

	Policy and Procedures		Chapter (44-6)
	Subject: School Resource Officer Policy¹		
	Issuing Authority: Robert Bongiorno Chief of Police	Effective Date: January 31, 2019	
	Signature: On File		

Policy

The School Resource Officers have the responsibility to maintain the relationship with the Bedford High School, John Glenn Middle School, Job Lane Elementary School and Davis Elementary School per the Memorandum of Understanding. One of the main goals of the School Resource Officers are to be calming influence for the students and school officials by gathering information, making observations and de-escalating situations as they arise.

The School Resource Officers have the primary responsibility for the development and implementation of programs and activities to promote crime prevention and safety objectives with the Bedford Public Schools and the Bedford Community. Working under the supervision of the Patrol Division Lieutenant and the Juvenile Officer and in collaboration with the Bedford School Administration, the SRO is a liaison between the Department, students, parents, town departments, committees, service clubs, youth organizations and other agencies within the community.

Primary Coverage

The School Resource Officers will be assigned to the High School and Middle School as well as the Elementary Schools in Bedford. The on-duty SRO shall have primary responsibility for handling calls for service and coordinating the response of other police resources to the schools.

They will have primary responsibility to their respected assignments, but will be covering for each other in the event that the primary is not working or available.

¹ 44.2.4

**General Duties
and
Responsibilities**

Address crime and disorder problems, drug and alcohol activities, truancy, violence and other events or activities that adversely affect the proper learning environment of the assigned schools.

- Act as a deterrent to or an interceptor of school violence;
- Work closely with juvenile officer and detectives in the investigation of crimes committed by juveniles in the town;
- Offer information to all department members concerning delinquency problems;
- Work with the school department and other agencies needing assistance with a juvenile;
- Offer assistance to the students, teachers and parents in a proactive as well as reactive capacity;
- Attend school social events, teen dances and sporting events;
- Enforce established driving and student pickup / drop off protocols for arrival and dismissal times as well as parking infractions on school grounds;
- Preventing trespassers from entering or intercepting trespassers who have entered the school or who are loitering on school ground inclusive of unsupervised students;
- Work with academic departments to expand and/or assist in classes related to areas of their expertise (i.e., branches of government, conflict resolution, etc.);
- Provide a positive interaction by using proven strategies and Safety Programs or any other program to benefit the youths and thus try to break the chain of delinquency;
- Assisting school officials with their efforts to enforce school and district policies and procedures.

Contribute to a safe and inclusive school environment.

- Work with school staff and students to expand on the mediation programs that work with at-risk youths.
- Work with School Crisis Intervention Teams.
- Work with Student Assistance Teams
- Initiate outreach programs designed to include students from Hanscom AFB and METCO;
- School bus stop inspections and review;
- School bus route inspections and review;
- Assist in the supervision of students.

General Duties and Responsibilities (Continued)

Assist in the identification of physical changes in the environment that may reduce crime and enhance safety in or around the schools.

- Work with crime prevention officers conducting surveys of the schools and business areas located around schools.

Assist in developing school policy that addresses crime and enhances safety and recommend procedural changes.

- Coordinate with schools, DCF, Middlesex County Juvenile Court and other state agencies to see that all student needs and responsibilities are met.
- Attend School Council and PTO Meetings.
- Collaborate with Safety Officer.
- Maintain a cohesive list of references of counseling, medical services and employment resources for the youths.
- Assist school administrators in emergency crisis planning and building security.
- Assist in developing a course for training school personnel in handling crises situations that may arise in the school.

Assist in a manner consistent with the school administrator's request when working with students who are in an emotional state that may present a safety risk to the student, other students or school personnel.

Perform any other duties as may be assigned by the Chief of Police or his designee or the School Resource Officer Oversight Committee.

Activities and Meetings

The School Resource Officer has to be aware of the various activities in the High School and Middle School, therefore the following activities / meetings should be attended as often as possible;

- Student Support Meeting;
 - Leadership Meeting (monthly);
 - Shared Flex Program for the students;
 - Weekly building security checks;
 - Join the Crisis Team for the school;
 - Plan a "Stranger Walk through Type" Program.
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Uniform	The SRO shall wear a more casual uniform to allow for participation in school activities that make wearing a full uniform impractical. (<i>see Uniform Policy Chapter 22-1</i>)
START	<p>The School Resource Officer will work with the school administration and other school personnel to assist students with truancy issues including, but not limited to:</p> <ul style="list-style-type: none">• Work with the School Tardiness and Attendance Review Team (START) to file documents such as Failure to Send, Child Neglect (51A) and or Child in Need of Services (CHINS) documents with the appropriate courts or agencies;• Contacting or visiting with students and parents whom START has identified as truant;• Serve as a primary member of the START team during parent meetings.
Arrest, Citation, Court Referral on School Property	<p>In accordance with the SRO MOU, SROs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals. SROs also shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior except, as asked or needed, to support school staff in maintaining a safe school environment.</p> <p>The manner in which each incident is handled by the SRO, the Principal or his/her designee, and/or the criminal justice system is dependent upon the many factors unique to each student, including, but not limited to, present circumstances, behavioral history, disciplinary record, academic record, general demeanor and disposition toward others, disability or special education status, and mental health history.</p>

