

Memorandum of Understanding

Between

Consolidated School District of New Britain

And

The New Britain Police Department (NBPD)

The New Britain Consolidated School District ("District") and the New Britain Police Department ("NBPD") recognize that safe, secure, and supportive schools are essential to student learning and academic success. The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership between the District and the NBPD through the assignment of School Resource Officers (SROs).

This MOU establishes a clear distinction between school discipline and criminal law enforcement. School administrators retain primary responsibility for student discipline and the enforcement of the District's Student Code of Conduct. SROs are sworn law enforcement officers whose primary responsibilities include school safety, crime prevention, emergency response, mentoring, education, and law enforcement duties when criminal conduct or significant safety concerns arise.

Key Compliance Elements (CT Public Act 26-1, C.G.S. § 10-148a, and C.G.S. § 10-233p):

- Practices and procedures concerning daily interactions between students and school personnel with SROs, including investigations, restraint of students and school based arrests.
- Mandatory professional development in social-emotional learning (SEL) and restorative practices for certified school employees pursuant to C.G.S. § 10-148a.
- Explicit regulations and safety standards regarding SRO firearms possession, holstering, drawing, and discharge reporting.
- Standardized procedures for behavioral interventions and handling conflict escalating to violence or crimes under C.G.S. § 10-233p, including mandatory documentation and reporting timelines.
- Graduated response framework distinguishing administrative disciplinary measures from law enforcement actions.
- Mandatory public posting on District and individual school websites, and triennial review cycles.

LEGISLATIVE AUTHORITY

This Memorandum of Understanding is adopted pursuant to applicable provisions of the Connecticut General Statutes (C.G.S.) governing School Resource Officers and public school administration. This Agreement satisfies all statutory mandates, including:

- **C.G.S. § 10-233m & Connecticut Public Act 26-1:** Mandating triennial reviews, central accessibility, public web posting, daily interaction standards, and graduated response matrices for SRO programs.
- **C.G.S. § 10-148a:** Requiring structured professional development for certified educational personnel in social-emotional learning, restorative practices, and trauma-informed instruction.
- **C.G.S. § 10-233p:** Governing behavioral intervention protocols, crisis de-escalation, and statutory reporting when student behavior escalates to violence or criminal conduct.

SECTION I: GENERAL PROCEDURES & DUTIES

ARTICLE I: PURPOSE AND SCOPE

1.1 Purpose

The purpose of this MOU is to establish a comprehensive framework governing the assignment, operation, supervision, and evaluation of SROs assigned by NBPD to District schools. This MOU establishes shared expectations, responsibilities, authority, and accountability while ensuring full compliance with state law, federal mandates, and Board policies.

1.2 Mission

The joint mission of the SRO Program is to:

- Protect life, safety, and property across all school grounds and district facilities.
- Foster a safe, welcoming, and inclusive educational environment.
- Build positive, trusting relationships between youth, school staff, and law enforcement.
- Proactively prevent crime and reduce school-based violence through early intervention.
- Support crisis preparedness, threat assessments, and emergency management.
- Integrate restorative, trauma-informed, and social-emotional approaches into school interactions.

1.3 Program Philosophy

School administrators retain primary responsibility for maintaining student discipline and enforcing the Student Code of Conduct. SROs maintain responsibility for criminal investigations, emergency response, and law enforcement. SROs shall not act as school disciplinarians, nor shall school administrators direct police investigations.

ARTICLE II: AUTHORITY & LEGAL COMPLIANCE

2.1 Statutory Basis & Independent Authority

SROs remain sworn police officers under the direct command and supervision of the Chief of Police. Nothing in this MOU expands or contracts the constitutional and statutory authority of sworn officers, nor diminishes the administrative authority of school principals.

2.2 Compliance Standards

Both parties agree to operate in strict adherence to the U.S. Constitution, CT Constitution, Connecticut General Statutes, Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), CT Juvenile Justice Statutes, Board policies, and NBPD General Orders.

