

**MEMORANDUM OF UNDERSTANDING CONCERNING COMMUNICATION AND COORDINATION  
BETWEEN THE LIBERTY HILL INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT AND THE  
WILLIAMSON COUNTY SHERIFF'S OFFICE**

This Memorandum of Understanding ("MOU") is made and entered into by and between the following parties: The Liberty Hill School District Police Department and the Williamson County Sheriff's Office.

**WHEREAS**, Texas Education Code §37.081(g) provides that a school district police department and the law enforcement agencies with which it has overlapping jurisdiction (map attached) shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts between the department and the agencies; and,

**WHEREAS**, the Liberty Hill Independent School District Police Department (LHISD PD) has overlapping jurisdiction with the Williamson County Sheriff's Office (WCSO) and desires to enter into such a memorandum of understanding with regard to communication and coordination of efforts between the agencies; and,

**WHEREAS**, this cooperative effort will assist in the agencies' respective responsibilities and mission to serve the citizens of Williamson County (WILCO) and the Liberty Hill Independent School District (LHISD);

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained in this memorandum of understanding, the undersigned parties agree as follows:

I. Notification Between Parties

- a. The LHISD PD will contact the WCSO on-duty supervisor directly or through dispatch when a serious incident (defined below) occurs inside the primary jurisdiction of the Sheriff's Office and within the boundaries of the Liberty Hill ISD. Both agencies will coordinate responses as needed for the good of the Community and the success of the investigation. Once contacted by LHISD PD, the on-duty supervisor will determine what, if any, response is needed from the WCSO. This decision should be based on the resources needed to accomplish the investigative goal and to serve the community.
  - i. Any 1<sup>st</sup> degree felony.
  - ii. Murder or attempted murder.
  - iii. Aggravated robbery.
  - iv. Aggravated sexual assault.
  - v. Any indecent exposure or solicitation of a child report – this includes pornographic pictures being taken of children or shown to children, but excludes incidents determined to be punishable as class B & C level offenses under 43.261 PC.
  - vi. Aggravated assault where a gun or weapon is used or threatened.
  - vii. Aggravated kidnapping.
  - viii. Any EOD or explosive weapon is used or threatened.
  - ix. Any disturbance where a mass or group is involved. (i.e., riot)

- x. Any criminal intelligence information developed by a LHISD PD officer concerning any criminal incident which occurred, or is planned for off LHISD property, and within Williamson County Sheriff's Office jurisdiction.
  - xi. Any other situation where the officer decides there is a need based on impact to the community, to public safety, or requires an immediate response that may need involvement from both agencies. This is designed to encourage open communication between the two departments.
- b. The WCSO will notify LHISD PD directly to advise of the following incidents involving LHISD students, staff, or school safety that occur within the jurisdiction of WCSO. This should be done if WCSO is made aware of the student, or staff being associated with LHISD.
- i. All LHISD bus accidents so that LHISD PD can respond to assist with the collection of student data necessary for the investigation, reunification of students to parents, and to assist with alternate transportation and medical transportation. LHISD PD defers to WCSO for investigations on the roadway and completion of all TxDOT reports. LHISD PD shall assist WCSO in the collection efforts and logistics involving such collisions. LHISD PD will handle collisions occurring on district property.
  - ii. Any SWAT calls within close proximity to LHISD properties that might cause alarm or interrupt campus or bus operations (This will be coordinated at the Command Level).
  - iii. Any armed suspect on school grounds or close to school grounds during school hours.
  - iv. Any suspicious persons around school properties.
  - v. Any fires or complete road blockages around schools during school hours or which may affect bus transportation.
  - vi. Any death of a LHISD student or staff member, if known to WCSO.
  - vii. Any pre-planned tactical operation planned during school hours within close proximity of a school (i.e., a pre-planned search warrant). While details are not necessary, there may be a request to limit traffic flow around the target area, and LHISD schools in the area. (This will be coordinated at the Command Level)
  - viii. Any 911 calls received originating on school campuses during times when LHISD PD Officers are scheduled to be on school campuses, generally weekdays from 0730 hours to 1630 hours.
  - ix. Any calls responded to after hours or holiday involving school property that require a criminal investigation or follow-up that are of a serious nature. Less serious offenses that do not require immediate action may be reported to communications for follow-up by LHISD PD personnel during regular hours.
  - x. Any calls where the WCSO believes that administrative assistance may reduce recidivism or impact resources of WCSO to respond. Such calls may be harassment or assaultive in nature where both parties are students at a common campus or other criteria the officer believes may benefit the situation or circumstance.

