HOLLIS POLICE DEPARTMENT
HOLLIS, NEW HAMPSHIRE
A Nationally Accredited Agency

James J. Maloney
CAPTAIN

Brendan T. LaFlamme
CHIEF OF POLICE

Jonathan M. Tate
CAPTAIN

It is understood and agreed that Hollis School District and the Hollis Police Department officials share the following goals and objectives with regard to the School Resource and Community Policing Officer (herein referred to as SRCPO) program in the schools:

A. GOALS AND OBJECTIVES:

1. To promote an atmosphere of safety and order for students and faculty members through the use of school discipline and enforcement of local, state and federal laws and ordinances.

2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system, respect for the law and the function of law enforcement agencies, and other related topics.

3. To maintain open communications among principals, faculty, the SRCPO, parents, Student Assistance Program staff, guidance counselors, conflict mediation coordinators and other key school personnel.

4. To utilize the SRCPO for problem solving, mediation, personal safety and an informational source for students involved in the criminal justice system, as appropriate.

5. To support the SRCPO efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions.

6. To foster and promote in students a positive attitude toward law enforcement and law enforcement officers.

7. To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, develop, recommend, and implement processes to reduce and eliminate such threats, and swiftly respond to any immediate threats or breaches of security.

8. To recognize the school principal as primarily responsible for the administration of discipline and maintaining order within the schools.

9. To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol, and other crimes.

10. To address criminal activity by students through the collaborative administration of school discipline and/or referral to the juvenile justice system.

B. COOPERATIVE EFFORTS:

1. The presence of the SRCPO at the school is not intended to usurp the rights and responsibilities of the principal to enforce the rules of the student conduct code and to administer discipline in the school.

2. The parties acknowledge that not every criminal/delinquent act will be handled through the juvenile justice system. Moreover, there will be times when the administration of typical school discipline will be sufficient to address behaviors that may constitute crimes.

3. The existence of the Hollis School District Administrative Procedures, the Student Conduct Code and the related disciplinary process is not intended to, nor shall it usurp the mandates and responsibilities of the SRCPO as directed by the policies and procedures of the Hollis Police Department and/or the laws of the State of New Hampshire.

4. In deciding when to resort to the juvenile justice system in lieu of, or in addition to school discipline, the Principal and SRCPO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation. Both the Principal and SRCPO will ensure that such decisions are rooted in the basis and requirements of RSA 16-B:2, IV.

C. TRAINING REQUIRED:

1. Pursuant to their assignment, an officer selected to serve in the role of a School Resource and Community Policing Officer must be "School Resource Officer Certified', in accordance with applicable standards established by the New Hampshire Police Standards and Training Council. In order to meet this requirement, officers must complete the following training programs before (or as soon as available classes allow after assigned as SRCPO) they can assume their position as an SRCPO:

    a. National Association of School resource Officer (NASRO) 40-hour Basic Certification;
    b. Mirror Project (if available) – Train the Trainer Certification; and

2. Within one year of assignment, an officer must also achieve an "Effective Police Contact with Youth Certification" (if available).

3. Thereafter, to maintain certification as a NH School Resource Officer, the SRCPO must complete 8 hours of annual in-service training in the topic areas that will continue to enhance their effectiveness in working within the school environment and with their school population. In-service training topics could include, but would not be limited to training in Mental Illness Response Involving Juveniles, Legal Issues in School/NH Juvenile Law Review, Youth Mental Health First Aid, Youth Crisis Intervention, Active Threat Response, Restorative Justice Techniques, or any such training that enhances SRCPO effectiveness.

4. Newly selected SRCPOs will also be required to successfully complete a field training program, as established by the Hollis Police Department and through partnership with the Hollis Cooperative School District.

D. RESPONSIBILITIES AND DUTIES OF SCHOOL RESOURCE AND COMMUNITY POLICING OFFICERS:

1. The Hollis Police Department will assign a full-time SRCPO to the Hollis School District, which includes the Hollis Primary School and Hollis Upper Elementary School. The SRCPO is a sworn Hollis Police Officer assigned to provide the law enforcement expertise and resources to assist school staff in maintaining safety, order, and discipline within their assigned schools. The SRCPO will be considered an active member of the School community.

2. The SRCPO's duty schedule will be determined by the SRCPO's supervisor, but will generally be arranged to provide coverage throughout the school day including peak arrival and departure times before and after school. Whenever possible, the SRCPO will be visible patrolling the exterior and interior grounds, particularly during the opening and closing of School and during the lunch periods.

3. The officer will notify the principal (or designee) of the assigned schools when they will be absent from the campus, as well as the School Resource Officer assigned to the Hollis Brookline High School and Hollis Brookline Middle School. The SRCPO will be required to notify the police department when they leave the school campus.

4. In the event that an SRCPO is absent from the campus, the School Resource Officer assigned to the Hollis Brookline Cooperative School District will be responsible for, and have the authority to handle any incidents or emergencies at the Hollis Primary School and Hollis Upper Elementary School. The opposite is also true in that the SRCPO assigned to the Hollis School District shall have the responsibility and authority to handle incidents or emergencies within the Hollis Brookline High School, and the Hollis Brookline Middle School.