ARTICLE III: DEFINITIONS

- **School Resource Officer (SRO):** A sworn police officer employed by NBPD assigned to serve within District schools pursuant to this MOU.
- **Student Discipline:** Administrative measures taken by school personnel for Code of Conduct violations (e.g., detention, restorative circles, suspension, expulsion). Excludes police enforcement.
- **Criminal Conduct:** Actions prohibited by Connecticut criminal statutes requiring law enforcement evaluation.
- **Restorative Practices:** Evidence-based processes designed to repair harm, build accountability, and restore relationships within the school community.
- **Behavioral Interventions:** Structured, multi-tiered strategies used by school staff to support students exhibiting challenging behavior, prior to or during crisis escalation.

ARTICLE IV: GUIDING PRINCIPLES

- **Educational Priority:** School safety initiatives shall support and enhance the core learning environment.
- **Least Intrusive Intervention:** Parties shall utilize the least intrusive response feasible,

prioritizing verbal de-escalation, social-emotional support, and restorative dialogue before invoking law enforcement or punitive measures.

- **Equity & Non-Discrimination:** SRO actions and school discipline must be administered without regard to race, ethnicity, disability, gender, religion, sexual orientation, or economic status.

ARTICLE V: ROLES AND RESPONSIBILITIES

5.1 Board of Education & District Responsibilities

- Maintain appropriate school safety and climate policies.
- Provide dedicated, confidential office space and communication tools for SROs.
- Facilitate multidisciplinary Threat Assessment Teams and crisis response exercises.
- Ensure all certified staff receive mandatory training under C.G.S. § 10-148a.

5.2 New Britain Police Department Responsibilities

- Select, assign, and supervise qualified SROs with specialized juvenile training.
- Maintain police equipment, firearms compliance, and operational command.
- Provide continuous specialized training for SROs in youth development, restorative practices, de-escalation, and special education law.

5.3 Operational Procedures, Appendices & References

- The District and NBPD shall review and comply with all operational requirements and protocols outlined in Section II of this MOU.

ARTICLE VI: SRO SPECIFIC DUTIES & FIREARMS POLICY

6.1 Core Functions

The SRO operates in four interconnected roles: (1) Law Enforcement Officer, (2) Law-Related Educator, (3) Informal Counselor/Mentor, and (4) Safety & Emergency Planning Specialist.

6.2 Specific Firearms Provisions & Safety Standards

SRO Firearms Regulations:

- **Authorized Duty Weapons:** SROs are authorized to carry department-issued, standard sidearms while on duty in school facilities in accordance with NBPD General Orders and POST Council regulations.
- **Holster & Retention Requirements:** Firearms must be secured at all times in a department-approved, high-retention duty holster (minimum Level II or Level III

retention) to prevent unauthorized access.

- **Prohibition on Unnecessary Display:** SROs shall not unholster, brandish, or display any firearm on school grounds except in response to an active threat involving imminent risk of death or serious bodily harm.
- **Prohibition on Unattended Storage:** Firearms shall never be left unattended or stored in school offices or lockers. SROs must maintain personal physical control of their sidearms at all times while on school property.
- **Mandatory Discharge Reporting:** Any discharge of a firearm on school property (accidental or intentional) requires immediate notification to the Chief of Police and Superintendent, immediate securing of the scene, and a formal investigation under state law and department protocols.

Less-Lethal Weapons & Defensive Tools:

- **Authorized Less-Lethal Equipment:** SROs carrying department-issued less-lethal tools (e.g., Conducted Energy Weapons/Tasers, oleoresin capsicum (OC) spray) on school grounds shall do so in full compliance with NBPD General Orders and state POST Council standards.
- **Restrictions & De-Escalation:** Less-lethal equipment shall not be used for compliance, room clearance, or routine disciplinary matters. Deployment is restricted strictly to situations involving imminent physical harm or active violent resistance where verbal de-escalation methods have failed or are infeasible. Any deployment or display of less-lethal force requires immediate notification to the Building Principal and Superintendent and submission of a formal use-of-force report.

6.3. Investigations, Restraint of Students and School Based Arrests

- The SRO may utilize reasonable physical force as necessary for the purpose of restraining students, in accordance with his or her training and experience, in order to protect the life, health and safety of students, staff and the public.
- The SRO shall follow the response, investigation and arrest protocols outlined in Section II of this MOU.
- Nothing in this section shall preclude an SRO from utilizing his or her training and experience in order to respond to threats to the life, health and safety of students, staff and the public.