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**Arrest,
Citation, Court
Referral on
School
Property
(Continued)**

“Delinquent child” - Juvenile Court Jurisdiction (G.L. c.119, s.52 as amended):

See Juvenile Policy (Chapter 44-1) for definition.

Summons/Court Referral:

If the SRO determines that a delinquency or criminal complaint needs to be filed with the Juvenile or District Court, a summons, rather than an arrest is the preferred method of bringing the student to court. Prior to filing the complaint, the complaint must be reviewed by the SRO’s supervisor to ensure that a Diversion Program would not be appropriate.

Arrest:

Offenses that constitute serious or violent felonies if committed by an adult generally, but not always, result in an arrest in accordance with state law and the existence of probable cause. The following are example of serious/violent offenses where an arrest should be contemplated:

- Felony assault with intent to cause serious bodily injury or death
- Robbery involving force
- Sale of controlled substance
- Burglary
- Sexual assault (after consultation with the District Attorney’s Office)

As a general rule, the police (generally a SRO) should avoid making arrests on school grounds when the arrest may be made effectively elsewhere. Whenever possible, the police shall work with the Designated School Liaison to make the appropriate arrangements for taking a student into custody off of the school grounds.

On occasion, an arrest of a student must be made during school hours on school grounds or at school sanctioned activities. For example, when a student poses a real and immediate threat to public safety, poses a risk of flight, or could not practicably be served with a warrant or complaint at another location. When this is necessary, best efforts will be made to notify the SRO to respond if not already at the scene. In the event an SRO is unavailable, another police officer will go to the scene to consult with Designated School Liaison and take appropriate action.

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**Arrest,
Citation, Court
Referral on
School
Property
(Continued)**

Students shall not be removed from school property or school sanctioned events without the police making notification to the Designated School Liaison or his/her designee, unless exigent circumstances exist. The police shall notify the Designated School Liaison or his/her designee before arresting a student(s) on school grounds during school hours or school sanctioned activities on or off school grounds unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest.

Whenever possible, parents will be notified by the Designated School Liaison if a student is arrested on school grounds.

Working with Designated School Liaison, the police will arrange for the least disruptive way to take the student into custody.

**Diversion
Protocols**

Diversion Programs offer an alternative to formal prosecution. These programs seek to treat at-risk students, not as criminals, but as children and youth in need of aid, encouragement, and guidance. The goal of such programming is to address the root causes of the student's offense and to work with the student to make better choices while minimizing any life-altering negative consequences (i.e., keeping them out of the criminal justice system and preventing the creation of a criminal record).

See Operations Manual – Diversion Program

Use of Force

See Use of Force Policy (Chapter 1-3.)

New Youth Programs

Develop or expand crime prevention efforts for students as well as educate likely school-age victims in crime prevention and safety. Collaborate with teachers who seek assistance in designing and presenting law related topics and the role of police in our society.

- Programs may include:
 - Pedestrian safety;
 - Bicycle safety programs and education;
 - Tours of the Police Station;
 - Stranger Danger;
 - 9-1-1 education and use;
 - Teen driving education including:
 - Crash dynamics;
 - Safety Belts;
 - Child Passenger Safety;
 - Speed;
 - Alcohol Awareness;
 - Motor vehicle law and rules of the road;

Develop or expand community / restorative justice initiatives for students.

Develop Summer Youth Programs.

Develop programs, as needed, in areas of mediation, anti-bullying, cyber-bullying, conflict resolution, harassment and anti-racism.

Miscellaneous

This is a list of items that should be noted for this position:

- Hours of work should be flexible to allow the SRO to be present during the after school activities as listed in the school interactions above, unless otherwise assigned;
- Generally, the hours of work will be 7:00 AM to 3:00 PM or 8:00 AM to 4:00 PM based upon the school and police department needs.
- Summer vacation schedule may change based upon the department's needs.
- If it is required to be at the police station, the timing should be during classes to avoid missing any interactions while the students are out in the hallways and cafeteria or other free time.

