

INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER

This Interlocal Agreement ("Agreement") is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between Dodge County School District No. 27-0594, commonly known as Logan View Public Schools ("Logan View"), Dodge County School District No. 27-0595, commonly known as North Bend Central Public Schools ("NBC"), collectively referred to as "School Districts," and Dodge County, Nebraska, ("County"). Logan View, NBC, and Dodge County shall be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, the Act provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, the County's Sheriff Department is a duly authorized law enforcement agency with jurisdiction in the School Districts;

WHEREAS, in the best interest of the communities served by all Parties, they desire to work together to help provide for the safety of the School Districts' students and staff, the safety of the employees and officers of the County's Sheriff Department, and the safety of the communities;

WHEREAS, the Parties desire to enter into an agreement that establishes the relationship of the Parties and how they will collaboratively work to best achieve these purposes;

WHEREAS, the Parties' respective governing bodies have approved this Agreement authorizing each Party to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the Parties as follows:

1. **No Separate Legal Entity.** This Agreement does not establish a separate legal or joint entity.
2. **Purpose.** The purpose of this Agreement is to provide a School Resource Officer ("SRO") to serve at the School Districts.
3. **Term.** This Agreement shall begin on August 10, 2026 and end on May 21, 2027. This Agreement may be renewed for additional one year periods upon mutual written agreement of the Parties. All Parties will make the renewal of this Agreement an agenda item on or before each board's respective July board meeting for each board to determine whether the Agreement will be reauthorized.
4. **Administration.** The School Districts' superintendents and the Dodge County Sheriff ("Administrators") shall be responsible for jointly administering the cooperative undertaking described in this Agreement. The Administrators may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.
5. **Contact Persons.** The principal(s) at each participating school building shall be the School Districts' on-site contact person for any SRO assigned to that school building. In addition, the SRO Program liaison for the School Districts shall be the Superintendent, and for the County shall be the Dodge County Sheriff.

6. Description of Arrangement.

A. Employment of the School Resource Officer

- 1) The County agrees to employ and provide a full-time police officer to be assigned to the School Districts, splitting one-half time at each School District, during the school year as an SRO pursuant to the terms of this Agreement. It is clearly understood, acknowledged, and agreed to by the Parties that the SRO is an employee of the County, subject to the administration, supervision, and control of the County.
- 2) The County will Furnish training, uniforms, equipment, and schedule of deployment required under Nebraska law or that is needed for the operation of this Agreement, The School Districts shall coordinate with the County to also provide the SRO with applicable training, supplies, and equipment needed for the operation of this Agreement.
- 3) The SRO shall be subject to all personnel policies and practices of the County, except as such policies or practices may be modified by the terms and conditions of this Agreement.
- 4) The County, In Its sole discretion, shall have the power and authority to hire, replace and rotate, discharge, and discipline the SRO.
- 5) As an employee of the County, the SRO will be subject to the chain of command of the County's Sheriff Department,
- 6) If either Superintendent is dissatisfied with the SRO who has been assigned to the School Districts, then the Superintendent may request that the County Sheriff assign a different officer as the SRO For the School Districts. Unless the nature of the concerns warrant immediate replacement, such a request should normally occur after the Superintendents have met with the County Sheriff to discuss concerns and allow a reasonable amount of time for the County to remediate the issues, If mutually agreed by the County and School Districts, the County Sheriff shall assign a new SRO to the school, The County reserves the right to remove/re-assign any SRO along with notification given to the Superintendent and the Logan View and NBC school boards.

B. Duties of the School Resource Officer

- 1) The purpose of the SRO is to provide for and maintain a safe, healthy, and productive learning environment, emphasizing the use of restorative approaches to address negative behavior, while acting as a positive role model for students by working in a cooperative, proactive, problem-solving manner between the County and the School Districts.
- 2) The SRO must build relationships, enhance community-policing activities, identify safety concerns within the School Districts, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff.

3) The SRO shall be expected to attend and participate in applicable school meetings and to communicate and coordinate with the School Districts' principals, superintendent, and other appropriate school personnel concerning the needs of the schools and their students.

