USE OF BODY CAMERAS BY SCHOOL RESOURCE OFFICERS (SROs)

(Background Information for Policy Review Committee)

The use of body cameras by law enforcement agencies to monitor police interactions with the public has increased nationwide. The devices, about the size of a pager, have been a centerpiece of police reform movements in an attempt to achieve greater accountability regarding the actions of police. These devices are beginning to appear in schools that utilize the services of school resource officers (SROs).

Some districts across the country have implemented a policy allowing police officers in the schools, usually SROs, to actively wear body cameras and turn them on when it is determined necessary. Such districts believe this policy would contribute to a safer school environment. However, the wording regarding when they should be turned on and used is often vague due to the difficulty in explicitly stating the circumstances under which their potential use is addressed. The language used in a policy adopted by the Evanston, Illinois Board of Education indicated SROs should only activate body cameras if they "have reason to believe that a crime has been, or is in the process of being committed," or "is in a hostile situation or perceives that a complaint will be raised." Therefore, in such a situation, it depends on the SRO's perception of what is a hostile or criminal situation.

The use of body cameras by SROs has been welcomed by some, but privacy concerns have been raised by some districts across the nation, as well as by civil rights groups, regarding their implementation. In addition, recent actions of the police, which have sparked protests across the nation regarding police activity, have exacerbated the issue, resulting in some school systems deciding to remove the police presence in their schools. At this time, attention will be given only to the topic of the use of body cameras by SROs in those districts that continue to use their services. The continued presence of SROs in district schools is a matter to be determined by those boards that presently use such personnel.

The same civil rights groups that supported the use of body cameras by law-enforcement officers as a means to build police accountability, especially in confrontational situations, argue that police officers in the school setting should not be wearing or using them.

Chad Marlow, the advocacy and policy counsel for the American Civil Liberties Union, noted that in the educational context, where extreme instances of inappropriate use of physical force by police are far less common than on the streets, concerns about student privacy outweigh any potential benefits from using the cameras.

Evie Band, in an *Education Week* article, cited Marlow's viewpoint that "body cameras in a general setting allow the public to monitor police and hold law enforcement officers accountable by obtaining and sharing footage through open-records laws, but in schools, where students are the stakeholders, the ACLU believes that is less likely to happen."

The fear has been expressed that footage of students getting into fights or making mistakes could become an unshakeable part of their reputations and digital footprints. There have been instances where police footage has gone viral after being posted online. The issue of privacy and the unintended consequences of police owning recordings of students in schools, as well as to whom they would be shared, is a prime concern for many.

RECEIVED
By Marc J Garofalo MPA, MMC, MCTC at 12:09 pm, Nov 13, 2026

Another concern is that schools are a safe place for many students; having officers with cameras in the building can lead to varying degrees of discomfort among students. However, this has been countered by the argument that while body cameras may not tell the whole story of an occurrence, they can provide a better sense of transparency among officers and students so officers can be held accountable, especially in situations where people may be targeted due to discriminatory biases.

Furthermore, others argue that body cameras are similar to surveillance cameras already in place in many school buildings and should not compromise student privacy. The use of surveillance cameras is governed by policy language that includes provisions regarding the storage of footage and who is authorized to access certain footage. The wide use of social media by students may also lessen the issue of student privacy.

Records kept by school police are exempt from the federal Family Educational Rights and Privacy Act (FERPA). A balance must be maintained to keep students and police accountable while also protecting students' right to privacy. Matt Simpson, policy strategist for the American Civil Liberties Union of Texas, stated, "It is a delicate balance. The body cameras are good tools, but you don't want to violate everyone's privacy. In cases involving juveniles, it is how the video footage is stored and who has access to it. Policies will be key to handling who sees the videos, who has access to the footage, and how they are stored." Strict procedures need to be in place to protect student privacy.

Footage obtained by SRO use of a body camera is usually stored by the local police department. SROs are employees of the local law enforcement unit. Such storage should be internal storage, not cloud-based. Such material can be viewed by department staff and made available to court administrators if the recorded incident progresses to a court case.

It is important to recognize that the images of students captured on security videotapes of a school's video surveillance cameras may contain personally identifiable student information and be considered confidential in accordance with FERPA. Court rulings exist in which access to videotape of an incident was denied because other students were personally identifiable. However, boards of education may be required, according to another court decision, to release such records after redacting personally-identifiable student information and other information that would make the student's identity easily traceable.

The status of school videotape footage under FERPA has been the subject of considerable uncertainty. Some courts have maintained that the videotape developed as a result of a surveillance system is significantly different from the type of records schools maintain in students' personal files.

The U.S. Department of Education indicated that "images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered records under FERPA. (This would appear to apply to SROs on school campuses utilizing body cameras.) Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities, as appropriate. Schools that do not have a designated law enforcement unit might consider designating an employee to serve as the 'law enforcement unit' in order to maintain the security cameras and determine the appropriate circumstances in which the school should disclose recorded images."

The U.S. Department's previous guidance also indicated that K-12 educators may disclose any educational records, including personally identifiable information, to protect the health or safety of a student or other individuals.

However, until new guidance or legislation is provided, it is probably in the District's best interests to indicate that the videotapes, maintained by the district, retain their status as educational records even if they are in the possession of a law enforcement unit and thus remain subject to FERPA's restrictions on their release.

However, as previously indicated, SROs as employees of the local law enforcement department, placed in the school setting under an agreement with the local board of education, usually will have the videotapes stored by the local police department.

A guidance letter (Dec. 2017) issued by the U.S. Department of Education in a hazing incident involving numerous perpetrators, victims and bystanders captured in a video surveillance taping indicated that the district had to provide the parents of the disciplined student the opportunity to inspect and review the entire video "if the video cannot be segregated or redacted without destroying its meaning."

The FERPA Compliance Office has provided "informal advice" that in the case of a video or other picture image of one or more students and where there are students in the background, the video is "directly related" to, and thus the educational record of the student or students who are the subject of the video and not the students merely in the background. Focus is defined to mean a student or students who are involved in an altercation or some other disturbance that causes them to be the focal point of the video.

With regard to parents of those students who are the focal point of the video being permitted to view the video, a school would not need to obtain the consent of the parents of the two students involved and may show both sets of parents the video, because this would typically be the education record of both students, especially in situations involving altercation. In this case however, where there is more than one student that is the focus of the video, while the school may provide a parent with access to the video without the prior consent of the other parent, the school may not give a copy of the video to any of the parents without the consent of the other students' parents.

The bottom line, therefore, is that it is extremely important and it makes a significant difference, regarding student privacy and FERPA, as to who maintains possession of the video recording and where it is to be stored. In the case of SROs, it must be clarified in the required memorandum of understanding (MOU) between the local district's board of education and the local law enforcement unit providing the SROs.

