

SCHOOL RESOURCE OFFICER

POLICY & PROCEDURE NO. 1.23	ISSUE DATE: 02/07/2022
	EFFECTIVE DATE: 02/07/2022
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 16.2.2, 33.6.1, 44.2.4	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

The School Resource Officer (SRO) Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of children and youth are best served. By working together to educate the school community, coordinate efforts, and share information, the Holliston Public Schools and the Holliston Police Department through the SRO Program strive to: (1) prevent violence involving the students of the Holliston Public Schools; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of the Holliston Public Schools; and (3) provide a safe, secure, violence-free, and nurturing school environment.

The SRO Program is designed to provide a safe, secure, violence-free, and nurturing school environment while creating strong relationships between the Holliston Public Schools, Holliston Police Department, and the community. The goals and objectives for the SRO Program include:

- To develop positive relationships with students, faculty, staff, and parents thereby enhancing the relationship of law enforcement with youth and the community and improving the educational climate;

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- To provide a positive role model for students to instill in them good moral standards, judgment and discretion, respect for other students, and a sincere concern for their community;
 - To provide a cooperative effort by being accessible and responsive to the needs of the students, faculty, staff, parents, and community;
 - To provide enhanced security and law enforcement service thereby maintaining a safe, secure, and violence-free school environment that allows all students to learn and flourish;
 - To create a strong partnership between school and police personnel with a clear understanding, appreciation, and delineation of the roles and responsibilities of each;
 - To ensure that non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, and disruptive or disrespectful behavior remain the sole responsibility of school administrators;
 - To ensure that SROs are timely notified of Mandatory Reportable Incidents;
 - To minimize the number of students that are unnecessarily out of the classroom, arrested at school, or court involved;
 - To identify and provide preventive help and services to at-risk students and families;
 - To provide requirements and guidance for training of the SRO and school personnel regarding SRO-related topics;
 - To assist school personnel in the development of school emergency crisis policies and guidelines (to include Threat Assessment) and assist with the facilitation of disaster-based drills while updating and augmenting said policies and guidelines as needed; and
 - To offer additional educational resources to the students, faculty, staff, parents, and community through presentations and programming by the SRO that focus on law enforcement, prevention, health, and safety topics.

II. DEFINITIONS

A. *School Resource Officer (SRO)*: A duly sworn Holliston Police Officer with all necessary training, up-to-date certificates, including special school resource officer certification as required by M.G.L c.6E § 3(b) charged with:

- a. Providing law enforcement;
- b. Promoting school safety and security services to Holliston public schools; and
- c. Maintaining a positive school climate for all students, families and staff.

For the purpose of this section, a school resource officer shall be exempt pursuant to M.G.L. c.269 § 10(j) while serving in the officer's official capacity. [Carrying a firearm in a School] [44.2.4]

B. *SRO Certification*: The Massachusetts Peace Officer Standards and Training Commission (POST) shall have the power to issue a specialized certification for an individual acting, or intending to act, as a School Resource Officer, as defined in M.G.L. c.71 § 37(p). Provided, however;

1. A person shall not be appointed as a School Resource Officer, as defined in M.G.L. c.71 § 37(p), unless specially certified as such by the POST Commission.
2. Notwithstanding any General or Special Law to the contrary, a person who is appointed as a School Resource Officer, as defined in M.G.L. c.71 § 37(p), as of the effective date of this act may continue in such appointment without receiving a certification to serve as such pursuant to M.G.L c.6e § 3(b); provided, however, that they shall receive said certification by December 31, 2021.

C. *SEXTING*: The act of sending, receiving, or forwarding sexually explicit photos (i.e., images depicting a person in a state of partial or total nudity) via cell phone, computer, or other digital device.

D. SEXTORTION: A form of extortion wherein an individual threatens to expose or disseminate sexually explicit photos of another person if not provided with money, additional images, the performance or promise of sexual acts, or compliance with other demands.

III. POLICY

It is the policy of the Holliston Police Department to institute a School Resource Officer (SRO) Program in conjunction with and at the request of the Superintendent of the Holliston School System. The purpose of the program shall be to;

- Provide and foster a safe and healthy environment for all students through the strategic and appropriate use of law enforcement resources,
- To achieve positive outcomes for youth and public safety where learning can prosper and
- To ensure that no student's right to receive an education is abridged by violence, the threat of violence, harassment, bullying or intimidation.