The SRO Uniform shall be a more casual uniform to allow for participation in school activities that make wearing a full uniform impractical. *(See Uniform Policy – Chapter 22-1.)*

When the SRO needs a vehicle, it should be SRO-2, the School Resource Vehicle.

Investigations

It is the duty of the School Resource Officer to gather information about possible criminal activities and report to the school and police departments. If information is gathered that lends credibility that a crime has been committed, the School Resource Officer needs to document such information in a police report, bring that information to the Patrol Lieutenant to discuss any further action unless there is an imminent threat to life.

The School and the Police Departments will share information according to the MOU. A decision to bring a situation forward as a criminal investigation or a school investigation or both must be decided as early as possible with each department notified. The school may hold an administrative hearing and the police may hold a criminal investigation, however they should be kept separate.

When police investigations are ongoing, the students should not be taken out of class unless the school officials agree that there is the need to do so.

**Department
Notifications**

The information gathered by the School Resource Officer needs to be shared with the police department. Various ways that this should be accomplished are:

- Records Management Incident Report and Log Item – When situations involve the possibility of criminal action a log item shall be created and an incident report shall be completed and turned in to the SRO Sergeant for review. Unless an urgent situation arises and the SRO Sergeant is unavailable, then the report can be reviewed by the Officer-in-Charge or the Patrol Lieutenant.
- Electronic Mail (Email) – When situations arise that are not criminal in nature, yet relevant to the police department an email sent to the Police Chief, Patrol Lieutenant and SRO Sergeant is required.
- DHQ Roll Call – When situations are discovered that may play a role in any police response involving any student or school personnel, the SRO should write a short narrative (e.g. word document) and place in the electronic roll call in DHQ for police review only.

**Memorandum
of
Understanding**

The School Resource Officer will be supervised and collaborate with the school principals as outlined in the Memorandum of Understanding including notifications made to the school as well as uphold all pertinent aspects of the Memorandum of Understanding.

**Searching
Students**

- All searches and seizure by the SRO and School Administrators must comply with the 4th Amendment of the United States Constitution and Article 14 of the Massachusetts Declaration of Rights.
 - In order for the police to conduct a warrantless search of a student's person, possessions, or locker, both probable cause and exigent circumstances must exist to justify the search. At the time of the search, the SRO must establish that there is probable cause to believe that evidence of a crime is or will be in a particular location and the circumstances must be so exigent, urgent, and unforeseeable that obtaining a warrant is impracticable.
 - The SRO shall inform the School Administrators before conducting a warrantless search of a student or their belongings where practicable.
 - In order for a School Administrator to conduct a warrantless search of a student's person, possessions, or locker on school grounds, the School Administrator must have reasonable grounds to suspect the search will turn up evidence that the student has violated or is violating the law or school rules.
 - The SRO shall not ask School Administrators to search students or their belongings for law enforcement purposes nor shall School Administrators act as an agent of the SRO.
 - Absent a real and immediate threat to a student, teacher, or public safety, the SRO shall not be present or participate in a search conducted by School Administrators.
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Interviewing Students

The SRO Program strives to provide students with positive role models, to develop collaborative relationships between the school community (including students) and law enforcement, and to identify and provide preventive help and services to at-risk students and families. In carrying out these responsibilities, SROs necessarily will – and should – interact and communicate with students for non-law enforcement purposes.

When a SRO and/or police officer wishes to detain or question a student on school property for law enforcement purposes, the following shall occur unless exigent circumstances exist or such notification would potentially jeopardize student, school staff, or officer safety:

- The officer shall contact the SRO, explain the nature of the police business and the need to meet with the student in question.
- The SRO shall notify the student’s parent/guardian prior to the questioning.
- The student shall not be publicly contacted by the officer in the school setting.
- The SRO may be present during the student interview or questioning at the discretion of the police upon consideration of voluntariness and privacy issues.
- After due consideration of the nature of the questioning, the individual circumstances of the student, and state and federal law, the officer shall:
 1. Determine whether a juvenile under the age of fourteen is required to have a parent or interested adult present to participate in the juvenile’s decision to waive rights and, if so required, arrange for such.
 2. Determine whether a juvenile who has attained the age of fourteen is required to be provided with a “genuine opportunity” to meaningfully consult with an interested adult regarding a decision to waive rights and, if so required, arrange for such.

Also see Criminal Investigations Policy (Chapter 42-1)

School Resource Officer Policy Information

History	January 31, 2019 – Replaces School Resource Officer Policy (Chapter 44-6) issued November 10, 2016.
	November 10, 2016 – New Issue
Review Date	This Policy is scheduled for review every two years and updated as necessary.