Concerns must be addressed through clear agreements and memoranda of understanding between schools and police agencies that establish limits on how officers should interact with students, not just through monitoring with body cameras. Police agencies need to communicate with the schools they protect about how and when cameras will be used to avoid miscommunication or disagreements.

Policy Implications

Having SROs wear body cameras creates a complex situation for students and staff. In the placement of SROs on school campuses, it is essential to be mindful of blurring the line between law enforcement, the SROs' responsibilities, and school discipline, which should remain the primary responsibility of the district's staff. It is essential that, if the use of body cameras by SROs is permitted, the devices be used only when the SRO is exercising some form of law enforcement authority.

Many school districts have utilized school resource officers in their schools to enhance school security and student safety. P.A. 15-168 defines a "school resource officer" as a sworn police officer of a local law enforcement agency who has been assigned to a school pursuant to an agreement between the local or regional board of education and the chief of police of a local law enforcement agency.

School boards that assign a sworn police officer to a school (i.e., school resource officer) must utilize a memorandum of understanding (MOU) with the local police department that defines the officer's role and responsibilities. The MOU needs to address daily interactions among students, school personnel, and police officers and must include a graduated response model for student discipline. A memorandum of understanding between the Board of Education and the police department facilitates clear communication of each party's expectations and responsibilities.

The memorandum of understanding specifies the role of the SRO. That role includes, but is not limited to, the following:

- Act as a safety expert, help in the development of safety plans for schools;
- Investigate potential criminal acts;
- Secure buildings by operating metal detectors and/or other safety equipment;
- Assist school personnel in addressing student violence, drug and alcohol use and abuse, sexual assault, truancy, and bullying issues;
- Educate students and faculty on safety measures and crime prevention, safe driving, and other issues; and
- Act as a liaison between the police department and administration.

The MOU can include the knowledge needed for the SROs. Such knowledge includes the confidentiality of student records, search and seizure standards on school campuses, state and federal laws relating to special education students, child abuse reporting, school discipline procedures, board of education policies and regulations, and truancy and other school-related state laws.

The specific duties of the SROs should be included in the MOU. It is now required to have these duties explicitly laid out in the agreement. Examples of such duties include SRO responsibilities, such as investigating criminal activity, interviewing students, conducting searches, counseling and educating students on law-related matters, including the use of drugs and alcohol, as well as issues pertaining to school security and student safety. However, the MOU must specify the structure of supervision while the police officer is in the school setting.

USE OF BODY CAMERAS BY SCHOOL RESOURCE OFFICERS (SROS)

Effective July 1, 2023, each local or regional board of education that assigns a school resource officer to any school under the jurisdiction of such board must enter into a memorandum of understanding with a local enforcement agency regarding the role and responsibility of the school resource officer. Prior to the session's Act Concerning School Resource Officers, the MOU was considered a best practice. It is now required that the MOU be maintained in a central location within the school district and posted on the school district's and the school's Internet website, where the SRO is assigned.

The MOU must include provisions addressing daily interactions between students and school personnel, including those with school resource officers, and must also include a graduated response model for student discipline. Districts need to develop or update MOUs to include a provision requiring all school resource officers to complete. In contrast, when performing their duties as school resource officers and during periods when they are assigned to the school, certified employees receive separate training specifically related to social-emotional learning and restorative practices. Additionally, as of July 1, 2023, the MOU must include provisions specifying an SRO's duties concerning and procedures for the restraint of students, use of firearms, and school-based arrest.

"School Resource Officer" means a sworn police officer of a local law enforcement agency who has been assigned to a school pursuant to an agreement between the local or regional board of education and the chief of police of a local law enforcement agency.

Policy #5142.4, "School Resource Officer," does not need to be revised to address the issue of the use of body cameras by SROs. The wearing of these devices is a decision made by the local law enforcement unit to which the SRO belongs. The use of the body camera must be addressed in the required memorandum of understanding. It should also be addressed in the administrative regulation pertaining to the policy. However, policies will need to be revised to update language related to MOUs as specified in An Act Concerning School Resource Officers.

The sample memorandum of understanding and the administrative regulation have been revised to contain language pertaining to body cameras.

Revised July 2023
Reviewed January 2026

P5142.4(a)

A sample policy to consider.

Students

Safety

School Resource Officer

To make schools more orderly, safer, and more secure, the district may employ police officers as school resource officers (SROs).

The utilization of school resource officers in district schools is to accomplish the following goals:

- To provide a safe learning environment and help reduce school violence.
- To improve school/law enforcement collaboration.
- To improve perceptions and relations among students, staff, and law enforcement officials.
- To collaborate with designated members of the school and District staff and with local law enforcement, fire service, public safety and emergency management agencies, and parents/guardians in the development of school safety/crisis plans.

Alternative language:

It is understood and agreed that the Board of Education and the Police Department officials share the following goals and objectives regarding the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school; and
5. To cooperate with law enforcement officials in their investigations of criminal offenses that occur off campus.
6. To be involved in the development of District and school safety/crisis plans.

Students

Safety

School Resource Officer (continued)

Duties include, but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff, and persons and property on or about district property or while attending district-sponsored activities.

Optional Language:

6. [Investigating and documenting specific incidents;]
7. [Assistance in identifying, intervening, and communicating with at-risk students;]
8. [Provision of crime prevention education;]
9. [Promotion of a positive student attitude towards law enforcement;]
10. [Operating as a liaison between the community and the District.]

The Superintendent of Schools will develop administrative regulations as necessary to implement this policy.

Alternative language:

The Board will work in cooperation with the local law enforcement agency or police department to place school resource officers in its high, middle, and elementary schools. The objectives and qualifications of resource officers will be determined by the police department and shall be subject to the Board's approval.

The Board shall enter into a Memorandum of Understanding (MOU) with the local police department that defines the officer's role and responsibilities. The MOU must address daily interactions among students, school personnel, and police officers, and must include a graduated response model for student discipline. Any such MOU entered into, extended, updated, or amended on or after July 1, 2023 shall include a provision requiring all school resource officers to complete, while in the performance of their duties as school resource officers and during periods when such officers are assigned to be at the school, any separate training specifically related to social-emotional learning and restorative practices provided to district certified employees.