4) In coordination with school administrators, the SRO may provide presentations to the school in safety, crime prevention, bullying, sexting, digital citizenship, etc., and may also provide additional services to the School Districts if requested.

5) The County and the SRO will work closely with the School Districts' staff to improve the social and behavioral skills of students in order to maximize their ability to achieve academically and become successful, contributing citizens. Issues to be addressed may include substance abuse, violence reduction, social skills, problem-solving skills, and other areas of School Districts' and community concerns.

6) The County and School Districts understand that the SRO may use measures to secure school property as followed through established protocols of the County's Sheriff Department and the School Districts in the event of an emergency situation that requires the activation of emergency response procedures (i.e., critical incident protocols such as "lock down" and "lock out"),

7) The SRO will be a visible, active law enforcement figure dealing with the School Districts' law enforcement matters, both during the regular school day and at school activities and events.

8) The SRO and school administrators will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, de-escalating school-based incidents whenever possible. Examples of student offenses best handled by the SRO, include, but are not limited to: gang related activity; possession of a weapon; possession, use, or distribution of illegal drugs; possession, use, or distribution of pornography; criminal activity such as theft, graffiti, etc.; sexual assault; hazing; behavior that is an immediate threat to others; terroristic threats; and other criminal law violations that may constitute a class III misdemeanor, a class II misdemeanor, a class I misdemeanor, or a felony.

Examples of student offenses best handled by school administrators, include, but are not limited to: dress code violations; disruptive behavior that is not a threat to others or to the public safety, such as defiance of authority; profanity; possession of inappropriate items; inciting, but not actively participating in inappropriate behavior; truancy or attendance violations; offenses that would be considered to be a class IV misdemeanor, class V misdemeanor, an infraction, or a status offense (i.e., a violation of the law that would not be a violation but for the age of the offender, such as certain alcohol and tobacco offenses) under criminal law; and other minor violations of School Districts policies. Student suicide threats wherein the student and possibly others may be placed at risk should be handled expeditiously and coordinated between the SRO and school administrators to determine the best course of action in which to address the situation.

9) The SRO will be involved in school discipline when it pertains to certain criminal matters and preventing a disruption that would, if ignored, place students, school personnel, and others at risk of harm, so the SRO will resolve the problem to preserve the safe school climate. In all other cases, disciplining students for policy violations is a school responsibility. In those situations, the SRO may, if

appropriate under the circumstances, take students who violate School Districts conduct policies to the administration offices for discipline to be taken by school administrators.

- 10) The SRO shall confer with school administrators for student offenses that constitute a minor violation of the law. After consultation, a determination will be made as to whether such matters will be best handled by the school administration or the SRO.
- 11) The SRO shall confer with school administrators on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by the school administration or the SRO.
- 12) The SRO shall initiate positive interaction with students in the classroom and general areas of the school campus to promote the profession of police officers and be a positive role model, while increasing the visibility and accessibility of police to the school community.
- 13) The SRO will share information with the school's administrators about persons and conditions pertaining to school campus safety concerns to the extent allowed by law and the County's Sheriff Department policies,
- 14) The SRO may assist with resolving law enforcement issues that affect the students, the School Districts, or the broader community. However, matters that are not of a significant or urgent nature or do not directly relate to the students, the School Districts, or to issues concerning child abuse or neglect, but only concern the broader community, should first be coordinated between school administration and law enforcement before being conducted at the school in order to minimize the effects on student education and the school environment. Outside law enforcement agencies shall first coordinate with school administration.
- 15) The SRO shall notify the school administration upon removing a student from the school campus.
- 16) The SRO shall notify a parent as soon as possible when minor students are issued a criminal citation or arrested.
- 17) If a student arrest is warranted, the SRO shall use the least disruptive and the least obtrusive manner reasonably available to conduct the arrest of the student. The SRO should be accompanied by a school administrator, if available, when arresting a student unless exigent circumstances require otherwise for the safety of the student, the SRO, and/or others.
- 18) The SRO shall not use physical force or restraints on a student, including handcuffs, tasers, mace, or other physical or chemical restraints unless a student's actions pose a threat or they are subject to arrest,
- 19) The SRO shall question students in a manner and a time when it has the least impact on the student's education so long as the delay in questioning does not interfere with the effectiveness of an investigation, the disappearance or unavailability of a criminal suspect or evidence, or risk public safety or significant damage to property. Questioning of students must be done consistent with the School Districts' policies, state and federal law, and the other provisions of this Agreement.

