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## SCHOOL RESOURCE OFFICER AGREEMENT

### I. INTRODUCTION

This document expresses the agreement between the East Hartford Police Department and the Board of Education concerning the provisions of the School Resource Officer (SRO) Program. It is the intention of the East Hartford Police Department and the East Hartford Public Schools to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, faculty, and visitors.

### II. GOALS AND OBJECTIVES

- Establish a positive working relationship in a cooperative effort through the School Resource Officer (SRO) program, with the intent of preventing juvenile delinquency and assisting in student development.
- Maintain a safe environment on school premises which will prove conducive to learning.
- Promote positive attitudes regarding the role of police in society.

### III. ASSIGNMENT OF SCHOOL RESOURCE OFFICER(S)

The East Hartford Police Department agrees to provide School Resource Officers to East Hartford Middle School and East Hartford High School.

### IV. COST OF THE SCHOOL RESOURCE OFFICER PROGRAM

The cost of the SRO Program shall be paid for by the East Hartford Police Department unless otherwise agreed upon by both parties.

### V. EMPLOYMENT OF SCHOOL RESOURCE OFFICERS

- SROs are employees of the East Hartford Police Department and shall be subject to the administration, supervision, and control of the East Hartford Police Department.
- The SRO shall be subject to all personnel policies, written directives, Rules and Regulations, General Orders, and current labor agreement of the East Hartford Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.

- In the event of a police department critical incident requiring available EHPD personnel, School Resource Officers can be reassigned to such emergencies in lieu of their duties under this Agreement.
- The East Hartford Police Department, in its sole discretion, shall have the power and authority to appoint, discipline, and discharge SROs.

#### **VI. DUTY HOURS**

- SRO duty hours shall be determined by the East Hartford Police Department and the current labor agreement. Whenever possible, it is the intent of the parties that the SRO's duty hours shall conform to the standard school day.
- It is the responsibility of the SRO to notify the principal of his or her work schedule.
- In the event that an SRO is absent from work, the school will be notified. The Police Department may assign another SRO qualified officer, if available.
- It is understood and agreed that time spent by SRO's performing other duties relative to their position as a police officer shall be considered as hours worked under this agreement.

#### **VII. DUTIES OF SCHOOL RESOURCE OFFICERS**

- The SRO will present topics to students on various law enforcement/safety issues.
- The SRO is a law enforcement officer with the authority to take appropriate law enforcement action when necessary.
- The SRO may conduct investigations of crimes that occur at any school and use other resources if needed for follow-up investigation.
- The SRO will follow the guidelines of case law, school board policy and the East Hartford Police Department directives in regard to investigation, interviews and searches involving students and incidents on school grounds.
- The SRO will assist the Superintendent, Principal(s), faculty, and staff in developing plans and strategies to prevent/minimize dangerous situations that may occur on school grounds which will contribute to establishing a safe learning environment.
- The SRO will complete and submit his/her Weekly Report to their supervisor. Weekly Reports will be stored on the East Hartford Police Department's secure computer network.
- The SRO will adhere to the Memorandum of Agreement Between East Hartford Public Schools and the East Hartford Police Department.
- Students may be transported in police vehicles for special programs and with the prior approval of the police department.
- The Police Department will notify the school's superintendent in the event that a student is arrested for a felony or a Class A misdemeanor offense.

#### **VIII. EQUIPMENT AND FACILITIES**

- The SROs will wear the authorized Police Uniform of the Day or business casual authorized by the Chief or his designee.
- The SROs will wear their department authorized duty weapons in accordance with department policy.

- The East Hartford Police Department will supply the SRO with a designated vehicle, laptop and the usual and customary office supplies/forms required in the performance of their duty.
- SROs will be provided with the following by the school they are serving as SRO:
  - An office with a desk, direct phone line and access to Internet hookup.
  - Access to the East Hartford Public Schools records management system including access to copy public records maintained by the school to the extent allowed by law.
  - Access to confidential student record information as allowed by state and federal law if needed.

**IX. ACCESS TO EDUCATION RECORDS**

The SRO/Police and school administrators/Board of Education will share information/records maintained by both agencies to the extent allowed by law if applicable.

In accordance with FERPA requirements, if information in a student's 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.

**X. TERMS OF AGREEMENT**

This agreement shall become effective upon signature and shall remain in effect until such time as the agreement is modified by the consent of the parties. This agreement shall be reviewed on an as needed basis and will automatically be renewed for successive one-year periods, unless either party requests termination or modification of this agreement. Any requests for revisions or modifications to this agreement will be made in writing and submitted to the Chief of Police and/or Superintendent of Schools. Either party may terminate this Agreement by serving written notice upon the other party with at least thirty (30) days advance notice of such termination. The Chief of Police retains the sole authority for controlling management of the Student Resource Officer Program and officers assigned to this program. This agreement constitutes a final written expression of all terms and is a complete and exclusive statement of those terms.

IN WITNESS WHEREOF, the parties hereto, intending to cooperate with one another, have set their signatures to this document on this day.

  
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 Thomas Anderson, Superintendent of Schools

02/08/2024  
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 Date

  
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 Mack S. Hawkins, Chief of Police

2/13/24  
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 Date