(cf. 5114 – Suspension/Expulsion; Student Due Process)
(cf. 5131.2 – Assault)

Students

Safety

School Resource Officer (continued)

(cf. 5131.21 – Terrorist Acts/Threats)
(cf. 5131.4 – School Grounds Disturbances)
(cf. 5131.41 – In-School Disturbances)
(cf. 5131.5 – Vandalism)
(cf. 5131.6 – Drugs, Tobacco, Alcohol)
(cf. 5131.61 – Inhalant Abuse)
(cf. 5131.612 – Surrender of Physical Evidenced Obtained from Students)
(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5131.8 – Off School Grounds Misconduct)
(cf. 5131.9 – Gang Activity or Association)
(cf. 5141.6 – Crisis Management)
(cf. 5142 – Safety)
(cf. 5144 – Use of Physical Force)
(cf. 5145.11 – Questioning and Apprehension)
(cf. 5145.12 – Search and Seizure)
(cf. 5145.121 – Vehicle Searches on School Grounds)

Legal Reference: Connecticut General Statutes
4-176e through 4-180a. Contested Cases. Notice. Record.
10-220 Duties of boards of education.
10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.
53a-3 Definitions.
53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
PA 94-221 An Act Concerning School Discipline and Safety.
GOALS 2000: Educate America Act, Pub. L. 103-227.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence)
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.
PA 23-208 An Act Making Certain Revisions to the Education Statutes.

Policy adopted:
rev 7/15
rev 7/21
rev 9/23
reviewed 1/26

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

R5142.4(a)

A sample regulation to consider/modify, that has been updated to include the new training requirement.

Students

Safety

School Resource Officer

The School Resource Officer (SRO) provides a visible presence in the District's schools, allowing students to develop trust with law enforcement while linking district and community safety concerns and making District property inhospitable to criminals.

The SRO's responsibilities are equally divided into the three areas of law enforcement officer, law-related counselor, and law-related educator. The SRO helps to create a safe and non-threatening learning environment, leading by example and promoting a positive image of law enforcement.

The duties of the SROs shall include, but not be limited to: (*also see appendix to the policy for a listing of possible duties.)*

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of District property, students, staff, and persons and property on or about District property or while attending District-sponsored activities.
6. [Investigating and documenting specific incidents;]
7. [Assistance in identifying, intervening, and communicating with at-risk students;]
8. [Provision of crime prevention education;]
9. [Promotion of a positive student attitude towards law enforcement;]
10. [Operating as a liaison between the community and the District.]

Training of School Resource Officers will include the following areas:

1. The law regarding arrest;
2. Search and seizure;
3. Appropriate use of force;
4. Fire detection and reporting of safety issues;
5. Notification of public authorities;
6. Reporting of incidents and preparation of necessary reports;
7. Deportment and ethics;
8. Knowledge of criminal and school law;
9. District policies and regulations;

Students

Safety

School Resource Officer (continued)

10. Knowledge of the National Incident Management System (NIMS) and the National Incident Command System;
11. First aid and CPR; and
12. Self-defense tactics.
13. Peer-to-peer mental health support program

The basic qualifications of School Resource Officers shall include the following:

1. Shall be a commissioned officer with a minimum of two years of law enforcement experience;
2. Shall possess sufficient knowledge of all applicable Federal and State laws and Board of Education policies and regulations;
3. Shall be capable of conducting in-depth criminal investigations;
4. Shall possess an even temperament and be able to set a good example for students; and
5. Shall possess communication skills that would enable the officer to function effectively within the school environment.

Graduated Response Model

The SRO Program will use the "Graduated Response Model" for student misconduct, as described below:

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 restorative practices approach and 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 non-threatening behaviors, such as dress code violations and classroom rule violations. School Resource Officers (SROs) should not be involved at this level. More than three incidents of the same behavior, if not on the same day, could lead to School Administrator Intervention. Classroom intervention options may include restoration, redirection, reteaching, school climate initiatives, seat rearrangements, and the teacher should initiate contact with parents.

School Administration Intervention - Classroom interventions must be supported by school administrators who address more serious or repetitive challenging behaviors that occur in school, but outside the classroom. Examples of behaviors at this level include repetitive patterns, defacing school property, truancy, threatening behavior, and misbehavior in hallways, bathrooms, courtyards, and on school buses. Administrative intervention options may include time in the office, after-school detention, loss of privilege, reparation, and/or a parent conference.

Students

Safety

School Resource Officer

Graduated Response Model (continued)

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

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. Police involvement 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, 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.

Chain of Command:

As employees of the Police Department, SROs shall follow the chain of command as set forth in the Police Department's policies and procedure manual.

In the performance of their duties, SROs shall coordinate and communicate with the Principal or his/her designee of the school to which they are assigned.

Dress Code:

SROs shall/shall not be required to wear a department-issued uniform.

Transporting Students:

SROs shall not transport students in their vehicles except:

- When the students are victims of a crime, under arrest, or some other emergency circumstances exist, and
- When students are suspended and sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period, and the student is disruptive/disorderly, and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

Students

Safety

School Resource Officer

Transporting Students: (continued)

If circumstances require that an SRO transport a student, transporting officer must have their body worn camera and in-car cameras activated while transporting.~~then school officials must provide a school official or an employee of the same gender as the student to accompany the officer in the vehicle.~~

Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.

SROs shall notify the school Principal before removing a student from campus.

Investigation, Interrogation, Search, and Arrest Procedures:

The standard operating procedures for the investigation of crimes and interrogation, search and arrest of students are as follows:

1. Interrogation Procedures: In the event a serious crime (as defined below) is committed at school or a school activity, the Principal or Assistant Principal, with the assistance of the SRO, should:

    - Question any witnesses to determine whether a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information regarding criminal misconduct or violations of the Board of Education's conduct policies. As a rule, the interrogation should be conducted in cooperation with and in the presence of a school official; however, when immediate action is necessary, or in an emergency, the SRO may interrogate a student without a school official present.

    - Question the person suspected of committing the crime. As a rule, the suspect should not be arrested or placed "in custody" during the initial interview or interrogation. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to remain silent, contact their parents or an attorney, or end the interview, the questioning should cease, and their request should be granted, unless there is reasonable cause to detain the student for questioning.

Students

Safety (continued)

School Resource Officer

2. If a student is detained, placed in custody, or arrested, the student must be advised prior to further questioning by an SRO:

- That he/she has the right to remain silent;
- That anything he/she says can be used against him/her in a court of law;
- That he/she has a right to have a parent, guardian, or custodian present during questioning;
- That he/she has a right to talk with an attorney before you ask any questions, and he/she has a right to have his/her attorney present with him/her during questioning;
- That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before questioning if he/she wishes; and
- That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she also has the right to stop answering questions at any time until he/she talks to a lawyer.
- That if the suspect is a minor, the child's parent, guardian, or custodian shall be contacted and invited to be present during the interview and the accused shall be advised of their rights.
- SRO will adhere to all Connecticut General Statutes governing the established laws and interviewing requirements pertaining to the questioning of juveniles.

