

School Resource Officer Agreement

Agreement Between The West Hartford Police Department And the West Hartford Public Schools For The School Resource Officer Program

This agreement is made and entered into this 9th day of August, 2022, by and between the West Hartford Police Department and the West Hartford Public Schools.

I. Introduction

The School Resource Officer (SRO) Program involves the placement of law enforcement officers within the education environment. The SROs are Town police officers assigned by the West Hartford Police Department to serve as liaisons between the school community and the police department and to support the school administration and staff in maintaining a safe and positive school environment.

The SROs are 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 diffusion, safety programs, alcohol and drug prevention, crime prevention and other pertinent subjects.

II. Goals and Objectives

- Establish a positive working relationship in a 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 consistent response to incidents of student misbehavior, clarify the role of law enforcement in school disciplinary matters, and reduce involvement of police and court agencies for misconduct at school and school-related activities.

III. Supervision of School Resource Officers

The West Hartford Police Department agrees to provide an SRO to the following schools within the West Hartford Public School system:

Hall High School
Conard High School
Sedgwick Middle School
King Philip Middle School
Bristow Middle School

The West Hartford Police Department, in conjunction with the principal of the particular school will determine which West Hartford Police Officers will assume the roles and responsibilities of an SRO.

It is the responsibility of the SROs to notify their school principal of their work schedule.

SROs shall remain employees of the West Hartford Police Department and shall not be employees of the West Hartford Public Schools. As such the West Hartford Police Department shall bear the costs of the SRO program. The West Hartford Public Schools acknowledge that the SROs will remain subject to the administration, supervision and control of the West Hartford 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 West Hartford Police Department protocol.

The school administration shall meet annually with each SRO and the Chief of Police or his/her designee to discuss the job performance of the SRO. The school administration shall then submit a written report to the Chief of Police on the SRO.

IV. Appointment, Term and Schedule

The Chief of Police or his/her designee will assign the SROs work days and shifts. The SROs' duty hours shall be determined by the provisions of the labor agreement between the West Hartford Police Department and the West Hartford Police Union. It is understood that during these shift/hours, the SROs may be off campus to conduct such tasks as may be required by their assignment or other assignment designated by the West Hartford Police Department.

The SROs are appointed annually by the Chief of Police, in consultation and agreement with the Superintendent of Schools.

The SROs will be available, as part of their regular duties, for designated special events, such as the alcohol-free school parties, homecoming events, prom events and graduation

events whenever possible. If such attendance requires overtime, overtime is subject to the approval of the SROs' police department supervisor.

V. Duties and Responsibilities of the School Resource Officers

- **Law enforcement intervention.** Law enforcement intervention shall only be taken when classroom, school and community options have been found ineffective, or in cases of emergency. Involvement of the SROs shall not necessarily mean arrest and referral to court. Law enforcement options may include verbal warning; conference with the student, parents, teachers and/or others; referral to a JRB and/or community agencies; and referral to court.
- The SROs will bring to the attention of the school administration and assist in the development and implementation of plans and strategies to prevent and/or minimize dangerous situations on or near the school campus or at school activities.
- The SROs will present topics to students on various law enforcement/safety issues;
- The SROs will contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner;
- The SROs shall notify the school principal or their whenever any law enforcement action has been taken while performing in the role of SRO;
- The SROs shall maintain records as required by the West Hartford Police Department and as requested by the West Hartford Public Schools for their use in evaluating and reviewing the SRO program and this agreement;
- The SROs will assist the superintendent, principals, faculty and staff to maintain a safe learning environment;
- 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 sworn police officers and their responsibilities to the school system, the SROs' legal responsibilities as sworn police officers 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, parents and staff who freely want to discuss concerns;
- The SROs may search a student only in those circumstances allowed by law. At no time will SROs direct or demand that school personnel search a student.
- The SROs will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with school administrators to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.
- The SROs shall complete training specifically related to social-emotional learning and restorative practices in accordance with Conn. Gen. Stat. § 10-233m.

VI. Uniform and Equipment of School Resource Officer

SROs will wear their approved department uniform with appropriate logos and name badges depending on the type of school activity and program and/or the request of the school or West Hartford Police Department. It is understood that the SROs will carry their approved duty firearm, Taser and other departmental issued equipment.

VII. SRO Activity at Schools

The parties agree that the assigned SROs should follow certain protocols when on school grounds in non-emergency circumstances as follows. An SRO will act through school administrators whenever they plan any activity on school grounds. The SRO will be aware of the potential disruption of the educational process that police presence may cause. The SRO will consider the necessity of such action based on:

- The potential danger 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, an SRO 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.

VIII. Duties of the West Hartford Public Schools

The West Hartford Public Schools shall provide to 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 drawers.

- Access to a computer terminal or computer hookup.
- Access to the West Hartford Public Schools records management system including access to inspect and copy public records maintained by the school to the extent allowed by law.
- SROs shall have access to student record information in accordance with the Family Educational Rights and Privacy Act (“FERPA”), 20 USC 1232g.

IX. Data Collection and Monitoring

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Data Collection: On a quarterly basis, the following information will be collected:

School - number and types of disciplinary actions, numbers and demographics of students involved, referrals to police.

Police - number and types of school incidents for which police incident reports are written, police actions on incidents.

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

X. Dismissal of a School Resource Officer

In the event a Principal of a school to which an SRO is assigned feels that he/she is not effectively performing his or her 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 his/her designee. The Chief of Police may dismiss or reassign the SRO, in accordance with the West Hartford Police Department's rules, regulations and general orders.

The West Hartford Police Department and the West Hartford Public Schools agree to provide their 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.

XI. Term of Agreement

The SROs are appointed 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. To the extent there are any disputes regarding the terms of this Agreement, the Chief of Police and Principal shall work jointly to resolve any issues. 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:



Andrew Morrow
Interim Superintendent
The West Hartford Public Schools

8/10/22
Date



Vernon Riddick, Jr.
Chief of Police
West Hartford Police Department

August 9, 2022
Date