




TOWN OF GRANBY

MEMORANDUM

DATE: August 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Memorandum of Agreement (MOA) - Granby Police Department and Granby Public Schools for the School Resource Officer (SRO)**

Attached please find the Memorandum of Agreement between the Granby Police Department and Granby Public Schools for the School Resource Officer (SRO).

This agreement needs to be executed by the Board of Education and the Board of Selectmen before the program can begin.

A proposed motion is presented below for your consideration.

The following motion by the Board of Selectmen is proposed:

Motion that the Board of Selectmen approve the attached MOA for the SRO program and direct Granby Police Chief Scott Sansom to execute the document to allow the program to begin.

The Chief and I will be on hand at the meeting to answer any questions you may have on this agreement.

Memorandum of Agreement
Between the Granby Police Department and the Granby Public Schools
for School Resource Officer

I. INTRODUCTION

This document expresses the agreement between the Granby Police Department and the Granby Public Schools concerning the provisions of the School Resource Officer (SRO) Program. It is the intention of the Granby Police Department and the Granby 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 Granby Police Department agrees to provide a School Resource Officer to Granby Public Schools.

IV. COST OF THE SCHOOL RESOURCE OFFICER PROGRAM

The cost of the SRO Program ("Cost") shall be paid for by the Granby Board of Education unless otherwise agreed upon by both parties. The term "Cost" shall include, without limitation: 1) the total cost of all wages, insurance and other benefits relative to the SRO; and 2) the total cost of all training, uniforms, supplies and other matters specifically and solely related to the officer's duty as an SRO.

On or before September 1, 2025, the Granby Police Department shall provide, for the fiscal year beginning July 1, 2025, an estimate of the total Cost due for fiscal year 2025-2026. For each subsequent fiscal year, the Granby Police Department shall provide the estimate on or before January 1 of that fiscal year. Granby Public Schools shall reimburse the Town of Granby for the total Cost as follows: one half of the estimated total Cost before January 1 of the fiscal year; and 2) the remaining portion of the actual total Cost by June 1 of the fiscal year.

V. EMPLOYMENT OF SCHOOL RESOURCE OFFICERS

- SROs are employees of the Granby Police Department and shall be subject to the administration, supervision, and control of the Granby Police Department.
- The SRO shall be subject to all personnel policies, written directives, Rules and Regulations, General Orders, and current labor agreement of the Granby 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 GPD personnel, School Resource Officers can be reassigned to such emergencies in lieu of their duties under this Agreement.

- The Granby 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 Granby 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 Superintendent of his or her work schedule.
- In the event that an SRO is absent from work, he/she will notify the superintendent of schools.
- 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 will provide mentorship to students.
- The SRO is a law enforcement officer with the authority to take appropriate law enforcement action when criminal activity is suspected.
- The SRO may conduct investigations of crimes that occur at any school and use other resources if needed for follow-up investigation. This may include drug and alcohol use or social media threats.
- The SRO will follow the guidelines of case law, school board policy and the Granby 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 Granby Police Department's secure computer network.
- The SRO will adhere to this Memorandum of Agreement Between Granby Public Schools and the Granby Police Department.
- Students may be transported in police vehicles for special programs and with 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 SRO will wear the authorized Police Uniform of the Day or business casual authorized by the Chief or his designee.
- The SRO will wear their department authorized duty weapons in accordance with department policy.
- The Granby 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.
- Granby Public Schools will provide the SRO with the following:
 - An office with a desk, direct phone line and access to Internet hookup.
 - Access to the Granby 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. LAW ENFORCEMENT INTERVENTION GUIDELINES

The parties agree that police need to follow certain protocols when on school grounds in non-emergency circumstances as follows:

Police will act through school administrators whenever they plan an activity on school grounds.

Officers entering the school grounds will be aware of the potential disruption of the educational process that police presence may cause.

Prior to entering a school to investigate, arrest or search, officers will consider the necessity of such action based on:

- The potential danger to persons.
- The likelihood of destruction of evidence or other property.
- The ability to conduct the investigation, arrest or search elsewhere.

When taking a student into custody officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.

Whenever possible, students should be taken into custody out of sight and sound of other students.

The School Resource Officer will not be responsible for student discipline or enforcement of school rules although the SRO may aid school personnel.

The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

XI. REPORTING, DATA COLLECTION, AND MONITORING

Reporting

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Each school resource officer will submit a report to the chief of police for each investigation or behavioral intervention of challenging behavior or conflict that escalates to violence or constitutes a crime no later than five days after conducting the investigation or behavioral intervention.

Such report will include at a minimum:

1. The date, time and location of the investigation or behavioral intervention
2. The name and badge number of the school resource officer
3. The race, ethnicity, gender, age, and disability status for each student involved
4. The reason for and nature of the investigation or behavioral intervention
5. The disposition of the investigation or behavioral intervention
6. Whether any student involved in the investigation or behavioral intervention was;
 - Searched
 - Appraised of the student's constitutional rights
 - Issued a citation or summons
 - arrested and/or detained, including the amount of time the student was detained.