Formatted: Indent: Left: 0.86", No bullets or numbering

Search Procedures:

If the Principal or his/her designee has reasonable grounds for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the Principal or his/her designee may search the student's pockets, pocketbook, bookbag, desk, locker, vehicle or any similar location within the student's control. When requested by school officials, the SRO shall assist with the search to protect the safety of all persons involved. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.

School officials shall not conduct a "strip search" without a search warrant. A strip search is defined as a search of a student's person, which requires the student to remove their clothing to determine if any evidence is concealed within their undergarments or on their body. The term does not include the removal of outer garments, such as coats, hats, or shoes. If there is probable cause to believe that a student has concealed or is concealing evidence of criminal misconduct within his/her undergarments, the SRO should assist the school official in obtaining a warrant to search the student.

Students

Safety

School Resource Officer (continued)

Reporting of Serious Crimes:

If the investigation uncovers evidence of a crime as defined in the statute, the school official shall notify the SRO, the student's parent or guardian, and the Superintendent's office.

Bomb Threats:

School officials, the SRO, and fire safety officials shall cooperate in implementing procedures in the event of a bomb threat. In all cases, such incidents shall be reported by the Principal to the Superintendent's office and the SRO.

Controlled Substances:

School officials shall notify the SRO in all cases involving the possession, sale, or distribution of controlled substances at school or school activities.

Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual disposition.

Riots and Civil Disorders:

In the event of a riot or civil disorder on a school campus, the Principal and the SRO shall discuss and agree on a response to the situation.

If, in the opinion of the Principal and SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request that assistance. The Principal or their designee shall also notify the Superintendent.

The Principal or his/her designee shall be prepared to respond to questions from the news media, parents, and other members of the public as soon as order is restored.

If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.

The SRO or officer in charge shall consult with the Principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.

Students

Safety

School Resource Officer (continued)

The names of any students arrested and removed from campus should not be released to the news media until their parents have been notified. In no event shall the names of juvenile students who have been removed from campus be released to the news media.

Education Records:

School officials shall allow SROs to inspect and copy any public records maintained by the school, including student directory information. However, law enforcement officials may not inspect and/or copy confidential student education records except in emergency situations.

If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is needed, but no emergency exists, the information may be released only upon issuance of a search warrant or a subpoena to produce the records.

Body Worn Camera Usage

The body camera shall be rendered inactive while the SRO is on school grounds or at a school-related activity or event. Audio and video recordings will be used during all law enforcement-specific contacts, including investigative and enforcement functions. The SRO may activate the camera's recording system anytime the officer determines that a video or audio file needs to be captured for evidentiary purposes.

Each School Resource Officer assigned to a school within the District shall be equipped with a body-worn camera and shall use it in accordance with Police Department policies governing the use of body-worn cameras.

The body-worn cameras will not be activated in public places where individuals have a reasonable expectation of privacy, such as locker rooms, changing rooms, or restrooms, unless the SRO determines the camera must be activated for official law enforcement reasons.

The SRO shall not record, using the body-worn camera, during the school day unless and until the SRO has reason to believe that a crime has been, or is in the process of being committed. In the event that an SRO is in a hostile situation or perceives that a complaint will be raised, the SRO may, in their discretion, activate the body-worn camera and begin recording.

Students

Safety

School Resource Officer

Body Worn Camera Usage (continued)

If a body-worn camera is turned on for any reason during the school day, the SRO shall promptly notify the school Principal or their designee.

Unless designated otherwise, all video recordings captured by the body camera shall be the property of the Police Department. The Board of Education is not responsible for its storage, maintenance, release, or disposal.

If a student is recorded by an SRO during the school day using a body-worn camera, the SRO shall be considered a law enforcement unit of the school. As a result, the records created by the SRO for law enforcement purposes shall not be considered educational records.

> ***Alternate language:*** Any such film or video taken by an SRO and retained by the Police Department may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA). Any copy of such film or video, if permitted by law to be provided to the School District, may become an educational record of the District.

Upon the request of the Building Principal or the Superintendent of Schools or his/her designee, the Police Department may permit the Building Principal or his/her designee to view and obtain a copy of any video recording captured by the SRO while performing official SRO duties as outlined in the Memorandum of Understanding, subject to the requirements of the Freedom of Information Act, and the approval of the Chief of Police. Such recording or copy shall be considered a law enforcement record.

Legal Reference: Connecticut General Statutes
PA 22-47 An Act Concerning Mental Health
PA 23-208 An Act Making Certain Revisions to the Education Statutes.

Regulation approved:
rev 1/21
rev 7/22
rev 9/23
rev 1/26

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

5142.4(a)
MOU

CABE suggests that Superintendents work with Board Counsel in developing an MOU between the Board and the Police Department.

SCHOOL RESOURCE OFFICER
MEMORANDUM OF UNDERSTANDING

Between the _____ Police Department and the _____ Board of Education

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the _____ Police Department (the "Department") and the _____ Board of Education (the "Board") effective _____.
(date)

SECTION 1. PURPOSE OF MOU

The MOU formalizes the relationship between the Board and the Department to foster an efficient and cohesive program that builds a positive relationship between law enforcement and the youth of our community, to reduce crime committed by juveniles and young adults. This MOU describes the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between the Board and the Department in which a sworn police officer is placed within the education environment. The SRO Program is intended to support school administration and staff in maintaining a safe, secure, and positive school environment. The success of the SRO Program relies on effective communication among all involved employees and other key staff members of each organization.

The Board and the Department shall review and adhere to the requirements and principles set forth in Conn. Gen. Stat. § 1 0-233m. In addition, this MOU is founded on the following principles:

- The vast majority of student misconduct can and should be addressed through classroom and in-school strategies and by maintaining a positive school climate.
- The response to school disruptions should be reasonable, consistent, and fair, with appropriate consideration of relevant factors, such as the age of the student and the nature and severity of the incident.
- The _____ Public Schools (the "District") and the SRO Program will utilize a graduated response model, described in Section 6 of this MOU, which provides increasingly more serious consequences for continued student misconduct. As such, disruptive students should receive appropriate redirection and support from in-school and community resources before considering police involvement or a court referral.
- Establishing clear and consistent guidelines for school and police personnel regarding non-emergency disruptive behavior at school and school-related events promotes the best interests of the student, the school system, law enforcement, and the community at large.

When determining consequences for a student's disruptive behavior, the following factors shall not be considered: (1) the student and/or family's race, ethnicity, gender, gender identity or expression, sexual orientation, religion, national origin and/or membership in any other protected class, and (2) the economic status of the student and family.