The SRO has the primary responsibility for providing police services to the school community and assisting in the development and implication of programs and activities to promote crime prevention and public safety objectives. The SRO is a liaison between the police department, school administration, students, parents, town departments, local youth organizations, and other agencies within the community. [44.2.4(5C)]

IV. POLICY REVIEW AND UPDATING

The SRO Program will be reviewed annually to evaluate its success and effectiveness in meeting its stated goals and objectives. The review will be conducted jointly by the Chief of Police and Superintendent of the Holliston Public Schools at the end of each school year. This policy and procedure, including the SRO Goals and Objectives, should be amended as required as a result of said review. [44.2.4(5E)]

As part of the annual review, the performance and effectiveness of each SRO shall be evaluated. The Superintendent in consultation with the Principal(s) of the assigned school(s) will provide input regarding the evaluation. This input should take into consideration and include feedback from teachers, students, and the school community. It may include a recommendation to the Chief of Police that a specific SRO not be assigned to a specific school the following year. The Chief will seriously consider such input and make a good faith effort to address any concerns raised; however, the final selection and assignment of SROs remains within the sole discretion of the Chief of Police. At a minimum, the operating procedures within this policy as established by the Chief of Police, shall describe the following for the School Resource Officer:

- a. The School Resource Officer uniform; [44.2.4(5A)]
 - The SRO shall wear the regulation Holliston Police uniform and operate a marked police vehicle while on duty unless otherwise directed by a supervisor.
- b. The use of police force, arrest, citation and court referral on school property;
- c. A statement and description of students' legal rights, including the process for searching and questioning students and circumstances requiring notification to and presence of parents and administrators;
- d. Chain of command, including delineating to whom the school resource officer reports and how school administrators and the school resource officer work together;
- e. Performance evaluation standards, which shall incorporate monitoring compliance with the memorandum of understanding and use of arrest, citation and police force in school; [Pending Statewide MOU]
- f. Protocols for diverting and referring at-risk students to school and community-based supports and providers and;
- g. Information sharing between the School Resource Officer, school staff and parents or guardians.

II. AUTHORITY AND CHAIN OF COMMAND

[44.2.4(5C)]

1. The SRO is a member of the Holliston Police Department and shall be subject to the administration, supervision and control of the police department. The School Resource Officer Program will be commanded by Lieutenant, selected by the Chief of Police. The SRO reports directly to this Lieutenant. When on school grounds or at school related events, the SRO will coordinate with school officials. [11.2.1]
2. The Holliston Police Department recognizes and respects the authority of the principal, and his or her designee, to be the primary leader and manager of each applicable school where an SRO is assigned. The SRO, however, has the authority and responsibility to ensure proper decisions are made in reference to crimes, crime scenes, and any incidents that pose a serious threat to public safety.
3. During any law enforcement-related event on school grounds, the SRO will consult the principal or designee with law enforcement decisions being made to resolve the incident, when feasible. During any law enforcement-related event, it may become necessary for the SRO to temporarily take charge of the incident and/or school grounds to protect the integrity of the investigation and/or crime scene, and ensure the safety of the students and staff, until properly relieved.
4. All Holliston Police Department SROs will be sworn as certified police officers by the Massachusetts Peace Officer Standards and Training Commission (POST) and receive such additional SRO Certification as required by POST. As such, the SROs shall possess the same statutory and common law authority and powers of arrest as any other state or local law enforcement official regardless of whether they are on or off school property.
5. When performing the duties of a police officer in the school environment, the officer shall have an understanding of the administrative responsibilities the school has in resolving misbehavior.
6. The SRO will be familiar with the student handbook of their respective assigned school.
7. Conduct and interactions with students should be of a quality that reinforces positive self-image, self-esteem, and professionalism.

V. DUTIES AND RESPONSIBILITIES [44.2.4(5C)]

- A. This program is dedicated to providing a safe and nurturing climate in which learning can take place and to promote a safe environment in the public school community while upholding the students' legal rights as outlined in the Standard Operating Procedures Regarding the School Resource Officer Program in the Holliston Public Schools ("SRO SOP").

The proper integration of the SRO in the school environment, including (as appropriate) educational activities, classroom instruction, school assemblies, and staff and school safety meetings, can help build trust, relationships, and strong communication among the SRO and students, faculty, staff, parents, and community.