The chief of police shall submit this report to the Superintendent of schools.

Data collection - On a quarterly basis, the following information will be collected:

School provides - numbers and types of disciplinary actions, numbers and demographics of students involved, referrals to police.

Police provide - number and types of school incidents for which police incident reports are written, police actions on incidents

Monitoring and oversight - on a regular basis and at least quarterly, parties acknowledge and agree that the school/police collaboration team, composed of at least two members from each party will meet to provide an oversight of the agreement and review relevant data and analysis. At least annually the team will prepare a report on activities and make recommendations for improvements to the agreement and/or its implementation.

XII. TRAINING

The parties agree that in addition to standard School Resource Officer training, SROs will receive professional development training; Specifically training related to social emotional learning and restorative practices, that is provided to certified employees of the school system.

XIII. 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. Termination of this Agreement shall result in the automatic termination of any related agreements, including, without limitation, the Graduated Response Agreement. 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.

Signatures/Date:

Chief of Police, Granby Police Department

Superintendent, Granby Public Schools

Granby Police Department and the Granby Public School

Graduated Response Agreement

I. INTRODUCTION

Schools and law enforcement share responsibility for school safety and must work together with complementary policies and procedures to ensure a safe learning environment for students. This document expresses the agreement of the parties for responding to non-emergency school disruptions. It strives to ensure a consistent response to incidents of student misbehavior, clarify the role of law enforcement in school disciplinary matters, and reduce involvement of police and court agencies for misconduct at school and school-related events.

The parties agree to the following principles upon which this agreement is founded:

- The vast majority of student misconduct can be best addressed through classroom and in-school strategies by maintaining a positive climate within schools rather than by involvement of the police community.
- The response to school disruptions should be reasonable, consistent, and fair with appropriate consideration of relevant factors such as the age of the student and the nature and severity of the incident. Students should be held accountable for their actions through a graduated response to misconduct that provides a continuum of services and increasingly more severe sanctions for continued misbehavior.
- Disruptive students should receive appropriate redirection and support from in-school and community resources prior to the consideration of suspension, expulsion, involvement of the police, or referral to court.
- Clarifying the responsibilities of school and police personnel with regard to non-emergency disruptive behavior at school and school-related events promotes the best interests of the student, the school system, law enforcement and the community at large.

II. PURPOSE OF AGREEMENT

The purpose of this agreement is to encourage a more consistent response to school incidents and to reduce the number of referrals of students to court by establishing guidelines for the handling of non-emergency disruptive behavior at school and school-related events by school and police personnel.

III. TERMS OF AGREEMENT

A. Summary of Key Points

The parties agree to:

1. Convene a School/Police Collaboration Team;
2. Share this agreement with a copy to all school and police personnel;
3. Provide necessary and regular staff training on implementation of the agreement;
4. Put into practice a graduated response to student misbehavior;
5. Monitor implementation of the agreement;
6. Collect data and assess the effectiveness of the agreement; and
7. Modify the agreement as appropriate.

B. Key Factors in Making Disciplinary Decisions

The parties agree that when determining consequences for students' disruptive behavior, the following factors shall be considered if information on the factors is available:

1. Age, health, and disability or special education status of the student;
2. Prior conduct and record of behavior of the student;
3. Previous interventions with the student;
4. Student's willingness to repair the harm;
5. Parents' willingness to address any identified issues; and
6. Seriousness of the incident and degree of harm caused.

The parties agree that when determining consequences for students' disruptive behavior, the following factors shall not be considered:

1. Race/ethnicity, gender, gender identity, sexual orientation, religion and national origin of the student and family; and
2. Economic status of the student and family.

C. Graduated Response Model

Classroom Intervention - The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line in implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non-threatening such as dress code violations and violations of classroom rules. School Resource Officers (SROs) should not be involved at this level. More than three incidents of the same behavior, if not in the same day, could lead to school administrator intervention. Classroom intervention options might include redirection, reteaching, school climate initiatives, moving seats; and the teacher should initiate parental contact.

School Administrator Intervention - Classroom interventions must be supported by school administrators who address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behaviors at this level include repetitive patterns, defacing school property, truancy, threatening and unacceptable behaviors in hallways, bathrooms, courtyards and school buses. Administration intervention options might include time in the office, after school detention, loss of privilege, reparation, and/or parent conference

Assessment and Service Provision - When the behavior and needs of the student warrant, an assessment process and intervention with the use of school and community services is appropriate. This intervention is managed by the school administrator or the Multi-Tiered System of Support (MTSS team). Repetitive truancy or defiance of school rules and behaviors that interfere with others such as vandalism or harassment belong at this level as well as misbehaving students who would benefit from service provision. Assessment and service intervention options should include any Classroom or School Administration interventions and might include referral to a juvenile review board (JRB) or community service or program, suspension, expulsion or referral to court. Truant behavior should not lead to an out-of-school option. Police can be involved in their role on SATs and JRBs.