- 20) The SRO shall become familiar with School Districts' student conduct and discipline policies.
- 21) The County and School Districts may coordinate and jointly fund other beneficial training opportunities for the SRO and school administrators.

C. Duties of School Administrators

- 1) School administrators shall provide the County's Sheriff Department with appropriate school administrator names and contact information to facilitate communication,
- 2) School administrators shall provide an office/storage or workspace for the SRO's materials and personal effects.
- 3) School administrators shall provide a classroom, equipment, and supplies for classes or other training as discussed in this Agreement provided by the SRO, if any.
- 4) School administrators will arrange meetings with the SRO as needed by the school administration.
- 5) School Administrators and the SRO will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, de-escalating school-based incidents whenever possible. Examples of student offenses best handled by the SRO and the School Districts, respectively, are articulated in Section 6(B) of this Agreement. Student suicide threats wherein the student and possibly others may be placed at risk should be handled expeditiously and coordinated between the SRO and school administrators to determine the best course of action in which to address the situation.
- 6) School administrators shall confer with the SRO for student offenses that constitute a minor violation of the law. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO,
- 7) School administrators shall confer with the SRO on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
- 8) School administrators will make an effort to handle routine student conduct and disciplinary matters without involving the SRO in a law enforcement capacity, unless it is absolutely necessary or required by law.
- 9) School administrators will facilitate SRO-initiated investigations and actions.
- 10) School administrators will provide ongoing feedback to the County's Sheriff Department for SRO evaluation purposes.
- 11) School administrators should notify the SRO responding to a

school-based infraction if any student involved has a disability with an accompanying Individualized Education Program ("IEP"), Section 504 Plan, or Health Care Plan, and who therefore may require special treatment or accommodations to the extent such notice is permitted by law.

- 12) The School Districts acknowledge that the SRO is required by County policies and procedures to attend mandatory trainings and/or meetings of the Sheriff Department.
- 13) If applicable and deemed necessary, school administrators will provide opportunities for the SRO and school administration to meet with parents and community members during the school year.
- 14) The County and School Districts may coordinate and jointly fund and provide other beneficial training opportunities for the SRO and school administrators.

D. Student Rights

SRO Search and Seizure

- 1) The SRO may conduct or participate in a search of a student's person, school lockers, personal belongings, electronic devices, or vehicle only where there is "probable cause" to believe that the search will turn up evidence that the student has committed or is committing a criminal offense.
- 2) It is recommended that in addition to having probable cause, the SRO should follow state and federal law and the County's Sheriff Department policies and procedures when conducting searches of persons and property which may require a search warrant.
- 3) Except in the event of exigent circumstances, the SRO shall inform school administrators prior to conducting a "probable cause" search where possible.
- 4) The SRO shall not ask school administrators to search a student's person, school locker, personal belongings, electronic devices, or vehicle in an effort to circumvent the student's legal rights and protections.

School Administrators Search and Seizure

- 1) A school administrator may conduct a search of a student's person, personal belongings, electronic devices, or vehicle in accordance with the "reasonable suspicion" legal standards.
- 2) Absent a real and immediate threat to any person or to the public safety, a school administrator shall not ask the SRO to be present or participate in a search when no probable cause has been established.
- 3) Strip searches of students by school administrators are prohibited.

Student Questioning

- 1) SRO. The SRO may question a student only as authorized by the School Districts' applicable policies or state and federal law.

2) School Administrators. Student Interviews and Questioning. School administrators are free to communicate, interview, and question students for any academic and non-academic matters, including, but not limited to, issues relating to school and student safety, policy compliance and violations, student discipline, etc.

