

**School Resource Officer Program Agreement  
between the Hamden Police Department  
and the Hamden Board of Education**

This agreement is made and entered into this 8<sup>th</sup> day of November, 2022 by and between the Hamden Police Department (hereinafter, "Police Department"), the Hamden Board of Education and the Hamden Public Schools (together, the, "Public Schools")

The purpose of this document is to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have a shared understanding of the goals of the School Resource Officer Program.

The School Resource Officer ("SRO") Program involves the placement of a law enforcement officer within the education environment. The SRO is an employee of the Police Department assigned by the Police Department to serve as liaison between the school community and the Police Department and to support the school administration and staff in maintaining a safe and positive school environment. Any individual hired as the SRO shall be a sworn police officer.

The parties agree that an effective School Resource Officer Program defines the role of the School Resource Officer (SRO) in the following respects: within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; information sharing; School Resource Officer training requirements; program assessment; and program structure. The SROs are full-time visible and active law enforcement figures at the schools to which they are assigned. The SROs may be a resource for instruction in the following areas: law related education, violence prevention, health/safety programs, alcohol and drug prevention, crime prevention, addiction and mental health support, Internet safety, sexual harassment, delinquency deterrent programs and other pertinent subjects.

The Public Schools and the Police Department shall review and adhere to the principles set forth in Conn. Gen. Stat. § 10-233m and the Juvenile Justice Advisory Committee guidance document, which is attached hereto **Exhibit A**. The School Resource Officers shall receive the necessary support and training by the Hamden Police Department to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

The signatories agree to the following:

Role of the School Resource Officer within the Context of the Educational Mission of the School Program

**Goals and Objectives**

- Establish a positive working relationship in cooperative effort to prevent juvenile delinquency and assist in student development;
- Maintain a safe and secure environment on school campuses which will be

- conducive to learning;
- Promote positive attitudes regarding the role of police officers in today's society.
- Strive to ensure a positive culture within the school community by being present, active and engaged with the student population

### **Supervision of School Resource Officers**

The Department and Superintendent will confer as soon as possible following the execution of this Agreement, but in no event later than November 18, 2022, to confirm how many SROs will be assigned to the School District. After discussion with the Hamden Chief of Police, the Superintendent shall determine where SRO support is required to fulfill the needs of the School District as it relates to student safety.

In addition, the parties specifically agree as follows:

- The Police Department shall maintain supervision and selection responsibility of which officers are assigned to which schools. The approval of overtime shall be at the discretion of the Chief of Police.
- It is the responsibility of the SROs to notify their school principal of their work schedule.
- School Administrators are required to maintain records of disciplinary reporting by school administration; Hamden Police Department shall maintain SRO Police reports. Subject to the limitations set forth by FERPA and confidentiality statutes, these reports shall be made available to the Public Schools on a quarterly basis.
- SROs shall remain employees of the Police Department and shall not be employees of the Public Schools. As such the Police Department shall bear the costs of the SRO program. The Public Schools acknowledge that the SROs will remain subject to the administration, supervision and control of the Police Department. However, while acting in the capacity of an SRO, the SROs shall take direction from school administration with the exception that while in the performance of their law enforcement duties the SROs will follow Police Department protocol. SRO should not be directed to handle school disciplinary issues outside of the scope of law enforcement duties.
- In addition to current Police Training (see attached) SROs are required to attend LGBTQ training, Autism Training, DEI Training, & Trauma-Informed Police Training Triennially to be provided by the Hamden Police Department.

### **Appointment, Term and Schedule**

The Chief of Police or designee will assign the SROs workdays and shifts. The SROs duty hours shall be determined by the Chief of Police or Designee. It is understood that during these shifts/hours, the SROs may be off campus to conduct such tasks as may be

required by their assignment or other assignment designated by the Police Department. Whenever possible, SROs shall notify building administration when leaving the school campus.

#### Duties and Responsibilities of School Resource Officer

- The SRO has no role in ordinary school discipline or enforcement of school rules, although a SRO may provide assistance to school personnel at the request of a school administrator.
- **Law enforcement intervention:** Law enforcement intervention shall only be taken when classroom, school and community options have been found ineffective, or deemed appropriate by the school administration, or in cases of emergency. Involvement of the SROs shall not necessarily mean arrest or referral to court. This intervention is managed by the police. Police intervention shall only occur in cases where student behavior is in violation of criminal law, but only after classroom, school, administration and assessment and service interventions have been attempted. Law enforcement options may include verbal warning; conference with student, family, teachers, and/or others; referral to JRB and/or community agencies.
- The SROs will bring to the attention of the school administration and assist in development and implementation of plans and strategies to prevent and/or minimize dangerous situations on or near the school campus or at school activities. SROs will respond to external threats and trespassers as directed by the Administration.
- The SROs will present topics to students on various law enforcement, prevention, and safety issues as requested by the Superintendent or designee;
- The SROs will contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner;
- The SRO shall notify the school principal or their designee, the Superintendent, and the Chief of Police or Designee whenever any law enforcement action has been taken while performing in the role of SRO;
- The SRO shall maintain records as required by the Police Department and as requested by the Public Schools for their use in evaluating and reviewing the SRO program and the agreement.
- The SROs will abide by School Board Policies and Regulations;
- The SROs will consult with and coordinate activities through the school principal or their designee;
- If a conflict develops between the SROs' legal responsibilities as a sworn police officer and their responsibilities to the school system, the SROs' legal responsibilities as a sworn police officer shall take precedence. However, the SROs shall inform the school principal, the Superintendent and the Chief of Police of such conflict and shall work with school officials to suggest a means of avoiding future conflicts;
- The SROs will be available to students, families and staff who freely want to

discuss concerns;