- xi. Arrest notifications shall be made in compliance with C.C.P. 15.27 and forwarded to the Chief of the LHISD PD as designee for the Superintendent for dissemination.

NOTE: LHISD PD is not a 24-hour department and after-hours communication may be answered or facilitated by the WILCO Emergency Communications Center. LHISD PD agrees to maintain up to date contact numbers with WILCO Emergency Communications Center.

II. Investigations – The request for investigative assistance will be determined by severity and required resources.

- a. If the decision is made to call in additional WCSO resources such as the WCSO Criminal Investigations Division for an incident which has occurred on school property for which the LHISD PD initiated the response, the on-scene LHISD PD Supervisor and a WCSO Criminal Investigations Supervisor will decide which agency will take the lead in the investigation.
- b. The parties have agreed that in any case in which LHISD PD initiated the investigation and for which WCSO requests the lead, LHISD PD will afford WCSO that authority. In order to maintain the flow of information between the agencies, however, one LHISD PD officer will be assigned to liaison with a WCSO Deputy for the duration of the investigation. This collaboration will allow the LHISD PD and WCSO to stay informed and combine their resources to accomplish the investigative goal.
- c. It is understood that LHISD PD's primary investigative duty is in school-related matters throughout the Liberty Hill Independent School District, and its secondary duty is to all other matters that may come within its jurisdiction. LHISD PD agrees to support and assist WCSO in off-campus matters as resources are available and requested by the WCSO. Typically, matters of traffic congestion surrounding campus arrival and dismissal may require a collaborative effort in addressing these circumstances. Bus stops are generally viewed much the same with the designated stop location being a non-district location but may require collaboration due to the cause and effect of any issues that arise at such locations.
- d. It is also understood that there may be situations in which the citizens of Williamson County and the Liberty Hill Independent School District may be better served by the initial agency retaining primary jurisdiction over the investigation and processing of the offense.

III. Evidence

- a. WCSO agrees to house all LHISD PD evidence in the WCSO's evidence room. LHISD PD agrees to adopt and follow the Williamson County evidence policy.

#### IV. Information and Record Sharing

- a. LHISD PD and WCSO agree to follow guidelines contained in the Texas Family Code (Chapter 58) and the Family Educational Records Privacy Act (20 U.S.C. §1232g and following) governing the sharing of student and juvenile information, as well as all regulations governing the sharing of student and juvenile information.
- b. Specific requirements:
  - i. Information disclosed under this agreement relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are being released.
  - ii. Information obtained shall not be disclosed to a third party, other than another juvenile justice agency, except as permitted or required by law.
  - iii. Information received under this section shall be destroyed, if permitted or required by applicable law, when the child is no longer under the jurisdiction of a juvenile court.
  - iv. LHISD PD and WCSO agree that, in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g, 34 C.F.R. Part 99), LHISD may not disclose education records to a law enforcement unit without prior written consent, except as appropriate in the case of an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The parties further recognize and agree that FERPA permits LHISD to disclose personally identifiable student information in order to comply with a lawfully issued subpoena or court order of the district.
  - v. LHISD policy permits the release of directory information regarding students, except where the district has been notified that the parent(s) or eligible student wishes to restrict access to the student's directory information, and shall include student name, address, and telephone number.
- c. The LHISD PD will be responsible for reporting Crime Reporting statistics to the Texas Department of Public Safety. The LHISD PD will support the collection of statistical crime data regarding school incidents and will share mutually beneficial information with the WCSO as needed.
- d. The LHISD PD and WCSO will coordinate to allow access, as appropriate, to all written reports filed by either department for offenses that occur on school property, or that relate to school business, with such access to be coordinated by the respective chiefs of each agency.