As past events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence, as well as the use, abuse, and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information as outlined in this policy. It is through the collaborative efforts of the Holliston Public Schools and the Holliston Police Department that this can occur. Therefore;

1. The SRO serves as a visible deterrent to crime and a positive representative of the Holliston Police Department to students, faculty and staff. The SRO shall conduct visible patrolling of the exterior and interior grounds, particularly during the opening and closing of school.
2. The SRO shall assume primary responsibility for handling all calls for police service and coordinating the response of other police resources to the school's buildings, grounds, and surrounding areas.
3. Criminal activity that comes to the attention of the principal or school staff shall be reported immediately to the police department and assigned to the SRO unless such criminal activity requires additional personnel resources
4. The SRO shall meet at least weekly with the school principal for the purpose of exchanging information about current crime

trends, problem areas, or other areas of concern which have potential for disruption in the school or within the community, and shall be sensitive to the need for confidentiality in certain circumstances

5. The SRO may make formal presentations to, or participate in, school based community organization meetings such as the Parent Teacher Association with prior approval of the SRO Supervisor. Participation in other activities such as panel discussions, mentoring programs, Annual Summer Youth Academy and community coalitions or task forces must be approved by the SRO supervisor.
6. Provide for the disposal of illegal substances recovered by the school and not needed for criminal prosecution.
7. Be familiar with and abide by Holliston Public School and Holliston Police Department Rules and Regulations and Policies and Procedures.
8. As a general rule, SROs will not get involved with the enforcement of school rule violations or act as a disciplinarian unless there is a violation of the State law as well.
9. The SRO, when available, will assist in conducting investigations for other crimes off of school grounds that may have a direct effect on a student or the school community.
10. The SRO, when available, will be the designated case officer for crimes committed at their assigned school. This means the SRO will then complete the investigation and all the necessary follow-up investigatory case work. This may include the collection of evidence and interviewing victims, witnesses and suspects
11. When necessary, the SRO may make an arrest, detain and or hold those suspected of a crime in police custody as prescribed by State law and Department policy. Some serious crimes require specialized expertise or logistical support to investigate. Under these circumstances, an appropriate detective from the Detective Unit will be assigned as the case officer. The SRO will then assist the Detective, and function as the liaison between the victim, the school staff, and the Department.
12. Attend scheduled meetings of all assigned SROs that may be established by the supervisors for information exchange and resolution of special problems

13. Provide their supervisor with monthly activity reports.
14. Provide Patrol Supervisors with any pertinent information during Roll Call(s).

B. School Administration and School Personnel;

1. Non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, dress code violations, and disruptive or disrespectful behavior remains the sole responsibility of school administrators. To this end, SROs shall refrain from being involved in the school's handling of such violations or misbehavior except, as asked or needed, to support school staff in maintaining a safe school environment.
2. The school administrators agree to ensure that school employees cooperate with police investigations and any subsequent actions related to crime or criminal activity on school premises or at school-related events.
3. In order to maintain a safe and nurturing school environment, the Holliston Public Schools reserves the right to conduct a reasonable search of all school property for weapons, alcohol, other contraband, or controlled substances in accordance with State and Federal law, the student handbook, and the SRO SOP § 5(a). Should any evidence of a criminal nature be seized during such an inspection or search, immediate notification to the designated police liaison will be made and the property will be secured by the SRO.

C. Reporting Procedures for Emergency Situations;

1. An emergency situation is any incident that poses an immediate threat to human health or safety or which may result in serious property damage.
2. A teacher or other school employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the Holliston Police Department (911) and the Principal or Assistant Principal. This requirement is in addition to any procedures outlined in the school's student handbook,

administrative manual, and/or School Committee policy manual.

3. Where an emergency exists and there is an immediate need to avert or diffuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the students at issue. (See § 99.31(a)(10) of the FERPA regulations.)

D. Reporting Procedures for Non-Emergency Situations;

1. A teacher or other school employee who has reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly:
 - a. Report the incident and name(s) of any involved person(s) to the appropriate Designated School Liaison, and
 - b. Notify the Designated School Liaison of the existence of any physical evidence and take reasonable steps to maintain any pertinent physical evidence in a secure place.

