

Greenwich Police School Resource Officer

Memorandum of Understanding

School Year 2025/2026

Introduction

This Memorandum of Understanding is entered into by and between the Greenwich Public Schools (hereinafter referred to as "GPS") and the Town of Greenwich Police Department "hereinafter referred to as the "GPD") for two School Resource Officers for the Greenwich High School community.

Terms of Agreement – 2-year period. Starting on August 15, 2025 and ending on August 14, 2027.

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NOW, THEREFORE, in keeping with the Board of Education policy 5142.4 and in consideration of mutual promises and covenants herein contained, the GPS and GPD agree as follows:

The Duties of the School Resource Officer (SRO) Include:

- a. Provide a safe learning environment and help reduce school violence and school based arrests.
- b. Improve perception of and relations between students, staff and law enforcement officials.
- c. Make classroom presentations when requested by GHS Staff on such topics as the role of police in the community, search and seizure, laws of arrest, traffic laws, crime prevention, victim's rights, community involvement and youth programs.
- d. Guide and mentor students toward good judgment, discretion and moral standards.
- e. Assist in coordinating the Greenwich Inter-Agency Team with the GPD Special Victims Section.
- f. Be an active member of the GHS Crisis Response Team.
- g. Be notified of and involved with any student that is the subject of a Threat and/or Risk Assessment and advise the GPS Director of Security as appropriate.
- h. Wear the SRO Technician Uniform unless special circumstances require other form of dress.
- i. Participate in discussions during class to establish a rapport with students.
 - j. Take appropriate law enforcement action as required by law and the policies and Procedures of the GPD.
 - k. Notify the GHS Dean of Student Life or designee as soon as practical of any violations or actions that impact school discipline, order and safety.

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- i. This may include interviewing suspects or victims of criminal violations, issuing summonses and addressing traffic concerns.
- ii. Should it become necessary to conduct formal law enforcement interviews with students, the SRO shall adhere to the GPS Policies and Procedures and legal requirements with regard to such interviews.
- l. Assist other law enforcement personnel in conducting investigations when requested and/or required to do so.
- m. Obtain prior permission, advice and guidance from school administrators before enacting any program within the school.
- n. Provide assistance to school administrators, faculty and staff, upon request, in developing plans for the prevention and/or minimization of dangerous situations, which may result from student unrest or unauthorized intruders.
- o. Be familiar with GPS policies and regulations related to safety, student conduct and discipline issues, including the GHS Code of Conduct and the District's graduated response policy for student discipline (Policy 5144.5).
- p. Assist administrators, faculty and staff with violations of GPS policies at the SRO's discretion.
 - i. The SRO **shall not** be used for regularly assigned lunchroom duties, hall or other monitoring assignments.
 - ii. If there is a problem area, the SRO may assist the school until the problem is solved.
 - iii. The SRO **shall not** be used for traffic direction to facilitate the arrival of buses, however they may be used for dismissal of buses according to the mutually agreed upon bus dismissal plan or if an emergency exists.
 - iv. The SRO **shall not** investigate motor vehicle accidents occurring on school property.
 - v. Upon emergency, the SRO may respond to the scene to render aid.
- q. Be familiar with and abide by all relevant GHS policies and regulations *except* in the event such policies and regulations conflict with the responsibilities of a law enforcement officer.
- r. Work to develop rapport with students and a working relationship with student organizations, faculty, staff members, GPS administrators and community members.
- s. Teach students how to avoid becoming a victim through self-awareness and crime prevention.

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- t. Promote respect for people and property.
- u. Coordinate efforts with campus building security personnel.
- v. Maintain detailed, accurate and up-to-date police reports as required by GPD.
- w. When possible, attend school in-service training as recommended by the school administrator.
- x. Meet daily with the immediate GPD supervisor concerning information pertaining to juvenile delinquency issues and problems.
- y. Attend parent, faculty, student, administration and/or other meetings in order to provide information regarding the SRO program and opportunities for involvement and support.
- z. Provide information regarding community programs so that proper referrals can be made and appropriate assistance accessed.
 - i. These may include mental health programs, drug treatment programs, etc.
 - ii. The SRO may make referrals to such agencies when necessary, thereby acting as a resource person to the students, staff, faculty, and administration.
 - iii. The SRO may refer students to school counselors as needed. Referral guidelines are determined by school administration.
- aa. Maintain confidentiality of any and all obtained information and shall not disclose any information except as provided by law or court order.
- bb. Maintain confidentiality of GPS records and information in accordance with GPS policies.
- cc. Refer the press to the GPD Public Information Officer and/or GPS Director of Communications
- dd. Liaise with the GPS Director of Security regarding school safety matters.

The Chief of Police, the Board of Education, and the Superintendent of Schools must mutually agree upon any additions or modifications to the above duties.

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The Greenwich Police Department will be responsible for the roles and responsibilities outlined below:

- a. The assignment of two School Resource Officers to service Greenwich High School each day.
- b. The supervision of the School Resource Officer shall be assigned to the Community Impact Section Sergeant who shall perform scheduled and non-scheduled visits to the school.
- c. Train an additional qualified GPD officer through the National Association of School Resource Officers (NASRO) to be an Alternate should a School Resource Officer become unable to perform his or her duties.
- d. Financial funding for the positions.
- e. Relevant information sharing.