#### V. Off-duty Employment

- a. Either party may employ law enforcement officers from the other party for special events or occasions. Such employment may be approved or denied in accordance with the employed officer's departmental policy and procedures for off duty employment.

- b. When employed as an off-duty officer/deputy, the off-duty officer/ deputy shall adhere to the direction of the employing party's on-duty police supervisor within the confines of the officer's/deputy's agency policies.

VI. Liability, Immunities, and Defenses

- a. Nothing herein shall be deemed or constituted to create a partnership, joint venture, joint enterprise, employer-employee relationship, or principal-agent relationship between WCSO and LHISD PD. Neither party shall be the agent of the other nor have the authority to bind the other.
- b. No party to this MOU shall be responsible for the acts of an employee of another party. Each party accepts responsibility for the actions of their personnel and assumes the duty of investigating any allegations of wrongdoing resulting from their actions while operating within the jurisdiction of the LHISD PD.
- c. It is expressly understood and agreed that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law.

VII. Termination and Renewal

- a. Either party may withdraw from and terminate this memorandum of understanding on thirty (30) days written notice to the other party.
- b. This memorandum of understanding is effective when signed by both parties. The memorandum of understanding shall remain in effect for an initial term to expire on September 30, 2026. It shall automatically renew annually, on October 1 of each successive year for up to five (5) years, unless terminated by either party by written notice given according to the terms of this memorandum of understanding. For LHISD PD, the individual with the authority to terminate this memorandum of understanding is the LHISD Chief of Police or the Superintendent. For the Sheriff's Department, the individual with the authority to terminate this memorandum of understanding is the Sheriff, or his designee.



Matthew Lindemann, Sheriff  
Williamson County Sheriff's Office

Date: 4/29/2025

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Judge Steven Snell, County Judge  
Williamson County

Date: \_\_\_\_\_



Travis Motal, Interim Superintendent  
Liberty Hill Independent School District

Date: 4-21-25



Chris Rybarski, Chief of Police  
Liberty Hill ISD Police Department

Date: 4-21-25

Approved:  
Liberty Hill Independent School District  
Board of Trustees

By: 

Date: 4-21-25

Attached

Exhibit A: Addresses of Liberty Hill ISD Properties

Exhibit B: Map of Overlapping Police Jurisdiction

<b>Liberty Hill ISD Operations &amp; Police Department</b>	12500 W State Hwy 29	Liberty Hill, TX	78642
<b>Liberty Hill High School</b>	16500 W State Hwy 29	Liberty Hill, TX	78642
<b>Legacy Ranch High School</b>	1277 Co Rd 258	Liberty Hill, TX	78642
<b>Liberty Hill Middle School</b>	13125 W State Hwy 29	Liberty Hill, TX	78642
<b>Santa Rita Middle School</b>	90 Santa Rita Blvd	Liberty Hill, TX	78642
<b>Legacy Ranch Middle School</b>	450 County Road 258	Liberty Hill, TX	78642
<b>Louine Noble Elementary School</b>	101 Loop 332	Liberty Hill, TX	78642
<b>Liberty Hill Elementary School</b>	1400 Loop 332	Liberty Hill, TX	78642
<b>Bill Burden Elementary School</b>	315 Stonewall Pkwy	Liberty Hill, TX	78642
<b>Rancho Sienna Elementary School</b>	751 Bonnet Blvd	Georgetown, TX	78628
<b>Bar W Elementary School</b>	100 Stamp Iron Ave	Georgetown, TX	78628
<b>Santa Rita Elementary School</b>	532 Santa Rita Blvd	Liberty Hill, TX	78642
<b>Tierra Rosa Elementary School</b>	89 E. Santa Rita Blvd	Liberty Hill, TX	78642
<b>Liberty Hill Administration</b>	301 Forrest St	Liberty Hill, TX	78642
<b>Liberty Hill ISD Maintenance</b>	176 Stadium Dr	Liberty Hill, TX	78642
<b>Liberty Hill Transportation</b>	400 Championship Dr	Liberty Hill, TX	78642
<b>Liberty Hill Technology</b>	100 Championship Dr	Liberty Hill, TX	78642
<b>18 Plus Campus</b>	301 Forrest St	Liberty Hill, TX	78642