E. Responsibilities of Designated School Liaison(s);

1. Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to:
 - a. Timely notify the Designated Police Liaison and, when appropriate, the parents/guardians of the involved student(s);
 - b. Timely notify the Designated Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
 - c. Timely notify the Designated Police Liaison of any written reports about the incident.

F. Responsibilities of SRO/Designated Police Liaison(s)

1. Because the Principal or his/her designee alone has control of the school building at any given time, police officers shall report to the main office upon entering a Holliston Public School. The Principal's foreknowledge of police presence in the building can

do much to facilitate the school's operation and still prevent escalation of any existing situation requiring police response.

2. SROs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals and shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.
3. When the police have assumed responsibility in a criminal investigation, the police naturally are the decision-makers concerning that investigation. The Principal or Designated School Liaison shall convey to those authorities his or her best assessment of the situation which may not be apparent to the police. The Principal or Designated School Liaison will not interfere with a criminal investigation once it has been initiated.
4. It is the goal of the Holliston Police Department to meet the needs of all its community's children and youth. In collaboration with the Holliston Public Schools, the SRO/Designated Police Liaison will attempt to identify those students who may be at risk for problematic or unsafe behavior and link them to the support and services they need (e.g., mental health services, drug and alcohol counseling). In this endeavor, the SRO/Designated Police Liaison will seek to assist families by offering to develop an action plan that is tailored to meet the unique needs of the student.

G. Arrests of Students

1. The following procedures shall be adhered to whenever an arrest of any student or staff becomes necessary:
 - a. Whenever possible, arrests of students will be attempted outside of school buildings and in compliance with the Standard Operating Procedures separately established by the Chief of Police and Superintendent pursuant to M.G.L. c. 71, § 37P.
 - b. The arrest of a student or employee of the school with a warrant should be coordinated through the principal and accomplished after school hours whenever possible.

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- c. Persons whose presence on school grounds has been restricted or forbidden or whose presence is in violation of the law shall be arrested for trespassing.
 - d. Arrests of students or staff during school hours or on school grounds shall be reported to the school principal as soon as practical.
 - e. SROs will adhere to Department Policy on Handling Juveniles 1.15 and Interrogating Suspects 1.13, for information pertaining to interviews and interrogations.

H. Emergency Mental Health Issues

1. Utilizing the expertise of mental health professionals in addressing the needs of students with behavioral and emotional difficulties in crisis situations and agree that examination by a qualified mental health professional is the preferred mechanism for evaluating a student experiencing a mental health crisis.
2. Occasionally, the public schools encounter a student in crisis who requires emergency psychiatric treatment. The law provides for involuntary commitment of such individuals if, in the judgment of a qualified mental health professional, the failure to hospitalize such an individual would create a likelihood of serious harm to himself or others by reason of mental illness. In such circumstances, the individual may be restrained while an application for involuntary hospitalization is sought. Likewise, if a qualified mental health professional is unavailable, the law provides that a police officer may restrain such individual and apply for involuntary hospitalization. [See M.G.L. c. 123, §12(a)] Therefore;
 - a. The school's medical personnel will initiate any requests for a Section 12 involuntary commitment, unless there is an immediate risk of harm to the student or others in which case the police department shall be contacted and assume responsibility for initiating commitment proceedings
 - b. The school will seek alternate emergency response, if available (e.g., from an Emergency Services Program), for an immediate clinical assessment of the student in crisis before seeking the intervention of the police department

- c. If intervention by the police is necessary, the school will notify the police at the earliest possible opportunity so as to coordinate efforts, minimize disruption at school, and maintain privacy for the student involved to the extent possible
- d. When an assessment of a student is made for possible involuntary commitment, referrals for follow-up mental health services shall be made by the school's clinical team

VI. INFORMATION SHARING GUIDELINES

A. Designated Liaisons

In order to facilitate prompt and clear communications, identifying individuals by title instead of name on their respective staffs who will function as Designated Liaisons will be utilized.