ARTICLE VII: CERTIFIED STAFF AND SRO TRAINING REQUIREMENT (C.G.S. § 10-148a)

In compliance with C.G.S. § 10-148a, the District shall ensure that all certified school employees receive mandatory, ongoing professional development specifically focused on:

1. **Social-Emotional Learning (SEL):** Evidence-based strategies for integrating SEL competencies into daily instruction and behavioral management.
2. **Restorative Practices:** Operational protocols for utilizing restorative conferences, harm-repair circles, and conflict resolution mechanisms as alternatives to exclusionary discipline.
3. **Trauma-Informed Classroom Management:** Recognizing trauma triggers and implementing proactive de-escalation strategies.

SROs shall participate in collaborative joint training modules with certified staff to complete the aforementioned training requirements in compliance with C.G.S. Sec. 10-148a at least annually to align police de-escalation with school-based SEL and restorative framework expectations.

ARTICLE VIII: PROCEDURES FOR BEHAVIORAL INTERVENTIONS & CRISIS ESCALATION (C.G.S. § 10-233p)

8.1 Behavioral Intervention Protocols

When a student exhibits challenging or disruptive behavior, school staff shall execute multi-tiered behavioral interventions (e.g., classroom adjustments, counselor intervention, sensory breaks, restorative check-ins) prior to requesting administrative or police intervention.

8.2 Conflict Escalating to Violence or Criminal Conduct

Pursuant to C.G.S. § 10-233p, when student conflict or behavior escalates to imminent physical violence or constitutes a crime:

1. **Immediate De-escalation & Safety Action:** Certified staff and SROs shall prioritize physical de-escalation, verbal containment, and student safety using trauma-informed methods.
2. **Distinction of Roles:** School administrators manage disciplinary consequences; SROs address immediate safety threats and statutory criminal obligations.
3. **Mandatory Reporting & Documentation Requirements:**
 - o **Incident Record:** A comprehensive incident report for each investigation or behavioral intervention pursuant to Sec. 10-233p must be completed and submitted to the Chief of Police of the NBPD by the SRO within five (5) school days of completion of such investigation or intervention, detailing: (1) the date, time and location of such investigation or behavioral intervention, (2) the name and badge number of such school resource officer, (3) the race, ethnicity, gender, age and disability status for each student involved in such investigation or behavioral intervention, (4) the reason for and nature of such investigation or behavioral intervention, (5) the disposition of such investigation or behavioral intervention, and (6) whether any student involved in such investigation or behavioral intervention was (A) searched, (B) apprised of such student's constitutional

rights, (C) issued a citation or a summons, (D) arrested, or (E) detained, including the amount of time such student was detained. For purposes of this section, “investigation or behavioral intervention” means a circumstance in which a school resource officer is conducting (i) a fact-finding inquiry concerning student behavior or school safety, including, but not limited to, emergency circumstances, or (ii) an intervention to resolve violent or nonviolent student behavior or conflicts.

- **Transmission to Superintendent:** Pursuant to C.G.S. § 10-233p, the Chief of Police of the NBPd shall submit all collected SRO incident records to the Superintendent of Schools not less frequently than monthly.
- **Parental/Guardian Notification:** Parents/guardians must be notified verbally as soon as practicable and provided written notification within 24 hours.
- **State & District Reporting:** Incidents involving violence or criminal referrals must be logged into the District's Student Information System and reported to the CT Department of Education pursuant to statutory mandates.

ARTICLE IX: GRADUATED RESPONSE MODEL MATRIX

The District and the NBPd agree to follow the graduated response model for student discipline and intervention outlined below and in Section II of this MOU.

