

Procedures to Facilitate Updating
the *Uniform State Memorandum of Agreement*
Between Education and Law Enforcement Officials (MOA)

- The chief school administrator should schedule meetings with chiefs of police to discuss the revised MOA.
- A list of school and law enforcement contacts should be attached to the updated MOA.
- At the conclusion of the meeting, four copies of the MOA are signed by the chief of police and the chief school administrator.
- The four signed copies, with copies of additional provisions attached, are forwarded to the executive county superintendent for approval.
- The executive county superintendent signs the MOAs and forwards them to the county prosecutor for approval.
- The county prosecutor signs the MOA, retains one copy for his or her files, and arranges for delivery of one copy to each chief of police. The remaining two copies are returned to the executive county superintendent. The executive county superintendent retains one copy for his or her file and arranges for the delivery of the other copy to the chief school administrator.
- Annually, at the beginning of each school year, the executive county superintendent will provide the Attorney General's Education and Law Enforcement Working Group with a report on the status of the signed MOAs, which will be provided to the Commissioner of Education and Attorney General or their designees.