1. The Holliston Public Schools' Designated Liaisons, by School, are:

- Placentino Elementary School Principal, Assistant Principal and Student Services Administrator;
- Miller Elementary School Principal, Assistant Principal and Student Services Administrator;
- Adam Miller School Principal, Assistant Principal and Student Services Administrator;
- Holliston High School Principal, Assistant Principals and Student Services Administrator;
- Superintendent of Schools, Assistant Superintendent and Director of Student Services

2. The Holliston Police Department's Designated School Liaisons are:

- Matthew J. Stone – Chief of Police
- Chad E. Thompson – Lieutenant
- James M. Barret – Lieutenant

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- Bryan H. DiGiorgio – Detective
 - Michael H. Woods– School Resource Officer
 - Hannah C. Ciavarra – School Resource Officer

The aforementioned Police Department Designated Liaisons are considered a part of the Holliston Public Schools’ “Law Enforcement Unit” as defined in the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

B. Issues of Concern to the Designated Liaisons

1. Reportable Incidents: In order to identify and provide preventive help and services to at-risk students and families and consistent with the goals and objectives of the SRO Program, information will be shared as follows:
 - a. The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents.
 - b. Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well-being of students, faculty, or staff at the School.
2. Prevention Strategies: In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Middlesex District Attorney’s Office (“MDAO”) will meet regularly for the following purposes:
 - a. To discuss incidents of violence or bullying (as defined under M.G.L. c. 71, § 37O) in school or outside of school that affects students of the school;
 - b. To discuss any use, abuse, or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students unless such information was gathered as part of a “Verbal Screening Tool for Substance Abuse Disorders” in which case it shall only be disclosed as permitted by M.G.L. c. 71, § 97;
 - c. To identify strategies to reduce such activities and to promote a safe, secure, violence-free, and nurturing school environment;
 - d. To discuss community resources available for students at risk of harm from violence, abuse, neglect, or exploitation;
 - e. To develop violence identification, prevention, and intervention programs, protocol and curricula as required by M.G.L. c. 12, § 32; and

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- f. To outline the necessary action plan for implementation of such strategies.

C. Confidentiality

1. All information which is necessarily disclosed between the SRO and school staff pursuant to M.G.L. c. 12, § 32; G.L. c. 71, § 37H, M.G.L. c. 71, § 37H¹/₂; M.G.L. c. 71, § 37H³/₄; M.G.L. c. 71, § 37L; M.G.L. c. 71, § 37O, 603 C.M.R. 23.00; and 20 U.S.C. § 1232g, is protected from being improperly publicly disseminated except as permitted by State and Federal law.
2. School Department Personnel and School Resource Officer(s), as defined in M.G.L. c.71 § 37P, shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including but not limited to; text, phone, email, database and in-person communication, or submit to the Department of State Police's Commonwealth Fusion Center, the Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or involvement, any information relating to a student or a student's family member from its database and other recordkeeping system including; immigration status, citizenship, neighborhood of residence, religion, national origin, ethnicity or suspected, alleged or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Nothing in this paragraph shall prohibit the sharing of information:
 - a. For the purpose of completing a report pursuant to Section 51A of chapter 119;
 - b. Upon the specific, informed written consent of the eligible student, parent or guardian;
 - c. To comply with a court order or lawfully issued subpoena;
 - d. In connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e);
 - e. For the purpose of filing a weapon report with the Chief of Police pursuant to this section.