Access to Education Records

1) School administrators shall allow the SRO to inspect and copy any public records, including student "directory information," maintained by the school to the extent allowed by state and federal law and School Districts policy.

2) If some information in a student's educational record is needed in an emergency to protect the health or safety of the student or others, school administrators shall disclose to the SRO the information that is needed to respond to the emergency situation based on: (i) the seriousness of the threat to the health or safety of an individual; (ii) the need of the information to meet the emergency situation; and (iii) the extent to which time is of the essence.

3) If the SRO needs confidential student educational records or information therefrom, but no emergency situation exists, the information may be disclosed only as allowed by applicable state and federal law.

4) Notwithstanding any provision to the contrary within this Agreement, the Parties shall fully comply with the requirements of NEB. REV. STAT, §79-2,104 or any other state or federal law or regulation, including Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and its implementing regulations (34 C.F.R. Part 99), regarding the confidentiality of student information and records. All County requests for student records made to the School Districts shall be in compliance with this provision. The County represents, warrants, and agrees that it will: (1) hold the student records in strict confidence and will not use or disclose student records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the School Districts in writing. At the request of the School Districts, the County agrees to provide the School Districts with a written report of the student records and information disclosed to third parties. A breach of these confidentiality requirements shall constitute grounds for the immediate termination of this Agreement.

7. Payment. The total monthly cost for the SRO to each School District is \$3,294.48. The County shall invoice the School Districts, in equal one-half parts, for SRO services rendered under this Agreement, with each School District to designate one of the following methods: (1) in nine (9) monthly installments of \$3,294.48 with the first invoice being delivered on September 1, 2026; or (2) in a full, annual one-half share of \$29,650.31 on September 1, 2026. Subsequent invoices if the School District selects monthly installments will be delivered on a monthly basis, with the final invoice being delivered on May 1, 2027. The County shall make appropriate pro rated reductions in the amount invoiced during any month in which circumstances reduced the amount of SRO services provided by the County. The School Districts shall make payment for SRO services within thirty (30) days of its receipt of an invoice from the County, or within seven (7) days of the next applicable board meeting of each School District, whichever is sooner.

8. **Inspection of County's Records.** The County shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the School Districts under this Agreement. All County records relating to the SRO Program, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation, and/or reproduction, during normal working hours, by the School Districts' agents or their authorized representatives to permit the School Districts to evaluate, analyze, and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze, and verify any and all Invoices, billings, payments, and/or claims submitted by the County pursuant to this Agreement.

9. **Body Worn Cameras (BWCs).** All parties agree that any use of BWCs by officers must be subject to and in compliance with federal, state, and local laws and regulations regarding their use and operation. Every officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, officers shall adhere to the objectives and procedures outlined in this Agreement and the County's general operations orders or similar policies or procedures when they utilize BWCs. The County may, if not otherwise prohibited by law, provide to the School Districts copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the School Districts, as a law enforcement record. In the event that the County receives advice that providing a copy of such videos is prohibited, the County agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the School Districts, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of County's officers may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. sec. 1232g and 34 C.F.R. Sec. 99.8. Any copy of such film or video, if permitted by law to be provided to the School Districts, may become an educational record of the School District. The County's officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of the School Districts' policies and state and federal law.

10. **Manner of Acquiring, Holding, and Disposing of Real and Personal Property.** The Parties will not be jointly acquiring, holding, or disposing of real property under this Agreement. In no event shall the Administrators have the authority to acquire real property on behalf of the Parties. The Administrators shall have the authority to acquire and hold any personal property that is needed or required for the implementation of any purpose of this Agreement. The title to all such personal property shall be held in the name of the acquiring Party for the benefit of all Parties. The Parties shall have the authority to dispose of such personal property, provided that (a) any such disposal shall comply with state law, and (b) any funds raised from such sale shall be shared by the parties in proportion to their contribution made to obtain the property.