Rights retained by the Greenwich Police Department:

- a. The SROs shall be assigned to Greenwich High School on a full-time basis on the days during the hours that the school is in regular session and during Summer school.
- b. An SRO, if invited by a school administrator and with the approval of the SRO supervisor, may attend in-service training or use those hours for SRO administrative duties.
- c. During extended non-school periods, the SROs will be assigned as needed by the Community impact Section Sergeant or other police supervisor.
- d. In the event an SRO must take time off while school is in session, the SRO supervisor will assign a qualified alternate SRO. The SRO must also notify the Dean of Student Life or designee of the impending absence.
- e. If the SRO is absent due to illness/injury, the SRO shall notify the Greenwich Police Desk as well as the Dean of Student Life or designee. Upon notification of an absent SRO the Community Impact Section Supervisor shall assign a qualified alternate SRO.

Qualifications of the School Resource Officer

- 1. The School Resource Officer will be trained through the National Association of School Resource Officers (NASRO).
- 2. The School Resource Officer must meet all of the following requirements:

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- a. Must have maintained the requirements necessary for employment as a police officer.
- b. Must be a full-time, permanent certified police officer with the GPD with a minimum of three (3) years law enforcement experience.
- c. Must be a volunteer for the position of SRO.
- d. Must indicate a willingness to hold the position for a minimum of three (3) years.
- e. Must agree that if voluntarily assigned for the position of SRO, he/she will not seek transfer from the position until the end of the school year.
- f. Must be willing to work a steady day shift (5/2-5/3) schedule.
- g. Must be willing to attend some after-school functions and events throughout the school year.
- h. Must be approachable with good commonsense and communication skills.
- i. Must be a positive role model with integrity, honesty and loyalty.
- j. Must be able to function as a counselor, teacher and Law Enforcement Officer (TRIAD approach).
- k. Must have a good work ethic.
- l. Must have good judgement.
- m. Must have good organizational skills.

The GPS shall provide to each full-time SRO the following materials and facilities, which are deemed necessary to the performance of the SRO program:

- 1. A private office to conduct matters of confidential business shall be provided, as well as access to records that are deemed necessary by the GPS. The SRO shall maintain confidentiality of the records.
- 2. The GPS shall provide office furniture, a file cabinet and a computer with Internet capabilities for use by the SRO.

Evaluation

Prior to June 30 of each year, the effectiveness of the SRO Program will be evaluated, and any modifications necessary will be implemented. See attached addendum: GPD Annual Performance Evaluation Form.

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Appropriations

The obligations of the GPD pursuant to this Agreement are contingent upon adequate funds being budgeted, appropriated or otherwise made available through the Town of Greenwich.

Employment Status of School Resource Officer

The SRO shall remain an employee with the GPD and shall not be an employee of the GPS. The GPS acknowledges that the SRO is a law enforcement officer who shall uphold the law under the direction, supervision and control of the GPD. The SRO shall remain responsive to the chain of command of the GPD.

The School Administrator has the rights and responsibilities to report any alleged misconduct, non-compliance with the GPS's policies or other questionable behavior on the part of the SRO to the SRO Supervisor or in his absence, the Captain of the Detective Division. Such reports shall be made as soon as possible by telephone, followed immediately thereafter in written form.

Dismissal of School Resource Officer; Replacement

1. In the event that the **Superintendent of Schools** believes the SRO is not effectively performing his/her duties and responsibilities, the Superintendent shall recommend to the Chief of Police the SRO be removed from the program and shall state the reasons therefore in writing.
2. The Chief of Police may dismiss or reassign the SRO based on departmental rules, regulations and/or departmental directives, or when it is in the best interest of the GPD to do so.
3. In the event of resignation, dismissal or reassignment of the SRO, or in the case of long-term absences by the SRO, the Police Department will provide an alternate as soon possible.

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4. The SRO may be transferred from his/her position for administrative reasons during the school year at the discretion of the Chief of Police. The SRO requesting transfer to another position must do so at the end of the school year, and said request must be in writing. Transfer decisions shall be made at the discretion of the Chief of Police.

Termination of Agreement

This Agreement shall be a two (2) year commitment for the school years 2025/2026 and 2026-2027. After the completion of the school year in 2027, this agreement can be renewed. This Agreement may be terminated by the Superintendent of Schools, with the consent of the Board of Education, or Chief of Police by giving ninety (90) days prior written notice to all parties that any other party failed to substantially perform in accordance with the terms and conditions of this Agreement.

Any party giving one hundred eighty (180) days written notice to all other parties may terminate this Agreement without cause.

Good Faith

The Superintendent of Schools, the Board of Education, the Chief of Police, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. It is agreed that they will attempt to resolve any disputes concerning the interpretation of this Agreement and unforeseen questions and difficulties, which may arise, by good faith negotiations.

Modification

This document constitutes the full understanding of the parties, and no terms, conditions, understanding or agreement purported to modify or vary the terms of this Agreement shall be binding unless hereafter made in writing and signed by the affected parties.

Non-Assignment

This Agreement and each and every covenant herein shall not be capable of assignment except with prior consent of all parties.

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Merger

This Agreement constitutes a final written expression of all terms and conditions of this Agreement and is a complete and exclusive statement of these forms.

Effective Date

This Agreement is effective the beginning of the 2025-2026 school year and continues through the 2026-2027 school year.

Counterparts

Counterparts may sign this Agreement and each counterpart shall be deemed an original, and all counterparts taken, as a whole shall constitute one and the same instrument.

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

By: Joni Jones Date: 11.11.2025
Superintendent of Schools

By: James J. Heavey Date: 10 Nov 2025
Chief of Police

By: X [Signature] Date: 11/19/25
Board of Education Chair