SECTION 2. TERM

The term of this MOU shall be two years from the date of execution, unless terminated earlier as provided herein. The parties may renew this MOU only by a separate written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. This is accomplished by assigning a sworn police officer employed by the Department (hereinafter referred to as "SRO") to District facilities for the term of this MOU.

The SRO Program's goals and objectives are designed to foster rapport among youth, police officers, school administrators, and parents. Goals of the SRO Program include:

1. To promote an atmosphere of safety and order for students and staff;
2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system and respect for the law, and the function of law enforcement agencies and other related topics;
3. To establish a rapport between the SRO, staff, parents, and the student population;
4. To maintain open communications among principals, faculty, SROs, parents, school counselors, and other key school personnel;
5. To utilize the SRO for problem-solving, mediation, intervention, and as an informational source for all students;
6. To provide security to the school and safeguard the school community from outside threats by maintaining a visible police presence on campus, assessing threats to school security, reducing and eliminating such threats, and swiftly responding to any immediate threats or breaches of security;
7. To recognize school staff, including the school principal, as primarily responsible for the administration of discipline within the schools;
8. 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;
9. To address criminal activity by students, in accordance with Sections 6 and 7 below.

SECTION 4. SUPERVISION, ASSIGNMENT, SCHEDULE, AND COMMUNICATION

A. **Supervision.** The SRO shall remain an employee of the Department and shall not be an employee of the Board. As such, the Department agrees to provide a fully uniformed and armed SRO as part of the SRO Program, and the Department shall bear the costs of the SRO Program during school days when the SRO is present in the schools. The Department further agrees to fund and provide all required, as well as advanced, ongoing training to ensure SROs are current in best law enforcement practices. Whenever possible, such training will take place when school is not in session.

SECTION 4. SUPERVISION, ASSIGNMENT, SCHEDULE, AND COMMUNICATION (continued)

A. (continued) The District acknowledges that the SRO will remain subject to the administration, supervision, and control of the Department. However, while acting in the capacity of an SRO, the SRO shall take direction from the Superintendent or designee, except that, while performing law enforcement duties, the SRO shall follow protocols established by the Department and its Chief of Police.

B. **Assignment.** The Department, in conjunction with representatives from _____ High School, shall assign one (1) full-time law enforcement officer to serve as the SRO at _____ High School.

The Department will make every effort to ensure a police officer is present in the absence of the SRO. The Department reserves the right to reassign the SRO at any time if Department staffing levels fall below acceptable norms, provided that due deliberation and advanced notice are given. The Department also reserves the right to temporarily remove the SRO in the event that additional officers are needed during a critical incident or natural disaster.

C. **Schedule.** The SRO's specific hours of work while assigned to the school will be the responsibility of the school principal. The SRO's duty schedule will track the school calendar. It will generally be arranged to provide coverage throughout the school day, including peak arrival and departure times before and after school. The Department's Chief of Police or designee will be responsible for addressing scheduling-related issues. Whenever possible, the SRO will be visible, patrolling the exterior and interior grounds, particularly during the opening and closing of school, as well as during lunch periods.

The SRO shall attend school special events as needed (for example, graduation ceremonies, pep rallies, school dances, football games). **If not otherwise covered and delineated in the budgetary document created by the Finance Department, the District shall contact the SRO's supervisor at the Department to request SRO or another Department police officer's attendance at an after-school and/or evening activity. If such attendance requires overtime, it shall be subject to the approval of the Superintendent of Schools and the SRO's supervisor at the Department and will be billed to the Board.**

D. **Communication.** A critical element of the SRO Program is strong communication between the school principal, house principals, and the SRO. The SRO is required to keep the school principal and/or the house assistants 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, within limitations as set forth by policy, procedure, or law. The SRO will work with the principal to develop plans to prevent and counteract such activities at the school.

SECTION 5. SRO PROGRAM STRUCTURE

The SRO Program shall utilize the SRO Triad concept as set forth by the National Association of School Resource Officers ("NASRO"), which is attached hereto and incorporated herein by reference. **Every effort will be made to send the SRO through this training either prior to or shortly after assuming the position.**

Under this framework, the SRO is first and foremost a law enforcement officer for the Department. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall always remain under the Department's control through the chain of command. All acts of commission or omission shall conform to the guidelines of Department directives.

School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the student code of conduct **as reflected in the Student Handbook** is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment. The Board and the Department agree to implement the Graduated Response Model outlined in Section 6.

The SRO is not a formal counselor or educator and will not act in such a capacity. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be used to instruct students and staff on a variety of subjects, including, but not limited to, alcohol and drug education. As part of their function, the SRO will be involved in mediation and interventions between students as needed. The SRO may use these opportunities to foster rapport between students and staff. The Department recognizes, however, that the Board shall maintain full, final, and plenary authority over curriculum and instruction in the District, including the instruction of individual students.

SECTION 6. GRADUATED RESPONSE MODEL

The SRO has no role in ordinary school discipline or enforcement of school rules; however, the SRO may assist school personnel upon a school administrator's request. The SRO will work collaboratively with the Superintendent to determine the goals and priorities for the SRO Program and the parameters for SRO involvement in school matters, consistent with the Graduated Response Model, below.

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 passive, non-threatening behaviors, such as dress code violations and classroom rule violations. SROs should not be involved at this level. Classroom intervention options may include redirection, reteaching, school climate initiatives, and seat rearrangements. The teacher should initiate parental contact.

School Administration Intervention - Classroom interventions are supported by school administrators and other school staff who address more serious or repetitive behaviors that occur in school, but outside the classroom. Examples of behaviors at this level may include, but are not limited to, repetitive patterns, defacing school property, truancy, threatening, and other challenging behaviors in hallways, bathrooms, courtyards, and school buses. Administrative intervention options may include time in the office, after-school detention, loss of privileges, reparation, and/or a parent conference.

Assessment and Service Provision - When the student's behavior and needs warrant it, an assessment and intervention using school services may be appropriate. This intervention is managed by the school administrator or a student assistance team (SAT). Repetitive truancy or defiance of school rules, as well as behaviors that interfere with others, such as vandalism or harassment, may be examples that 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 may also involve referral to a juvenile review board (JRB), community service or program, suspension, expulsion, or referral to court. Truant behavior should not lead to an out-of-school option. Police can be involved in their role on JRBs.

