

## **Agreement between the Greenfield Public Schools and Greenfield Police Department**

The following agreement is entered into by the Greenfield School Committee, Greenfield Public Schools, and the Greenfield Police Department. The parties hereby agree that:

### **General Considerations and Guidelines:**

The role of the School Resource Officer, (hereinafter referred to as "SRO") is to promote rapport with students and school staff which results in strong relationships between the school, police department and the community. The SRO will maintain a peaceful and secure school environment and take appropriate action regarding any type of criminal activity at the school. The SRO provides additional resources to the school in relation to his/her knowledge of the law and specialized training. The SRO's presence will help prompt rapid and positive responses to various situations as they arise.

The SRO will be under the direct supervision of the Chief of Police, and remains an employee of the Greenfield Police Department. However, the SRO is to take into consideration that the Greenfield School administration is the controller of the school environment and should be given the proper information and consultation in matters involving students, staff and property. The Greenfield School Committee may give consideration to the SRO, as a special "employee of the school district."

### **The primary purpose of the SRO is:**

To provide a cooperative effort between the Greenfield School District and the Greenfield Police Department by being accessible and responsive to the students, staff and community needs.

To provide a positive role model for the students, enhancing the relationship of law enforcement officers, and youth in our community.

To promote and assist school officials in maintaining a safe school environment.

To detect patterns of delinquency and prevent them from developing among students through education and cooperative efforts of the school and police.

To assist in keeping the school free of illegal substances and free of violence and to contribute to a school environment that is open and participatory.

### **Compensation, benefits, and term:**

The Greenfield Public School District agrees to pay 52% of the 180 day salary of the SRO during the 2016-2017 academic year. This amounts to \$30,000.

The City of Greenfield will pay any salary attributable to the service of the SRO outside of the 180 day academic year. The City of Greenfield will be responsible for the employer share of all employee related benefits, including but not limited to, all types of insurance, 111F benefits, longevity, retiree benefits, Workers' Compensation, unemployment insurance, etc.

**Duties and Responsibilities:**

Develop and maintain current and in-depth knowledge of Restorative Justice, Verbal de-escalation, and other relevant techniques consistent with school-based discipline practices.

Demonstrate commitment to principles of Restorative Justice, minimum use of force, and non-criminal activities whenever possible in working with school-age youth.

Maintain confidentiality regarding student and staff matters pursuant to FERPA, personnel laws, and school committee policy.

The duties and responsibilities for the SRO include, but are not necessarily limited to:

Working with the staff at the schools to establish and operate such programs and activities in the school which are consistent with the SRO program.

Act as a member of the school's Health Advisory Committee, Crisis Intervention Team, and Liaison with the District Attorney's office when appropriate.

Consult on a daily basis with the school administration and teachers to coordinate student needs.

Attend administration meetings as requested by the Principals and Superintendent of Schools.

Assist in student behavior matters.

Assist with instruction in school classes on law enforcement related subjects.

Be acquainted with school faculty and other staff and be knowledgeable of all school policies and procedures.

Assist in early identification of delinquent behavior and work with school staff and parents to prevent such activity from escalating.

Work with school staff to identify students who are at risk for violence and/or substance abuse.

Be flexible and understand the value of school administrative actions, and support them accordingly.

Work with school administration to identify and correct when necessary any school security procedures.

Keep accurate records of student contacts, actions initiated, results achieved and report all incidents that will require further police action to the appropriate department offices and Superintendent of Schools.

Investigate and follow up incidents requiring police intervention that occur at the schools.

Assist in follow up investigations being conducted by the police department involving students outside of school, and keep the administration apprised when appropriate to do so.

Meet periodically with the school administration to discuss and evaluate the SRO program.

Make presentations to students, parents and staff members on the law enforcement's role in society, safety and good citizenship.

Refer troubled students to proper professional help with the school or outside agencies and act as the liaison as appropriate.

Assist school officials in the enforcement of the truancy laws.

Work with the parents of runaway or delinquent students.

Provide information and follow up in regard to the CHINS program within the district court, to parents and staff.

Communicate requests for time off to the building principal(s) at least two weeks in advance, whenever practicable.

Advise the Superintendent of scheduled activities.