

Memorandum of Agreement Between the Town of Marlborough and the Marlborough Board of Education for the School Resource Officer (SRO) at Marlborough Elementary School

The Town and the Marlborough School District agree to provide the SRO 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.

The Director of Public Safety Services and the Superintendent of Schools will provide oversight of this agreement, analyze relevant data, and at least annually, report to the Board of Selectman and Board of Education the status of the intended objectives of this position and discuss any improvements to the agreement and/or its implementation.

I. Introduction

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 Town, assigned by the Town to serve as liaison between the school community and the Town and to support the school administration and staff in maintaining a safe and positive school environment.

The SRO serves as a deterrent to potential acts of criminal behavior. The SRO role is proactive and preventative in nature, but if necessary, is on-site to interrupt criminal behavior and/or mitigate outcomes and serve as a direct liaison to law enforcement and emergency personnel.

Any individual hired as the SRO shall be a sworn police officer and is a visible and active law enforcement figure at the school.

The SRO 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, consistent with the terms of the principals set forth in Conn. Gen. Stat. § 10-233m. (See Section VI, **Graduated Response Model**.)

The Town and the Marlborough School District shall review and adhere to the principles set forth in Conn. Gen. Stat. § 10-233m.

II. Goals and Objectives

- Maintain a safe and secure environment on the school campus which will be conducive to learning.
- Serve as a resource for instruction in the following areas: age appropriate safety programs, law related education, alcohol and drug prevention as it relates to the school health curriculum, crime prevention and violence diffusion, and other topics deemed pertinent and appropriate by the school administration.
- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
- Promote positive attitudes regarding the role of police officers in today's society.
- Strive to ensure a consistent response to incidents of student conduct in violation of school policy and any applicable laws or statutes; 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. SRO Hiring, Appointment, Supervision, and Cost Share Agreement

The Town Manager, in consultation with the Director of Public Safety Services and the

Superintendent of Schools, shall hire the SRO. In consultation with the Superintendent of Schools, the Director of Public Safety Services shall supervise and evaluate the SRO. The Marlborough School District acknowledges that the SRO will be supervised by the Director of Public Safety Services, however, while acting in the capacity of an SRO, the SRO shall take direction from school administration with the exception that while in the performance of his/her law enforcement duties the SRO will follow protocol established by the Town and Director of Public Safety/Town Manager or designee.

This is a Minimum Staffing Position, to be prioritized for coverage by the Town of Marlborough if or when the SRO is not working. The Town will not call upon the SRO to cover any other public safety/policing duties outside of the school during the SRO's assigned schedule at the school.

The SRO shall be considered an employee of the Town and shall not be an employee of the School District. The Town of Marlborough shall include all anticipated costs associated with the SRO program, including all wages and benefits, equipment, training, and other expenses resulting from the employment of the SRO, and shall invoice the Marlborough Board of Education quarterly for ninety percent (90%) of the actual costs. The Marlborough School District will budget for ninety percent (90%) of the anticipated cost of the SRO, and shall reimburse the Town for 90% of the actual expenditures on a quarterly basis. The wages and benefits of the SRO shall be set by the Town's annual approved budget and shall be subject to any increases or changes set forth by the Town personnel policy and/or approved budgets.

IV. SRO Schedule

The schedule of the SRO is one hundred eighty (180) student school days during the Marlborough Public Schools Academic Calendar, 8:00 am-4:00 pm daily.

The SRO will be available, as part of his/her regular duties, for designated special school functions to reasonably accommodate designated after school and evening school activities. When needed, the Superintendent shall notify the Director of Public Safety Services to seek approval if overtime is necessary.

V. Duties and Responsibilities of the School Resource Officer

A complete job description is attached as an addendum to this MOU. Key roles and responsibilities contained within the job description are listed below:

- The SRO will follow the guidelines of applicable law, Board of Education policy, Marlborough School District administrative regulations, and the Town's general orders in regards to investigations, interviews, and searches relating to juveniles and other students. At no time will the SRO direct or demand that school personnel search a student. At no time will the SRO be demanded by school personnel to search a student. Any and all student searches will be done within governing laws and school regulations.
- The SRO shall maintain all requirements for P.O.S.T. certification and complete all training including that specifically related to social-emotional learning and restorative practices in accordance with Conn. Gen. Stat. § 10-233m.
- The SRO should maintain medical certification (EMR, MRT, or EMT).
- The SRO will consult with and coordinate activities through the school principal or his/her designee as he/she:
 - Brings to the attention of the school administration and assists 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.

- Assists the Superintendent of Schools, school administration, faculty and staff to maintain a safe learning environment.
- Presents topics to students on various law enforcement/safety issues. In partnership with the Marlborough School District, the SRO will develop and implement lessons to students and staff in the following areas: Best practices for Lockdowns and Other School Emergencies; Stranger Danger; Healthy Relationships; Stress Management; Building Self-Esteem; Internet Safety; Alcohol and Drug Prevention; Violence Diffusion; Crime Prevention; Law Related Education; CPR and First Aid; DARE.
- The SRO will be available to students, parents and staff who freely want to discuss concerns related to student safety. Any concerns that pose a risk or threat must be reported to school administration in a timely manner. The SRO should comply with FERPA and all other student privacy laws.
- The SRO will contact the principal or his/her designee and the Superintendent of Schools about any juvenile delinquency, incidents, charges, and arrests within a timely manner.
- The SRO shall notify the school principal or his/her designee and the Superintendent of Schools whenever any law enforcement action has been taken relative to students, families or staff while performing in the role of SRO.
- The SRO shall maintain records as required by the Town and as requested by the Marlborough School District for their use in evaluating and reviewing the SRO program per their agreement.
- If a conflict develops between the SRO's legal responsibilities as a sworn police officer and his/her responsibilities to the school system, the SRO's legal responsibilities as a sworn police officer shall take precedence. However, the SRO shall inform the school principal, the Superintendent of Schools and the Town of such conflict and shall work with school officials to suggest a means of avoiding future conflicts. The SRO's legal responsibilities include compliance with all State and Federal law at all times.