Law Enforcement Intervention - Only when classroom, school and community options have been found ineffective, or when deemed appropriate by the administration or in an emergency, should the school involve the police in a specific student intervention, including the SRO. Police involvement does not necessarily mean arrest and referral to court. This intervention is managed by the police. Law enforcement options may include, but are not limited to, verbal warnings; conferences with the student, parents, teachers, and/or others; referrals to a JRB and/or community agencies; and referrals to court. In appropriate circumstances, law enforcement options may include arrest. Absent an emergency, any such arrest will be conducted in accordance with Section 7.A.##, below.

SECTION 7. DUTIES AND RESPONSIBILITIES

A. SRO. The responsibilities of the SRO will include, but are not limited to:

1. Enforce criminal law and protect the safety of students, staff, and the public at large. The SRO shall follow the chain of command as set forth in Department policies and procedures. School authorities and the parents of any child involved shall be notified as soon as possible whenever the SRO takes any direct law enforcement action involving a student, whether on or off campus, and during school hours.
2. Complete reports and investigate crimes committed on school grounds and appurtenances, in accordance with applicable law, Department procedures, and this MOU.
3. Except in an emergency, when seeking to conduct formal police interviews, interrogations, and/or arrests of any student on District property or at school-sponsored activities, the SRO and/or Department police officer shall be referred to the building principal. When making such request, the SRO and/or law enforcement officers shall be aware of the potential disruption to the educational process that their action may cause and consider the necessity of such action based on the (1) the potential danger to persons; (2) the likelihood of destruction of evidence or other property; and (3) the ability to conduct the investigation, arrest or search elsewhere.

SECTION 7. DUTIES AND RESPONSIBILITIES (continued)

3. (continued) As such, law enforcement officers will work to minimize the potential for disruption through a coordinated effort with the schools. In addition, when taking a student into custody, the SRO and/or law enforcement officers should make reasonable efforts to avoid making arrests or taking students into custody on school premises or at a school-sponsored activity. Whenever possible and except in the event of an emergency, students should be taken into custody out of sight and sound of other students.

4. Abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Board. The SRO will not be **directly** involved in searches conducted by school personnel unless a criminal act is involved or school personnel require the SRO's assistance due to exigent circumstances, such as safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements. At no time will the SRO direct or require school personnel to interview or search a student. The SRO and the Department will make the final decision on whether to file criminal charges.

5. Use physical restraint or seclusion, as defined in Conn. Gen. Stat. § 1O-236b, on a student only as an emergency intervention to prevent immediate or imminent injury to the student or to others, and in accordance with Section 9, below.

6. Whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.

7. Wear the Department-issued uniform with all standard accessories and equipment, including a Taser, ~~OC~~, and firearm. The _____ Police Department Chief of Police may allow an exception to this rule at his/her discretion based on investigatory or policing needs.

8. Be highly visible throughout the campus.

9. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities. The SRO will collaborate with school administrators, as well as local law enforcement, fire service, public safety, and emergency management agencies, as appropriate, in emergency crisis planning and building security matters. Among other things, the SRO will assist the school administration in conducting lockdown drills and offer suggestions for maintaining and improving school safety across all schools.

SECTION 7. DUTIES AND RESPONSIBILITIES (continued)

10. Comply with all applicable Board policies and District regulations, including but not limited to laws, regulations, and policies regarding access to confidential student records, provided the SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. Any sharing and use of confidential education records by the SRO shall comply consistent with the Family Educational Rights and Privacy Act. Any existing rights or benefits of personnel assigned under this MOU shall not be abridged and remain in full effect.
11. Provide information concerning questions about law enforcement topics to students and staff.
12. Develop expertise in presenting various law enforcement-related subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education, and provide these presentations at the request of the building principal in accordance with the established curriculum.
13. Attend and complete law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day, **to minimize coverage by the SRO's temporary replacement, if any.**
14. **Complete training specifically related to social-emotional learning and restorative practices and physical restraint and seclusion that is provided to certified employees of the Board, as well as any additional training identified by the Board.**
15. Attend meetings of parent and faculty groups to communicate about the goals and role of the SRO Program, as requested by the school principal or Superintendent of Schools, and to promote awareness of law enforcement functions.
16. Be familiar with all community agencies offering assistance to youths and their families, such as mental health clinics, drug treatment centers, etc., and provide information when appropriate.
17. Report schedule conflicts to the school principal.
18. Interact with students and staff positively and constructively to foster a relationship of trust and respect, and in accordance with the Graduated Response Model, above.

B. SRO SUPERVISOR - The responsibilities of the SRO supervisor will include, but are not limited to:

1. Coordinate work assignments of the SRO.
2. Ensure SRO compliance with Department directives.
3. Coordinate with the school principal, the scheduling and work hours of the SRO (vacation requests, sick leave, etc.).
4. Collaborate with schools to make any necessary adjustments to the SRO Program throughout the school year.
5. Complete the SRO's annual performance evaluation. The SRO supervisor will request feedback from the school principal during the evaluation process.

SECTION 7. DUTIES AND RESPONSIBILITIES (continued)

C. BOARD/DISTRICT - The responsibilities of the Board and the District will include, but are not limited to:

1. The Board shall provide the SRO with a private, appropriately furnished, and climate-controlled office space at _____ High School that can be secured and is reasonably acceptable to the Department. This office space shall include, but is not limited to, a desk with drawers, a chair, a filing cabinet for files and records which can be properly locked and secured, a telephone, and a computer. **The SRO will be provided with daily and remote access to CCTV for all schools.**

2. The District shall provide the SRO with a reasonable opportunity to address students, teachers, school administrators, and parents about the SRO Program, goals, and objectives.

3. When school personnel discover weapons, drugs, alcohol, or illegal contraband on school property, the SRO shall be notified as soon as reasonably possible and in accordance with applicable law and Board policy. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the District, the contraband shall be confiscated by the SRO **in accordance with the Department's policy and procedures and disposed of in accordance with the Department's policy and procedures.**

4. School personnel shall notify the SRO of the names of specific individuals who are not permitted on school property and promptly report any anticipated problems to the SRO. **The SRO will address potential Criminal Trespass in accordance with Department protocols and by providing a warning to the specified individuals.**

5. The Board and/or District shall work cooperatively with the Department to make any needed adjustments to the SRO Program throughout the year.

6. The Board and/or District shall provide the Department with updated copies of applicable Board policies and regulations, including but not limited to policies and regulations regarding access to confidential student records.

7. The Board and/or District shall provide training specifically related to social-emotional learning, restorative practices, and physical restraint and seclusion to certified employees of the school.

SECTION 8. FIREARMS AND USE OF FORCE

The SRO will carry a Department-approved duty firearm and other Department-issued equipment. The SRO is responsible for carrying such equipment or otherwise storing and securing such equipment, including firearms and ammunition, in accordance with Department protocols.