5. The SRCPO will wear the issued police uniform and related equipment and operate a police vehicle while on duty unless otherwise authorized by a

supervisor for a specific purpose. The SRCPO provides a visible deterrent to crime and is a positive representative of the Police Department to students and staff.

6. The SRCPO will assist with training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools will be disseminated to the school administrative staff to assist them in effectively establishing and maintaining safe school environments. The SRCPO will be incorporated into each school's Safety and Security Team.

7. At the request of the staff, the SRCPO may also become involved with the school's curriculum and provide instruction that will enhance the student's understanding of the police mission and the responsibilities of citizenship. During the classroom instruction time, the teacher shall remain in the room. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom.

8. Programs conducted in schools by other members of the Police Department should be coordinated with the SRCPO to avoid redundant services and to ensure equitable distribution of such programs and services.

9. A critical element of the SRCPO program is an open relationship and strong communication between the school principal(s) and the SRCPO. SRCPOs are required to keep the school administration apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern, which have potential for disruption in the school or within the community. The SRCPO will work in conjunction with the school administration in developing plans to prevent and counteract such activities at the school.

10. The SRCPO will not be primarily responsible for the enforcement of school rules, administrative rules and/or regulation violations. However, the SRCPO will maintain familiarity with the Hollis School District's Student Code of Conduct. Unless requested by a school administrator the SRCPO will not attend disciplinary meetings with students or parents.

11. The SRCPO will be responsible for maintaining custody of illegal substances and/or contraband pending proper disposal in accordance with police department regulations.

E. SUPERVISION OF THE SCHOOL RESOURCE OFFICER:

1. SRCPOs shall abide by the rules, regulations and policies of the Hollis Police Department and be familiar with the teacher handbook. Should conflicts in these rules, regulations and policies occur the SRCPO will consult with a police supervisor; specifically, the Administrative Services Bureau Commander. School

personnel should contact the Administrative Services Bureau Commander or the Chief of Police to report commendable performance, discuss issues or report concerns involving SRCPO personnel.

2. When SRCPOs complete a Police Department Incident Report it will be submitted to the Administrative Services Bureau Commander no later than the next scheduled work day, unless prior authorization for an extension is granted.

3. During times that school is closed or on days when students are not attending school, the SRCPO will be required to report for a duty shift specified by the Chief of Police or his/her designee.

4. The Administrative Service Bureau Commander encourages open lines of communication between the school(s) and the Police Department. The Administrative Services Bureau Commander will meet with the school principal(s) at least two times per year. To the extent that schedules permit, the initial Administrative Services Bureau Commander/principal meeting should be held prior to the start of the school year and be devoted to reviewing school/Police Department expectations and clarifying any operational procedures. The second meeting should occur mid-year and involve a preliminary evaluation ofthe SRCPO's performance as well as the identification and resolution of any developing issues. The SRCPO supervisor will address any concerns regarding the performance of the SRCPO.

5. Principals and representatives of the Police Department will collaborate with each other prior to selection of a new SRCPO to determine any special needs or concerns at their school.

F. RESPONSIBILITIES AND DUTIES OF THE SCHOOL PRINCIPAL(S):

1. It is the responsibility of the principal to facilitate effective communications between the SRCPO and the school staff. The principal of the school shall meet on a regular basis with the assigned SRCPO.

2. The principal shall be responsible for immediately reporting to the SRCPO; acts of theft, destruction, or violence as defined in New Hampshire R.S.A. 193-D entitled "Safe School Zones." In addition to the requirements of 193-D, the principal shall immediately report the following conduct to the SRCPO; any conduct involving firebombs, explosive or incendiary materials or devices, hoax or otherwise, or chemical bombs on a school bus, on school property, or at a school sponsored activity; any threats or false threats to bomb made against school personnel or involving school property or school buses.

3. In an emergency situation, the school should notify the SRCPO or call the Police Department if the SRCPO is not available. Information that is not of an emergency nature may be held for action by the SRCPO upon his or her return to

duty.

4. Any criminal enforcement action taken by the SRCPO which results in the charging of a student with a crime will be supported by the principal and/or school employees by their appearance in court when necessary to provide testimony relevant to the case.

5. The principal shall relinquish to a police representative all illegal substances and/orcontraband.

6. The principal shall meet with the SRCPO Supervisor and the school shall provide information to the Administrative Bureau Commander to assist in preparing for the annual evaluation of the SRCPO's performance.

7. Principals are encouraged to consult with the Administrative Services Bureau Commander prior to the selection of a new SRCPO to share any relevant information on the needs or concerns of the school.