VI. Graduated Response Model

Classroom Intervention - The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line in implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non-threatening such as dress code violations, and violations of classroom rules. The SRO should not be involved at this level. More than three incidents of the same behavior, if not in the same day, could lead to School Administrator Intervention. Classroom intervention options might include redirection, reteaching, school climate initiatives, moving seats; and the teacher should initiate parental contact.

School Administration Intervention - Classroom interventions must be supported by school administrators who address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behaviors at this level include repetitive patterns, defacing school property, truancy, threatening and behaviors in hallways, bathrooms,

courtyards and school buses. Administration intervention options might include time in the office, after school detention, loss of privilege, reparation, and/or parent conference. The SRO should not be involved at this level.

Assessment and Service Provision - When the behavior and needs of the student warrant, an assessment process and intervention with the use of school and community services is appropriate. This intervention is managed by the school administrator or school committee. Repetitive truancy or defiance of school rules, and behaviors that interfere with others such as vandalism or harassment belong at this level as well as misbehaving students who would benefit from service provision. Assessment and service intervention options should include any Classroom or School Administration interventions and might include referral to a Juvenile Review Board (JRB) or community service or program, suspension, expulsion or referral to court. Truant behavior should not lead to an out-of-school option. The SRO or Police can be involved in their role on the JRB.

Law Enforcement Intervention - Only when classroom, school and community options have been found ineffective (or in an emergency) should the school involve the police, including the SRO. Involvement of the police does not necessarily mean arrest and referral to court. This intervention is managed by the police. Behaviors at this level must be violations of criminal law, but only after Classroom, School Administration and Assessment and Service interventions have been tried. 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.

VII. Uniform and Equipment of School Resource Officer

The SRO will wear his/her approved uniform with appropriate logos and name badges. The SRO will carry only their approved weapons and equipment.

The Town and the Superintendent of Schools shall jointly set expectations and resolve any disputes in this area.

VIII. Law Enforcement Professionals/SRO Activity at School

The parties agree that employees of the Town and/or the assigned SRO ("Law Enforcement Professionals") need to follow certain protocols when on school grounds in non-emergency circumstances as follows. Law Enforcement Professionals will act through school administrators whenever they plan any activity on school grounds. Law Enforcement Professionals entering school grounds will be aware of the potential disruption of the educational process that their presence may cause.

Prior to entering a school to conduct an investigation, arrest or search, Law Enforcement Professionals 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, 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.

IX. Duties of the School District

The Marlborough School District shall provide to the SRO the following materials and facilities which are deemed necessary:

- A desk, a chair, and filing drawers.
- On-site access to a computer terminal or computer hookup.
- On-site access to surveillance monitoring systems.
- On-site access to inspect and copy public records maintained by the school to the extent allowed by law.
- The SRO shall have on-site access to student record information in accordance with the Family Educational Rights and Privacy Act ("FERPA") , 20 USC 1232g.

X. Data Collection and Monitoring

The parties agree that they will collect data, share, monitor and report data relative to the implementation of this agreement.

On a quarterly basis, the following information will be collected, as applicable:

- Number and types of school incidents for which law enforcement intervention or referral was necessary.
- Number and type Law Enforcement Professionals written incident reports including actions taken.
- Entry point monitoring, reporting, and resolution.
- Medical or other First-Responder activities the SRO was required to perform.

XI. Dismissal of a School Resource Officer

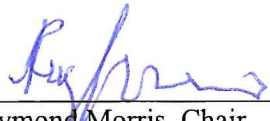
In the event the school administration feels that the SRO is not effectively performing his/her duties and responsibilities, the Superintendent of Schools shall notify the Director of Public Safety Services and the Town Manager who will engage in due process to address the concerns. The Town may remove the SRO from the assignment if necessary.

XII. Term of Agreement

This agreement is a three-year agreement, with a starting date of **July 1, 2026** and an ending date of **June 30, 2029**, and may be terminated by both parties at any time by mutual written agreement, or by either party by providing written notice of termination to the other party by January 1 of any year, with such termination to be effective the following July 1.

This agreement constitutes a final written expression of all terms of this agreement and is a complete and exclusive statement of those terms. This agreement may be modified in writing by consent of both parties.

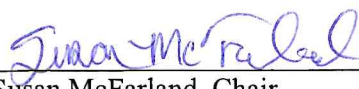
IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their authorized officers. Signed, sealed and delivered in the presence of:



Raymond Morris, Chair
Marlborough Board of Education

1/22/26

Date



Susan McFarland, Chair
Marlborough Board of Selectmen

1/27/26

Date