D. Reporting Guidelines for School Reports to the Police Department

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1. The following shall be considered Mandatory Reportable Incidents. If such information is obtained solely during a communication with a member of the school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed if consent is obtained or the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others).
 - a. Possession, use, or distribution of alcohol by a student UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by M.G.L. c. 71 § 97;
 - b. Possession, use, or distribution of an inhalant or any controlled substance, as defined in M.G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy) unless such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by M.G.L. c. 71, § 97;
 - c. Any incident in which any individual is reasonably believed to be selling or distributing controlled substances or alcohol;
 - d. Any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury to another;
 - e. Possession of a weapon, as defined in the school handbook or under M.G.L. c. 71 § 37(a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof;
 - f. Any incident involving stalking (M.G.L. c. 265, § 43), criminal harassment (M.G.L. c. 265, § 43A), annoying phone calls (M.G.L. c. 269, § 14A), or the issuance or violation of a M.G.L. c. 209A or c. 258E protection order on behalf of or against a student;
 - g. Any incident triggering the filing of a report for abuse and/or exploitation with the Department of Children and Families pursuant to M.G.L. c. 119, § 51A, including underage sexual contact if it qualifies as "sexual abuse." (See What Conditions Are Reportable, www.51a.middlesexcac.org);
 - h. Any sexual assault, including, but not limited to, rape, assault with intent to rape, indecent assault and battery, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion", or possession or dissemination of sexually explicit photographs of a student;
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- i. Any incident resulting in significant damage to municipal or private property;
 - j. Any bomb threat, fire, threatened or attempted firesetting, threatened or attempted use of an incendiary or explosive device or hoax device, or possession of a “novelty lighter” as defined by M.G.L. c. 148, § 60. (NOTE: The principal also “shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department” under M.G.L. c. 148, § 2A);
 - k. Any creation or possession of a document, whether digitally or manually generated, handwritten or electronic (e.g., text or email), that identifies any individual targeted for violence or death;
 - l. Any threat, direct or indirect, past or future, against a student, school personnel, or other school employee;
 - m. Any incident of “hazing” as defined by M.G.L. c. 269, § 17, involving any conduct or method of initiation into any school organization that endangers the physical or mental health of any student;
 - n. Any incident triggering a Title IX investigation (20 U.S.C. § 1681-1688, 34 C.F.R. § 106)
 - o. Any incident involving an actual or suspected hate crime or violation of civil rights (See M.G.L. c. 265, §§ 37 & 39; 18 U.S.C. § 249), including, but not limited to:
 - An assault or battery upon a person, whether or not it results in bodily injury, with the intent to intimidate because of such person’s race, color, religion, national origin, sexual orientation, gender identity, or disability;
 - Damage to the real or personal property of a person with the intent to intimidate because of such person’s race, color, religion, national origin, sexual orientation, gender identity, or disability; or;
 - An act willfully causing bodily injury to any person or attempting to do so through the use of fire, firearm, dangerous weapon, or explosive or incendiary device because of the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, or disability of any person.
 - p. Any incident of “bullying” or “cyber-bullying” as defined by M.G.L. c. 71, § 37O where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (o).
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2. Mandatory Reportable Incidents will be immediately reported to the Designated Police Liaison if such incident:
 - a. Occurred on school property or within 1,000 foot radius of school property;
 - b. Occurred at a school-sponsored function;
 - c. Occurred in a school owned or contracted bus or other vehicle or at school bus stop; or
 - d. Involved a student of the Holliston School District.
 3. The Designated School Liaisons may report any other incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

E. Reporting Guidelines for Police Reports to School

The Designated Police Liaison will inform the appropriate Designated School Liaison, subject to applicable statutes and regulations governing confidentiality, of:

1. Any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Holliston Public Schools;
2. A student's voluntary participation in any Diversion Program; or
3. Any occurrence involving a student of the Holliston Public Schools, if:
 - a. The activity poses a serious (present or future) threat to the safety or well-being of the student, other students, faculty, or staff at the School;
 - b. The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., the arrest or filing of a criminal complaint against a member of the student's household); or
 - c. The activity involves actual or possible truancy.

VIII. SEARCH AND SEIZURE

The School Resource Officer must follow Departmental Policy and respect the School's policy in conducting searches. The rules of criminal evidence apply in school exactly the same as they apply under normal circumstances. The School Administration cannot be used as an agent to search a student's locker.

The School Administrator has the authority to search a locker prior to there being a confirmation that a crime has been committed. Once an SRO is aware of a potential crime, the SRO must brief the SRO Supervisor and obtain a search warrant for a student's locker.

Unless EXIGENT CIRCUMSTANCES EXIST, or you have CONSENT, get a warrant.

A. Impound and Chain of Custody

The seizure of drugs and evidence on school property must be dealt with immediately. If an SRO seizes drugs or obtains evidence, they will immediately contact the Communications Center and have a Patrol Officer or Detective respond to the school and collect the property for impoundment at the Police Station pursuant to Department policy. SROs will not place the property in their office or assigned vehicle at any time other than in the process of completing the required paperwork and/or during transportation to the Department. Once an SRO comes in contact with seized property, they will maintain immediate control until that property is released to the assisting officer.

B. Search and Seizure by School Officials

School officials may conduct searches of students' property under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating the law or the rules of the school.

The SRO may stop an individual when there is reasonable suspicion that a criminal act has, is or is about to be committed and may pat frisk that person if the officer has reasonable suspicion that the person may be armed in accordance with Departmental Policy and Procedures, 1.07, Stop & Frisk-Threshold Inquires.