Law Enforcement Intervention - Only when classroom, school and community options have been found ineffective (or in an emergency) should the school involve the police, including the SRO. Involvement of the police does not necessarily

mean arrest and referral to court. This intervention is managed by the police. Behaviors at this level must be violations of criminal law, but only after Classroom, School Administration and Assessment and Service interventions have been tried. Law enforcement options may include verbal warning; conference with the student, parents, teachers and/or others; referral to a JRB and/or community agencies; and referral to court.

D. Police Activity at Schools

The parties agree that police need to follow certain protocols when on school grounds in non emergency circumstances as follows:

1. Police will act through school administrators whenever they plan any activity on school grounds.
2. Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause.
3. Prior to entering a school to conduct an investigation, arrest or search, officers will consider the necessity of such action based on:
 - A. The potential danger to persons;
 - B. The likelihood of destruction of evidence or other property;
 - C. The ability to conduct the investigation, arrest or search elsewhere.
4. When taking a student into custody:
 - A. Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises.
 - B. Whenever possible, students should be taken into custody out of sight and sound of other students.
5. For communities with School Resource Officers, the SRO will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

IV. DATA COLLECTION AND MONITORING

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Data Collection – on a quarterly basis, the following information will be collected.

School—number and types of disciplinary actions, numbers and demographics of students involved, referrals to police.

Police—number and types of school incidents for which police incident reports are written, police actions on incidents.

Monitoring and Oversight – on a regular basis and at least quarterly, parties acknowledge and agree that the School/Police Collaboration Team, composed of at least two members from each party, will meet to provide oversight of the agreement and review relevant data and analysis. At least annually, the Team will prepare a report of activities and make recommendations for improvements to the agreement and/or its implementation.

GRADUATED RESPONSE MODEL

	Level 1 Low Level Rules Violations & Offensive Behaviors	Level 2 Chronic Violations & Disruptive Behaviors	Level 3 Serious Disruptive Behaviors & Safety Concerns	Level 4 Significantly Disruptive Behaviors Types of Behaviors
Types of Behaviors	Disruptive Behavior Insubordination/Defiance Inappropriate Attire Inappropriate Language Inappropriate Displays of Affection Horseplay Tardiness Cutting Teacher Detention Forgery/Lying Other	Chronic Level 1 Offences (documented) Chronic disruptive Behavior (documented) Gross Insubordination Abusive Language directed at Staff Chronic Tardiness Cutting Cutting Class Leaving School Grounds Harassment Truancy Other	Chronic Level 2 Offenses Bullying Fighting/assault Smoking/Vaping Theft Threats/Intimidation Vandalism Suicidal/Homicidal Ideation	Alcohol/Drugs Weapon Possession Assault Resulting in Injury Action Resulting in Lockdown or Evacuation of Classroom or Building Inciting a Riot Multiple Level 3 Offenses Other
Persons Involved in Intervention	Teacher/Team Leader Parent(s)/Guardian(s)	<i>All Previous Persons Involved plus:</i> School Counselor School Social Worker Administrator(s) Community Agencies (Youth Services, FVHD) Student Support Team	<i>All Previous Persons Involved plus:</i> Juvenile Review Board (JRB) School Resource Officer (SRO)	<i>All</i>
Progressive Intervention Options	Classroom Level: Redirection Alternate setting De-escalation strategy Parent contact Student/Teacher conference Parent/Teacher conference Referrals to student school counseling team Team Engagement: File review Mediation Behavior Plan/Contracts/BIP/FBA Data collection on interventions and their effectiveness	<i>All Previous Level Interventions plus:</i> Review previous interventions 1 to 1 counseling Parent/Team conference and other parties (guidance counselor, school social worker, etc.) as deemed necessary Mentoring program School/Community Service Referral to Youth Services	<i>All Previous Level Interventions plus:</i> Review of previous interventions Referral to Substance Intervention Program Law Enforcement Mentoring Law Enforcement ticket/fine	<i>All</i>
Potential Consequence Options	Verbal warning Written Warning Loss of privileges/ Restricted activity Designated “Time Out” area Lunch detention Teacher detention Administrative Detention	<i>All Previous Level Discipline plus:</i> Review of previous discipline Saturday Detention Behavior Intervention In School Suspension	<i>All Previous Level Discipline plus:</i> Review of previous discipline Outside School Suspension Referral to JRB Expulsion referral Referral to SRO	<i>All Previous Level Discipline plus:</i> Review of previous discipline Arrest Expulsion

***This Graduated Response Model should be used as a guide to support positive student decision making. Please note, that the options in this chart may be modified based on the context and specific needs of the student. The named behaviors are examples and not an exhaustive list.*

V. DURATION AND MODIFICATION OF AGREEMENT

This agreement shall become effective upon signature and shall remain in full force and effect until such time as the agreement is modified by the consent of the parties. The agreement may be modified at any time by amendment to the agreement.

In witness whereof, the parties hereto, intending to cooperate with one another, have set their signatures to this document on this day.

Signatures/Date:

Chief of Police, Granby Police Department

Superintendent, Granby Public Schools