



CHIEF ROBERT STOCKS

LONGMEADOW POLICE DEPARTMENT

34 Williams Street – Longmeadow, Massachusetts

(413) 567-3311

www.LongmeadowMa.gov

January 26, 2024

Northeastern University School of Law
Center for Public Interest, Advocacy, and Collaboration
Katherine Stathulis, Esq.

Dear Katherine,

The Longmeadow Police Department has received your request, dated January 16, 2024, for the following:

“1. An extract of your records management system or database that includes each school-related arrest and each referral to law enforcement conducted during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school year (up until the day the records are produced). Specifically, we request an extract of the database to include the following columns:

- a. Date of arrest or referral to law enforcement
- b. Time of arrest or referral to law enforcement
- c. Charge (or charges)
- d. Whether the individual(s) was arrested or referred to law enforcement
- e. Sex of individual(s) arrested or referred to law enforcement
- f. Age of individual(s) arrested or referred to law enforcement
- g. Race of individual(s) arrested or referred to law enforcement
- h. Ethnicity of individual(s) arrested or referred to law enforcement
- i. Disability status of the individual(s) arrested or referred to law enforcement
- j. Whether the individual arrested or referred to law enforcement is a student at the school.
- k. Name of arresting officer, if applicable, and
- l. Badge number of the arresting officer or the officer that referred the youth to law enforcement, as applicable.

2. If such an extract of the database in question 1 is not possible, please provide school incident reports on each school-related arrest and referral to law enforcement conducted during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school year (up until the day the records are produced).

3. A copy of any active standard operating procedures developed with the police department and/or other law enforcement agencies regarding police placement or activity in your corresponding school; and,
4. Any records instructing or informing police personnel of, or otherwise describing data reporting requirements and procedures for complying with G.L. c. 71 §37P(b).
5. The cost to the school district of assigning a school resource officer to each school; and,
6. The total number of school resource officers and total number of guidance counselors for each school in your district for school years 2018-2019, 2019-2020, 2020-2021, and,
7. The total number and a brief description of 911 calls from schools in your district to local police departments conducted during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022, and,
8. A description of the proposed budget for mental, social or emotional health support personnel for the school district.”

In response to your request, the Longmeadow Police Department is providing the following:

1 and 2. Please see itemization of estimated good faith costs due to the volume of the request and the time involved to search each individual call during that period for accuracy (attachment 1).

3. The MOU between the Longmeadow Police Department and Longmeadow Public Schools is attached (attachment 2).

4. The Longmeadow Police Department is not in possession of data reporting requirements and procedures for complying with G.L. c. 71 § 37P(b). This information may be available by contacting the RAO for Longmeadow Public Schools.

5. There is no cost to the school district for the SRO assignment.

6. The Longmeadow Police Department has had one (1) SRO assigned to the schools for the period requested. Please contact the school department for the number of guidance counselors assigned.

7. 911 calls:

• Medical	15
• Elevator Issues	4
• Accidental Dial	13
• Fire Drills/Test	3
• Vehicle Accident	5
• Threat	1
• Unauthorized Leave	1
• Alarm	6
Total:	48

8. Please reach out to the Longmeadow Public Schools for budgetary questions referenced in request #8.

You have the right to appeal this decision to the Supervisor of Records at the address below or pre@sec.state.ma.us. The appeal must include the original written request, the written response of this department, and a brief letter detailing the reason for the appeal. You must also provide a copy of the appeal petition to this office.

Supervisor of Records
Office of the Secretary of the Commonwealth
McCormack Building, Room 1719
One Ashburton Place
Boston, MA 02108

Forward a copy of appeal to:

Longmeadow Police Department
Attn: Carolyn Lee
34 Williams Street
Longmeadow, MA 01106

Please feel free to contact me with any questions or concerns.

Respectfully Submitted,



Carolyn Lee
Administrative Assistant
Records Access Officer