G. INVESTIGATION AND QUESTIONING OF STUDENTS:

1. When it becomes necessary for an SRCPO or any other law enforcement officer to interview a student on school premises, the principal (or designee) will be contacted, whenever practicable. The interview will be conducted pursuant to state law, school district and Hollis Police Department policy and procedure, and attorney general guidelines. When immediate action is necessary or in an emergency situation, the SRCPO may interview a student without the presence of a school official.

H. ARREST PROCEDURES:

1. SRCPOs are expected to be familiar with school rules and their application with the school. Routinely, rule infractions will notbe handled as violations of law, but instead referred to the principal (or designee) for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the principal. This specifically applies to general standards of conduct.

2. The arrest of a student or employee of the school with a warrant or petition should be coordinated with the principal and accomplished after school hours, whenever practical. The Hollis Police Department Police Department will strive to avoid the arrest of any student or staff on school property when school is in session; however, both parties recognize situations may occur when the arrest of a student or school employee must occur on school property while school is in session.

I. SEARCH AND SEIZURE:

1. School officials may conduct searches of student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for the search is reasonable suspicion.

2. The SRCPO shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

J. ADMINISTRATIVE HEARINGS:

1. The SRCPO will attend suspension and/or expulsion hearings upon request of the school principal. He/she will be prepared to provide testimony on any actions that were taken by the officer and any personally observed conduct witnessed by the officer.

2. The SRCPO shall provide police department documents and juvenile records pursuant to department policy and state law.

3. When a subpoena for official records, reports, or documents for an administrative school hearing, is received by the Police Department, any action will be coordinated by the office of the Police Chief, the County Attorney, and the School Board Attorney.

K. RELEASE OF POLICE INFORMATION:

1. Consistent with the basic tenets of the relationship between the school principal and the SRCPO described in this Memorandum of Understanding, open communication is essential to effectiveness. SRCPOs should exchange information with the school principal regarding students' involvement in criminal activity when the safety of any students and/or staff is at risk in and around the school. This may be limited to that which directly relates to and contributes to the safety of the school environment of the community in which they serve.

2. The school should confer with the police department prior to their release of any shared police information.

3. The SRCPO shall provide police department documents and juvenile records pursuant to department policy and state law.

L. EQUIPMENT:

1. The Hollis Primary School and the Hollis Upper Elementary School will provide a

private office/storage or work space for the SRCPO's materials and personal effects; space which is sufficient for him/her to meet with students, parents, and/or school staff/administrators. Additionally, both schools will provide a computer for the SRCPO to utilize in order to access school databases, school security cameras, and the school email system.

2. The Hollis School District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center (HCC). The scope of access will be limited to emergency situations, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. At no time shall the members of the HCC access the camera system unless requested to do so by police and/or SAU administration in times of emergencies, or for periodic testing for proper function. The SAU shall maintain a log detailing the frequency of access.

3. Whenever practicable, the School District should authorize access of video surveillance systems inside the school district to the Police Department. The access will allow the SRCPO to monitor activity within the school for security and investigative purposes. The SRCPO should be allowed to make copies of any videos for security, investigative and for evidentiary purposes as allowed by law. Camera access by the SRCPO shall only be authorized by SAU administration. Camera access and footage shall not be provided to any staff member unless authorized by the SAU Administration.

4. Software will be uploaded on only a limited number of terminals located within the Communications Center and the Police Department facility. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.

5. The School District shall provide the Hollis Police Department with a sufficient quantity of key fobs so each officer can gain access to School District buildings in times of emergency or critical incidents. Key fobs will be fixed within the pistol grip of an Officer's issued patrol rifle, and will not be removed unless approval is granted by the Chief of Police or his/her designee. Accountability for such key fobs will be conducted in accordance with routine armorer checks completed by a certified firearms instructor. Ultimately, it is the responsibility of each officer to maintain proper accountability for key fobs and to report any issues to the Administrative Services Bureau Commander. At no time will key fobs be used for access to schools outside of emergency response, such as critical incidents or active threats. Key fobs will be numbered to correspond with the specific patrol rifle they are attached to, and will be subject to routine testing during periods of school vacation to ensure they are functioning properly.

M. CONCLUSION:

1. This Memorandum of Understanding represents mutually agreed goals and

objectives of the Hollis Police Department and the Hollis School District for the School Resource and Community Policing Officer Program.

2. This endeavor is a partnership between education and law enforcement to support a collaborative multi-faceted approach to prevent crime and to intervene in the acts of such in schools, as well as provide more security and safety to both students and staff. Regular meetings shall be conducted between the Police Department and School Officials to support this partnership.

3. This agreement may be terminated without cause by either party upon 30 days prior written notice to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.

4. This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto.

5. The cost of the School Resource Officer within the Hollis Brookline High School will be shared between the Town of Hollis (60%), The Hollis School District (40%).

6. This memorandum shall be made available to the public and more specifically, shall be readily available for viewership through the websites maintained by the Hollis Police Department and the Hollis School District.

Signed:

Brendan T. LaFlamme, Chief of Police

8/21/2026
Date

Gina Bergskaug, Superintendent of Schools

8/21/26
Date

Last Updated: August 20, 2026