- SROs will be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment;
- The SROs shall be available for flexible scheduling to reasonably accommodate designated after school and evening school activities whenever possible within the context of the prevailing Police Union's labor agreement;
- The SRO will follow applicable law, Board of Education Policy, regulations, and the Police Department's general orders in regards to investigations, interviews, and searches relating to juveniles and other students. At no time will the SROs direct or demand that school personnel search a student. The SROs may search a student only in those circumstances allowed by law.
- The SROs will engage in de-escalation strategies and positive reinforcement as a means to redirect behaviors.
- The SROs will not be present to conduct questioning of students for school conduct issues. In the event as student conduct rises to the level of criminal activity, the SRO may be present but shall be required to follow all Hamden Board of Education Policies and Regulations, Police Department orders, rules, procedures and regulations, and State law regarding age and presence/approval of a parent. Should information be garnered in said questioning as pertains to criminal activity, the information can be used by Hamden Police Department.

#### **Uniform and Equipment of School Resource Officer**

- SROs will wear their approved, alternative uniform of HPD Bicycle Polo shirt, with appropriate logos and name badges depending on the type of school activity and program and/or request of the school or Police department. It is understood that SROs will carry their approved duty firearm, Taser and other departmental issued equipment. SROs should not wear full tactical gear on a daily basis but should wear easily identifiable law enforcement clothing. The Chief of Police and Superintendent shall jointly set expectations and resolve any disputes in this area.
- The SRO is responsible for carrying such equipment or otherwise storing and securing such equipment, including firearms and ammunition, in accordance with police protocols. In no event shall such equipment be stored in a school building or on school grounds. Such duty firearm, Taser and other Department issued equipment shall only be used when law enforcement intervention is necessary and then shall only be used in accordance with the policies and standards of the Department and applicable law.
- Body-worn recording equipment shall not be turned on by the SRO while acting in the capacity of an SRO with respect to educational responsibilities or typical interactions with students, staff or other members of the public in the School District. The SRO will use Police Department issued body-worn recording equipment only when acting in a law enforcement capacity and as required by

Police Department policy and in accordance with applicable law and guidelines. The Police Department and the Superintendent of Schools shall jointly set expectations and resolve any disputes in this area.

### **Police/SRO Activity at Schools**

The parties agree that police and/or the assigned SROs need to follow certain protocols when on school grounds in non-emergency circumstances as follows. SROs will maintain a presence in the school that promotes social interactions such as eating lunch with students, participating in assemblies and sporting events. Police will act through school administrators whenever they plan any activity on school grounds. Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause.

Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:

- The potential dangers to persons;
- The likelihood of destruction of evidence or other property;
- The ability to conduct the investigation, arrest or search elsewhere.

When taking a student into custody, officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises. Whenever possible, students should be taken into custody out of sight and sound of other students and after communication with the family and/or guardians.

### **Duties of the Public Schools**

The Public Schools shall provide the SROs the following materials and facilities which are deemed necessary to the performance of the SROs.

- A desk with drawers, a chair and filing cabinet.
- Access to a computer terminal or computer hookup.
- Access to Public School records management system including access to inspect and copy public records maintained by the school to the extent allowed by law.
- Upon request and consideration by the school administration, SROs shall have access to student record information in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.

### **Data Collection Monitoring**

On a quarterly basis, the following information will be collected and formatted in a manner so that it is accessible to the community:

- **School:** number and types of disciplinary actions, numbers and demographics (race, gender, IEP/504/MLL) of students involved, referrals to police.
- **Police:**

- Number and types of school incidents for which police incident reports are written, police actions on incidents.
- SRO Interactions documented (positive engagements, interactions, and escalations) to the extent that FERPA will allow.

Monitoring and Oversight: On a regular basis and at least quarterly, parties acknowledge and agree that a School/Police Collaborative Team composed of at least two members from each party and representatives from the SPCP will meet to provide oversight of the agreement and review relevant data and analysis. At least annually, the Team will prepare a report of active and make recommendations for improvements to the agreement and/or its implementation.

### **Re-Assignment of School Resource Officer**

In the event a Principal of a school to which an SRO is assigned feels that the SRO is not effectively performing their duties and responsibilities, the Principal shall contact the Superintendent. Within a reasonable amount of time after the Superintendent receives this information, the Superintendent shall notify the Chief of Police or their designee. A meeting shall be conducted with the SRO to mediate or resolve any problems. The Chief of Police may reassign the SRO, in accordance with the Police Department's rule, regulations and general orders. The Superintendent may decline the assignment of a SRO to any school in the School District.

The Police Department and the Public Schools agree to provide their respective employees with training relative to this agreement and its purposes. The parties agree to maintain regular and open communication to evaluate the effectiveness of this agreement and suggest improvement or adjustments that may be necessary.

### **Terms of Agreement**

The SROs are assigned annually by the Chief of Police, in consultation and agreement with the Superintendent of Schools. It is understood that either party may terminate this contract voluntarily upon written notice of seven (7) days. A request for revisions or modifications to this agreement may be made by either party in writing.

This agreement constitutes a final written expression of all terms of this agreement and is a complete and exclusive statement of those terms.


IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their authorized officers.

Signed, sealed and delivered in the presence of:

  
\_\_\_\_\_  
Melissa Kaplan-Charkow, Chair  
Hamden Public Schools


Date

11/8/2022

  
\_\_\_\_\_  
Gary Highsmith  
Superintendent  
Hamden Public Schools

Date

11/8/2022

  
\_\_\_\_\_  
Timothy Wydra  
Acting Chief of Police  
Hamden Police Department

Date

11-14-2022