Such duty firearms and other Department-issued equipment shall only be used when law enforcement intervention is necessary, and then shall only be used in accordance with the Department's policies and standards and applicable law. The SRO will adhere to Department General Order 1.3 Use of Force, which includes directives on the use of firearms.

SECTION 9. RESTRAINT OF STUDENTS

In general, all student restraints will be handled by properly trained school staff. The SRO will intervene only when an emergency is necessary to prevent immediate or imminent injury to the student or others. Before using physical restraint or seclusion on a student, the SRO shall have participated in the training required for school employees to engage in physical restraint or seclusion of students, as described in Board Policy #5144.1 Use of Physical Force – Physical Restraint/Seclusion/Exclusionary Time Out. Any use of force by an SRO to restrain any student must be the least amount necessary to detain the student, reasonable considering the totality of the circumstances, and in compliance with Board Policy #5144.1 (pending) and all applicable laws.

SECTION 10. REPORTING OF INVESTIGATIONS AND BEHAVIORAL INTERVENTIONS

In accordance with state law requirements, the SRO shall submit a report to the Chief of Police for each investigation or behavioral intervention of challenging behavior or conflict that (1) is conducted by the SRO and (2) escalates to violence or constitutes a crime, no later than five school days after conducting such investigation or behavioral intervention. An "investigation or behavioral intervention" is "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."

The SRO's report shall include: (1) the date, time and location of such investigation or behavioral intervention, (2) the name and badge number of the SRO, (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. The SRO shall not include student names on the report.

The SRO shall use and complete Form A, attached hereto and incorporated herein. SROs and/or the Department shall not substitute their form(s) for Form A and shall not submit any supplemental or additional documents in connection with Form A, unless required by law or mutually agreed upon by the parties in writing.

On a monthly basis, the Chief of Police shall compile and provide to the Superintendent of Schools all Form A documents completed by the SRO during the prior month. In the event there were no Form A documents completed by the SRO during any given monthly period, the Chief of Police shall notify the Superintendent of Schools in writing as follows: "During the month period consisting of_____ to _____, the SRO did not engage in any investigation or behavior intervention of challenging behavior or conflict that escalated to violence or constituted a crime."

SECTION 11. SRO REVIEW PROCESS

In the event that the school administration believes an SRO is not effectively performing their duties or responsibilities, the administrator shall contact the Superintendent of Schools. Within a reasonable timeframe, the Superintendent shall notify the Chief of Police. A meeting shall be conducted with the SRO to resolve any problems. If the issue cannot be resolved, the Superintendent shall request that the Chief of Police assign a different officer to the SRO position. In such an event, the Chief of Police will recommend an SRO candidate to the Superintendent of Schools for approval. The Superintendent may decline to assign an SRO to any school in the District.

SECTION 12. FINAL AGREEMENT, MODIFICATION, AND TERMINATION

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

This MOU may be terminated by either party, with or without cause, upon seven (7) days' written notice to the other party.

This MOU shall be reviewed biannually and extended and/or amended as necessary to meet the needs of the signatory agencies.

This MOU shall not be construed to create or substantiate any right or claim on the part of any person or entity that is not a party hereto.

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

_____ _____

Board of Education Chair **Date**
District

_____ _____

Superintendent of Schools **Date**
District

_____ _____

Chief of Police **Date**
_____ Police Department

5142.4
Form A

_____ Derby Public Schools
School Resource Officer (SRO) Report on Investigations and Behavioral Interventions

This form must be completed and provided to the _____ Derby Chief of Police within five (5) school days of conducting an investigation and/or behavioral intervention of 1) challenging behavior ***that escalates to violence or constitutes a crime,*** *or 2) conflict* ***that escalates to violence or constitutes a crime.***

> ***"Challenging behavior"*** *means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.*
>
> ***"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.*

The SRO may only report investigations and/or behavioral interventions of challenging behavior or conflict that escalate to violence or constitute a crime. If the conduct did not escalate to violence or constitute a crime, it may not be reported in this form.

Name of School Resource Officer: _____

Badge Number: _____ School Affiliation: _____

Investigation and/or Behavioral Intervention Information:

Date of Investigation/Intervention: _____

Time of Investigation/Intervention: _____

Location of Incident: _____

The reason for and nature of such investigation and/or behavioral intervention:
_____
_____

The disposition of such investigation or behavioral intervention (check all that apply):

- Referral to administration for possible discipline ☐
- Restorative practices implemented ☐
- Peer mediation ☐
- Referral to student support services ☐
- Citation or summons issued ☐
- Arrest of student(s) ☐
- Search of student(s) by SRO ☐
- Management of crisis or emergency ☐
- Other: _____

Please complete the following section for student involved in the investigation and/or behavioral intervention. ***Do not include student names.*** *Identify additional students, if applicable, as "Student B," "Student C," etc. Demographic information for each student will be collected by the School District from the school's information system and shared with the SRO for the limited purpose of complying with state reporting requirements.*

	Age	**Gender**	**Race/Ethnicity (check all that apply)**	**Does the student have a known disability?**	**During the investigation and/or behavioral intervention, was the student….**
Student A	_____	☐ **Male** ☐ **Female** ☐ **Non-binary**	☐ Hispanic or Latino ☐ White ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ Asian ☐ American Indian or Alaska Native	☐ Yes ☐ No	☐ Searched by SRO ☐ Apprised of constitutional rights ☐ Issued a citation or a summons ☐ Arrested ☐ Detained[1] (if detained, note how long the student was detained: _____)
Insert additional rows for Students B,C,D as applicable					

[1]Detained, for the purposes of this form, means detained by the SRO as a law enforcement action or placed under the direct supervision of the SRO by a responsible administrator.

This report was completed on: _____

By signing below, I certify that the information I have provided in this report is true and accurate to the best of my ability and recollection. I have not maintained a copy of this report and I understand that the information set forth herein is confidential and may not be redisclosed except in accordance with state and federal law.

_____ _____
School Resource Officer **Date**

I, the _____ Police Department Chief of Police, received this report on: _____. I understand that the information set forth herein is confidential and may not be redisclosed except in accordance with state and federal law.

_____ _____
Print **Signature**

cc: Superintendent of Schools

Community Relations

Use of School Facilities

Subject to Board of Education (BOE) and at the discretion of the superintendent, community use will be allowed as long as such use does not interfere with school activities. School Facilities shall be in the control and charge of the Principal or his/her designee.

The individual or organization seeking use of school facilities must be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only. The BOE reserves the right to deny use to any organization.