Response Tier	Behavior / Incident Category	Primary Responsible Party	Mandated Action / Interventions
Tier 1: Minor Disruption	Tardiness, dress code, cell phone use, minor classroom disturbance, refusal to follow instructions.	Teacher / Certified Staff	Classroom interventions, SEL techniques, teacher-student conference, parent contact. <i>No SRO involvement.</i>
Tier 2: Moderate	Repeated disruption, minor hallway	School Administration /	Restorative justice conference, behavioral

Response Tier	Behavior / Incident Category	Primary Responsible Party	Mandated Action / Interventions
Behavior / Conflict	disputes, insubordination, vandalism without safety hazard.	Guidance / Restorative Team	support plan, counseling, administrative detention. <i>SRO advised for climate awareness only if requested.</i>
Tier 3: Escalated / Violent Behavior	Physical fights, threats of violence, possession of prohibited non-weapon items, significant property destruction.	Administration & SRO Joint Response (Safety focus)	C.G.S. § 10-233p interventions, crisis de-escalation, threat assessment, restorative or administrative suspension. Mandatory parent notification and statutory report logging.
Tier 4: Criminal / Major Safety Threat	Active violence, possession of dangerous weapons/firearms, major drug distribution, felony offenses, active threats.	SRO / Law Enforcement (Primary) & Admin Support	Immediate police emergency response, containment, formal investigation, potential juvenile referral, statutory reporting.

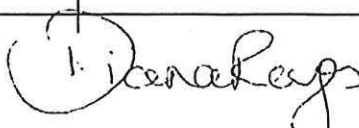
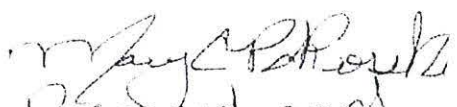
ARTICLE X: EVALUATION, WEBSITE POSTING & REVIEW

- **Triennial Review:** In compliance with Public Act 26-1, this MOU shall be formally reviewed and updated at least once every three (3) years by joint leadership of the Board and NBPD.
- **Public Posting:** This document shall be permanently posted on the District's central website and on the individual website of each school facility assigned an SRO.

APPROVAL & SIGNATURE PAGE

This Memorandum of Understanding (MOU) is entered into by and between the New Britain Board of Education ("Board") and the New Britain Police Department ("NBPD") for the purpose of establishing the operational framework, responsibilities, authority, and collaborative expectations governing the School Resource Officer (SRO) Program within the New Britain Consolidated School District.

This Agreement supersedes any prior Memorandum of Understanding governing the School Resource Officer Program upon its effective date. This MOU shall remain in effect until amended or replaced by mutual written agreement of the parties, subject to mandatory statutory review periods.

Entity	Signatory Title	Signature	Date
New Britain Board of Education	Board Chair		9/14/26
New Britain Board of Education	Superintendent of Schools		9/14/26
New Britain Police Department	Chief of Police		10/2/26
City of New Britain	Corporation Counsel (Acknowledgement)	 Received and Acknowledged	9/14/26

SECTION II: OPERATIONAL PROCEDURES, APPENDICES & REFERENCE STANDARDS

OVERVIEW

This Section consolidates the practical execution frameworks, operational guidelines, decision-making trees, responsibility matrices, training schedules, and legal definitions governing the School Resource Officer (SRO) Program. These materials operationalize the core principles established in the Memorandum of Understanding between the New Britain Board of Education and the New Britain Police Department.

PART 1: OPERATIONAL PROCEDURES & PROTOCOLS

1. Daily Coordination & Command Structure

- **Daily Alignment:** The assigned SRO and Building Principal (or designee) shall communicate daily to review campus safety concerns, behavioral trends, special events, and safety planning.
- **Incident Command:** During emergency operations, procedures shall align with the National Incident Management System (NIMS) and Incident Command System (ICS), utilizing Unified Command where appropriate.
- **Discipline vs. Enforcement:** School administrators maintain primary authority over Student Code of Conduct violations and administrative discipline. SROs maintain authority over criminal investigations and emergency law enforcement responses. SROs shall not act as school disciplinarians.

2. Searches, Interviews, and Arrests

- **Administrative Searches:** Conducted independently by school officials based on reasonable suspicion. SROs may be present solely to ensure physical safety but shall not direct or execute administrative searches.
- **Law Enforcement Searches:** Conducted by SROs strictly in accordance with federal/state constitutional standards, warrants, or established legal exceptions.
- **Student Interviews:** Investigatory interviews by SROs must comply with constitutional protections. Building administration shall be notified prior to student interviews unless doing so compromises an active investigation or is prohibited by law.
- **Arrest Protocols:** Except in exigent circumstances involving immediate safety threats, SROs shall notify the Building Principal prior to making an arrest on school grounds. Arrests shall be executed in a manner that minimizes trauma, disruption, and public display. Restraints shall be used only when legally justified by safety, flight, or active resistance concerns.

