East Indian	1
Other/Two or More/Unknown	1
White	1

Arrests by Ethnicity

Ethnicity	Count
Unknown	3

Arrests by Age

Age	Count
16	2
17	1

Arrest Charges

Charge	Count
ASSAULT 4TH DEGREE	3

# Lake Washington School District CRO Dashboard

Date that this report is for

3/1/2024 6/10/2024



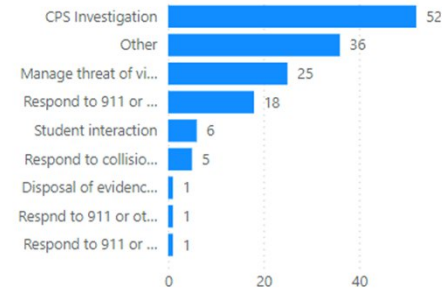
CRO Name

- Select all
- Daniel Luebke
- Matt Martin
- Rebecca Atkinson
- Storm Guerke
- Tyler Davidson

Activities

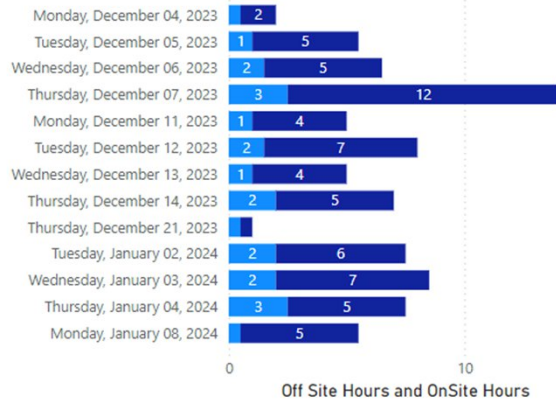


Type of Report



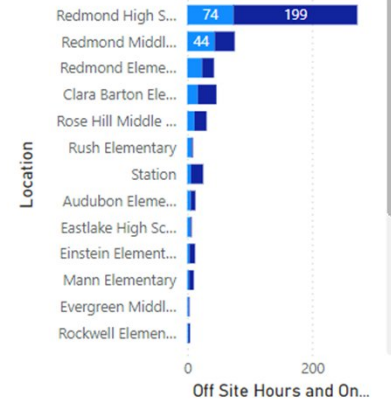
Sum of Hours Reported

Off Site Hours OnSite Hours



Location

Off Site Hours OnSite Hours



# Community Resource Officer Calls for Service



# School Involved Prosecution Referrals - 2023/2024

**October 19, 2023**

- 17-year-old male Redmond High student severely injured in a “one-side fight” at Hartman Park during a lunch break.
- Student victim and parent were adamant about criminal prosecution.
- Criminal Assault 4<sup>th</sup> Degree charges were submitted to the King County Prosecutor’s Office, Juvenile Division for review.
- No physical arrest

**March 25, 2024**

- 18-year-old Redmond High student assaulted on a school bus while enroute to his residence.
- The victim's family wished to pursue criminal charges.
- Criminal Assault 4<sup>th</sup> Degree charges were submitted to the King County Prosecutor’s Office, Juvenile Division for review.
- No physical arrest

**April 18, 2024**

- 18-year-old male student was assaulted by another student inside a classroom.
- The victim’s family sought information from the Community Resource Officer on obtaining a protection order and indicated their desire to file criminal charges.
- Criminal Assault 4<sup>th</sup> Degree charges were submitted to the King County Prosecutor’s Office, Juvenile Division for review.
- No physical arrest

# 2-LINE UPDATE

June 18, 2024

Police Chief Darrell Lowe





# Light Rail Police Update

## Overlake & Technology Station Staffing

### April 27<sup>th</sup> to May 31<sup>st</sup>, 2024

- Two RPD officers dedicated to light rail stations 6:00 AM to 8:30 AM and 3:00 PM to 6:30 PM, 7 days a week.
- 342 billable hours to Sound Transit
- When not staffing the light rail stations during the peak commute hours, Transit officers are providing an additional presence in the Overlake District.

## Overlake & Technology Station Calls for Service

### April 27<sup>th</sup> to June 7<sup>th</sup>, 2024

- 10 total calls for service since 2-line became operational
- Officer presence provides deterrence and feeling of safety
- 45-day review is in process to determine future staffing needs.

**THANK YOU**

Any Questions?