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative faculty, or staff activities (includes PTO)
4. City of Derby - department or agency activities
5. Activities sponsored by and for organizations promoting the physical, political or cultural well-being of the citizens of Derby.
6. Private organizations, private businesses or enterprises located in or taxpayers to the City of Derby.
7. Out-of-town organizations.

Restrictions on Use Of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Vendors shall be prohibited from any form of selling in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Building Principal or their designee.
5. Advertising and/or decorations held not to be in good taste by the Board of Education, the Superintendent, or the Building Principal shall not be allowed in school facilities or on school grounds.
6. Games of chance, which are contrary to the law of the State of Connecticut, are forbidden on school premises.
7. There shall be no nails or screws driven into any part of the building without permission of the building principal or facilities manager.

8. All decorations and equipment used for entertainment must conform to fire code and be removed following the event.

9. Smoking, vaping and e-cigarettes on school premises is prohibited.

10. Parties using the facilities shall see to it that law and order are maintained by employing police officers for the occasion as indicated on the building use form.

11. User must provide own equipment. School equipment may not be used.

Process

1. Form is to be filled out by Requestor.

2. Individual or organization requesting use of facility contacts either Superintendent, Principal, or Athletic Director.

3. Contacted Party communicates with Facilities.

4. Facilities checks availability of space as well as Janitorial coverage.

5. Principal of requested facility, Facilities Manager, and Business Manager sign off on form.

Fee Policy for Community Use of School Facilities

It shall be the general policy of the Board of Education to grant use of facilities to all Derby community-based groups as follows:

Group I Derby Public Schools, City of Derby, or local non-profit to benefit children
Group II Other Derby Groups
Group III Non Derby Groups
Group IV Private After School Program Provider

Facility Use Fee Schedule:	Group I	Group II	Group III	Group IV
Auditorium	None	$ 500	$1,000	20%
Gymnasium	None	300	600	20%
Cafeteria	None	100	200	20%
Each Classroom	None	50	100	20%

For Group II or Group III users, at the time of making application a deposit of 50% of the facility use fee (if applicable) is required with balance payable one (1) week prior to the event; An invoice for custodial fees will be sent after the event to the user point of contact.

The user is also responsible for custodial costs, with a three-hour minimum, reflecting current contractual rates. Saturdays will be billed at time and a half, Sundays at double time and Holidays at double time plus holiday differential payable to Derby Public Schools.

In the case of Group II or Group III facility use, on the day of the event, the User on Site Supervisor will walk through the space with a Board of Education representative before the event to review the condition of the rental space. The User on Site Supervisor will complete the appropriate section of

the Facilities Use Form Rental Agreement indicating the space to be used is in satisfactory condition, or noting any apparent damage. The User on Site Supervisor will then walk through the space with the Board of Education representative immediately after the event, at which time the Board of Education representative will complete the appropriate section of the Facilities Use Form Rental Agreement indicating that the space is in satisfactory condition or noting any apparent damage for which the User is responsible.

Additional services such as police shall be the responsibility of the user.

Insurance

At the time of making application, organizations must submit a certificate of public liability insurance in the amount of $1,000,000 naming the Board of Education of the City of Derby and its agents and employees as insured parties.

Legal Reference: Connecticut General Statutes

10-220 and 10-239

Policy Adopted: December 20, 2001
Revised: February 16, 2017
Revised: January 17, 2019
Revised: January 19, 2023

DERBY PUBLIC SCHOOLS
Derby, Connecticut

FACILITY USE FORM RENTAL AGREEMENT

DERBY PUBLIC SCHOOLS

DERBY, CT

Organization requesting use of facility: _____

It is understood the above organization requesting the facilities is in accordance with Community Relations Policy 1330 attached to this form.

DATE: _____ SIGNATURE: _____

NAME: _____

ADDRESS: _____TELEPHONE:_____

****

Name and address of person responsible for all fees (if different from the above):

DATE: _____ SIGNATURE: _____

NAME: _____

ADDRESS: _____TELEPHONE:_____

****

Name and address of person responsible to be on site representative to supervise facility use, User on Site Supervisor (if different from the above):

DATE: _____ SIGNATURE: _____

NAME: _____

ADDRESS: _____TELEPHONE:_____

Initials

Condition of Facility BEFORE Event ____Satisfactory ____Unsatisfactory _____User

Condition of Facility AFTER Event ____Satisfactory ____Unsatisfactory _____BOE

****

Facility Requested: _____ Estimated Attendance: _____

Auditorium____ Gymnasium____ Cafeteria____ Classroom____ (How Many? ___)

Grounds/Other_____

Purpose: _____

Date(s) facility will be used: _____

2 Day Maximum Day(s) of Week Month Date(s) Year

Time desired: from _____ a.m. / p.m. to_____ a.m. / p.m.

FACILITY USE FORM RENTAL AGREEMENT

DERBY PUBLIC SCHOOLS

DERBY, CT

Persons applying for facility use must complete and submit this application to the school principal for Group I applications. Applications for Groups II and III submit application to Superintendent with a 50% facility use fee deposit made payable to "Derby Public Schools" and a certificate of liability insurance as described.

The fee for the facility request will be in the amount scheduled by the Derby Board of Education.

Group I Derby Public Schools, City of Derby or Local Non Profit to Benefit Children

Group II Other Derby Groups

Group III Non Derby Groups

Group IV Private After School Program Provider

Facility Use Fee Schedule:	Group I	Group II	Group III	Group IV
Auditorium	None	$ 500	$ 1,000	20%
Gymnasium	None	300	600	20%
Cafeteria	None	100	200	20%
Classroom	None	50	100	20%
Other/Grounds	None	TBD	TBD	

Facility Use Fee $_____

50% Deposit $_____

Additional Fees:

Custodial Services (three-hour minimum) _____

Overtime Custodial Service $ 39.79 prevailing rate (per hour per employee)

Sunday & Holiday Custodial Service $ 53.06 prevailing rate (per hour per employee)

Custodial Fee $_____

Total Fees $_____

Fees: For Group II or Group III users, the remaining 50% balance of the Facility Use Fee MUST BE PAID to the Derby Public Schools by the organization one week prior to the event or the facility will not be available. Custodial fees will be billed after the event.

Insurance: At the time of the application, a public certificate of liability insurance must be submitted naming the Board of Education of the City of Derby as an insured interest ($1,000,000 minimum).

Police/Fire/Health: If checked the applicant is required to contact the city department listed below to arrange for and confirm the following services:

____ Police _____Fire _____Health

Approval: These signatures are required to receive authorization to use the facility

Building Principal: _____ Facilities Manager: _____

Business Manager: _____

RECEIVED

By Marc J Garofalo MPA, MMC, MCTC at 12:09 pm, Nov 13, 2026