3. Governance, Dispute Resolution & Administrative Reviews

- **Executive Review:** Operational disputes between agencies shall be escalated to the Superintendent of Schools and Chief of Police for collaborative resolution.
- **Critical Incident After-Action Review (AAR):** Following major law enforcement incidents on school property, a joint AAR shall be conducted to evaluate response protocols, command structure, equipment, and interagency coordination.
- **Corrective Action Plans:** Recurring operational or policy concerns shall be addressed through joint, written plans specifying action steps, timelines, and measurable outcomes.

PART 2: APPENDICES & IMPLEMENTATION TOOLS

APPENDIX A: EXPANDED GRADUATED RESPONSE MODEL

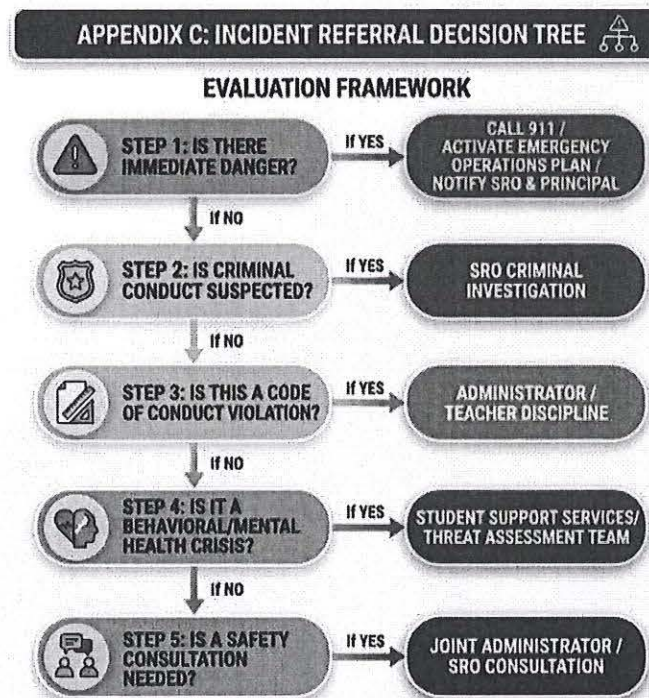
- **Graduated Continuum:**
 1. *Level 1:* Teacher Intervention (Classroom management)
 2. *Level 2:* Administrator Intervention (Code of Conduct)
 3. *Level 3:* Student Support Services (Counseling, SST, 504/IEP)
 4. *Level 4:* Restorative Practices (Circles, mediation, restitution)
 5. *Level 5:* Campus Safety Support (Scene safety, non-police response)
 6. *Level 6:* SRO Consultation (Legal guidance, safety planning)
 7. *Level 7:* Criminal Investigation (Reasonable suspicion/probable cause of criminal act)
 8. *Level 8:* Emergency Law Enforcement Response (Imminent threat to life/safety)
- **Mandatory SRO Referral Triggers:** Immediate SRO notification is required for firearms, dangerous weapons, mass violence threats, sexual assault, serious physical assault, robbery, arson, bomb threats, kidnapping, or active distribution of controlled substances.

APPENDIX B: DAILY STUDENT INTERACTION STANDARDS

- **Proactive Engagement:** SROs shall prioritize positive, non-enforcement interactions (hallway greetings, cafeteria visits, classroom presentations, mentoring) over enforcement actions.
- **Trauma-Informed Approach:** SROs shall utilize calm communication, de-escalation, and age-appropriate messaging, taking into account adolescent development, mental health, and disability status.
- **Prohibited Actions:** SROs shall not threaten arrest to compel compliance with school rules, enforce dress codes or cell phone policies, or use law enforcement authority for routine classroom management.