11. **Financing and Budgeting.** This Agreement and the matters contemplated herein do not require joint financing, nor shall a joint budget be required. Each Party will budget separately to pay the costs and expenses that will be incurred to fulfill its obligations under this Agreement. For planning and budgeting purposes, the County shall provide to the School Districts' Superintendents the estimated cost of the SRO no later than May 1st of each year. The County will confirm to the School Districts' Superintendent the actual cost of the SRO for the following school year prior to July 1st.

12. Expenses

Except as otherwise provided herein, each Party shall be responsible for its own expenses related to this Agreement.

13. Taxes. This Agreement does not grant the Parties any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816.

14. Nondiscrimination. The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin,

15. Employment Eligibility Verification. The Parties shall use a federal Immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a Party employs or contracts with any subcontractor in connection with this Agreement, the contracting Party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

16. Termination. Any Party may terminate this Agreement for any or no reason and at any time by giving the other Parties at least thirty (30) days prior written notice of the same. Termination of the Agreement by any Party shall terminate the Agreement as to all Parties. Any joint funds or property in possession of the Parties as a result of this Agreement shall be divided and distributed to the Party that contributed to it or funded its purchases.

17. Appropriation of funds. The Parties' obligations under this Agreement are expressly subject to the appropriation of funds by the School Districts' Boards and the County's Board. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the obligations under this Agreement, the parties may terminate this Agreement.

18. Default. A Party shall be in default under this Agreement if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the Party receives written notice of such breach or failure to perform from the other Party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching Party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching Party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a Party, the remaining parties may pursue any remedy provided by law.

19. Liability Insurance. Each Party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

20. Notice. Each Party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid) to the principal office of each other Party, or electronic mail to the School Districts' Superintendent at the e-mail address on file with the Nebraska Department of Education and to the

County at the office of the Dodge County Sheriff, Notice Is effective only if the Party giving the Notice has complied with this section,

21. **Indemnification.** To the extent permitted by applicable law, but without waiving any rights under any applicable state governmental immunity act or constitutional provision, the Parties shall each indemnify and hold harmless the other and its directors, officers, and employees, from any claims, expenses (including attorneys' fees and litigation expenses), damages or losses it may suffer as a result of any claims made regarding the validity of this Agreement; the effect of this Agreement on the expenditure or revenue authority of the Parties, including but not limited to taxpayer or regulatory claims; or any failure of a Party to comply with its responsibilities under this Agreement.

22. **No Third-party Beneficiaries.** This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties,

23. **Independent Contractor.** The Parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither Party nor its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other Parties unless specifically authorized in writing to do so. The County shall at all times be responsible for all aspects of the employment, control, and direction of SROs assigned under this Agreement. Nothing within this Agreement is intended to create an agency or employment relationship between the School Districts and any officer assigned by the County to participate in the SRO Program. All compensation, wages, salaries, benefits and other emoluments of employment payable to the SROs shall be the sole responsibility of the County. No right to School Districts' retirement, leave benefits, or any other benefits of the School Districts' employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. The School Districts shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds, or insurance for the County's officers, employees, agents, subcontractors, or assignees.

24. **Reservation of Rights.** Each Party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

25. **Amendments and Modifications.** The Parties may amend or modify this Agreement only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this Agreement shall be valid or binding.

26. **Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each Party remain enforceable.

27. **Counterparts.** The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one Agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each Party to the other Party. In proving this Agreement, a Party must produce or account only for the executed counterpart of the Party to be charged.

28. **Assignment.** The Parties shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other Parties.

29. **Entire Agreement.** The Agreement is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

**DODGE COUNTY SCHOOL DISTRICT NO. 27-0594
AKA LOGAN VIEW PUBLIC SCHOOLS**

By: _____
Name: _____
Title: _____
Date: _____
Payment Method: _____

**DODGE COUNTY SCHOOL DISTRICT NO. 27-0595
AKA NORTH BEND CENTRAL PUBLIC SCHOOLS**

By: _____
Name: _____
Title: _____
Date: _____
Payment Method: _____

DODGE COUNTY, NEBRASKA

By: _____
Name: _____
Title: _____
Date: _____