The SRO may only conduct what constitutes a search based on probable cause and in accordance with Departmental Policy and Procedure, 1.08, Search & Seizure.

The SRO shall not become involved in administrative (school related) searches unless specifically requested by school officials to provide security, protection, or for handling of seized contraband:

- These searches must be at the direction and control of the school official and not the SRO.

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- At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as the officer's agent.

IX. SELECTION AND TRAINING [44.2.4(5D)]

The selection, supervision, and training of SROs is a critical aspect of the program. Additionally, the reviewing of the SRO Program on an annual basis is essential to assess its success and effectiveness in meeting its stated goals and objectives. The SRO(s) can only be assigned to schools upon the request of the School Superintendent.

A. SRO Selection Process [16.2.2/44.2.4(5D)]

In accordance with M.G.L. c. 71, § 37P, the Holliston Police Department is committed to selecting SROs who will foster an optimal learning environment and educational community. The selection of each SRO remains within the sole discretion of the Chief of Police. The appointment(s) shall not be based solely on seniority; rather, preference will be given to officers who demonstrate the requisite personality, character, skills, and interest to work in a school environment with children and educators and who have received specialized training related to working with children and adolescents, including cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.

Other factors for consideration in selecting an SRO include:

- Ability to work effectively with students within the age range at the assigned school(s)
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors
- Knowledge of school-based legal issues
- Commitment to protecting students' legal and civil rights
- Knowledge of school and community resources
- An understanding of crime prevention problem-solving and community policing in a school setting

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- Public speaking and teaching skills
 - Knowledge of school safety planning and technology
 - Specialized training relating to working with adolescents and children, including cognitive development and de-escalation tactics.

B. SRO Training [33.6.1/44.2.4(5B)]

In addition to any basic and annual in-service training required of their officers by the Holliston Police Department, SROs shall receive specialized training to promote their effectiveness working with children and youth in a school setting. Continuing professional development shall include instruction in the following areas:

1. Child and adolescent development, including the impact of abuse, exploitation, violence, trauma, disability, poverty, and immigration status;
2. Conflict resolution and de-escalation tactics;
3. Diversion strategies and practices

Additional areas for continuing professional development may include, but are not limited to:

- SRO course such as that provided by National Association of School Resource Officers
- School crisis planning, threat assessment, and emergency response
- Juvenile law and procedure, including student rights and privacy
- Understanding and protecting civil rights in schools
- Cultural sensitivity and linguistic differences
- Implicit bias
- Teaching and classroom management
- Mental health protocols
- Trauma-informed care
- De-escalation skills
- Drug prevention programs
- Physiology of addiction
- Teen dating violence and healthy teen relationships
- Bullying prevention

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- Cyber safety

C. Mandatory SRO In-Service Training Program [44.2.4(5B)]

Pursuant to M.G.L. c. 6 § 116H:

1. The Municipal Police Training Committee (MPTC) shall establish and develop an in-service training program designed to train School Resource Officers (SROs), as defined in M.G.L 71 § 37(p).

Such program shall include training on:

- a) The ways in which legal standards regarding police interaction and arrest procedures differ for juveniles compared to adults;
- b) Child and adolescent cognitive development, which shall include instruction on common child and adolescent behaviors, actions and reactions as well as the impact of trauma, mental illness, behavioral addictions, such as gaming and gambling disorder, and developmental disabilities on child and adolescent development and behavior;
- c) Engagement and de-escalation tactics that are specifically effective with youth; and
- d) Strategies for resolving conflict and diverting youth in lieu of making an arrest. Such program shall also include training related to:
 - i. Hate crime identification and prevention training curriculum including acquisition of practical skills to prevent, respond to and investigate hate crimes and hate incidents and their impacts on victim communities;
 - ii. Anti-bias, anti-racism and anti-harassment strategies;
 - iii. Bullying and cyberbullying; and
 - iv. Comprehensive training to help school resource officers interact effectively with school personnel, victim communities and build public confidence with cooperation with law enforcement agencies.

2. The course of instruction, the learning and performance objectives and the curriculum and standards for training developed pursuant to this section shall be developed in consultation with experts on child and adolescent development and child trauma and with educators and attorneys experienced in juvenile and education law and preventing and addressing youth hate crimes.