APPENDIX C: INCIDENT REFERRAL DECISION TREE

- **Phase 1: Identification of Imminent Safety Threats**
 - *Yes*: Initiate emergency dispatch via 911, execute District emergency protocols, and engage SRO and Building Administration. **Resolution Achieved.**
 - *No*: Transition to Phase 2 assessment.
- **Phase 2: Evaluation of Alleged Criminal Activity**
 - *Yes*: Refer matter to SRO for formal criminal investigation. **Resolution Achieved.**
 - *No*: Transition to Phase 3 assessment.
- **Phase 3: Administrative Disciplinary Determination**
 - *Yes*: Administer consequences pursuant to the District Student Code of Conduct. **Resolution Achieved.**
 - *No*: Transition to Phase 4 assessment.
- **Phase 4: Behavioral Health and Support Assessment**
 - *Yes*: Activate Student Support Services or multidisciplinary Threat Assessment Team protocols. **Resolution Achieved.**
 - *No*: Transition to Phase 5 assessment.
- **Phase 5: Interagency Safety Consultation**
 - *Yes*: Convene collaborative Administrator and SRO climate consultation. **Resolution Achieved.**



APPENDIX D: ROLES & RESPONSIBILITIES MATRIX (RACI)

Operational Function	Board/ Supt	Admin	S R O	Police Command	Campus Safety Officer	Threat Assessment Team
MOU Governance & Reviews	A / R	C	C	C	I	I
Student Discipline	I	A / R	I	I	I	I
Building & Hallway Security	I	A	C	I	R	I
Threat Assessment Execution	I	C	R	I	C	A
Criminal Investigations	I	I	R	A	I	I
Arrest Decisions	I	I	R	A	I	I
Emergency Tactical Resp.	I	C	R	A	R	N/A

A = Accountable (Ultimate decision-maker) R = Responsible (Executes action) C = Consulted (Provides input prior to decision) I = Informed (Notified after decision) N/A = Not Applicable

APPENDIX E: ANNUAL TRAINING REQUIREMENTS & CALENDAR

- **Initial SRO Training:** Minimum 40-hour Basic SRO course plus specialized instruction in School Law, Adolescent Psychology, De-escalation, Crisis Intervention, Threat Assessment, FERPA, and Special Education (IDEA/504).
- **Annual In-Service:** Minimum 33 hours annually covering safety updates, legal updates, active assailant response, mental health, and implicit bias.
- **Annual Training Calendar:**
 - *July–August:* Safety Planning, Emergency Procedures, MOU Orientation
 - *September–October:* Threat Assessment & School Law Updates
 - *November–December:* De-escalation, Crisis Intervention & Mental Health Awareness
 - *January–February:* Emergency Operations & Security Review
 - *March–April:* Active Assailant Response, Reunification & Communications
 - *May–June:* End-of-Year Safety Review & Annual Program Evaluation

PART 3: REFERENCE STANDARDS & DEFINITIONS

APPENDIX F: DEFINITIONS & ACRONYMS

- **Active Assailant:** An individual actively engaged in killing or attempting to kill people in a populated area using deadly weapons.
- **Administrative Search:** A search conducted by school officials for educational or disciplinary purposes based on reasonable suspicion.
- **After-Action Review (AAR):** A structured evaluation conducted post-incident or post-exercise to identify strengths, weaknesses, and corrective steps.
- **Campus Safety Officer (CSO):** A non-sworn District employee responsible for building safety, visitor management, and security support without police authority.
- **Graduated Response Model:** A structured framework distinguishing school disciplinary responses from criminal enforcement through progressive interventions.
- **Reasonable Suspicion:** Specific and articulable facts that would lead a reasonable person to suspect a violation of law or school policy.
- **Restorative Practices:** Evidence-based interventions designed to repair harm, improve relationships, and resolve conflict without justice system involvement.
- **Acronym Key:** **AAR** (After-Action Review), **CSO** (Campus Safety Officer), **FERPA** (Family Educational Rights and Privacy Act), **ICS** (Incident Command System), **IDEA** (Individuals with Disabilities Education Act), **NASRO** (National Association of School Resource Officers), **NIMS** (National Incident Management System), **RACI** (Responsible, Accountable, Consulted, Informed), **SRO** (School Resource Officer), **TAT** (Threat Assessment Team).