

# AGREEMENT BETWEEN WORCESTER PUBLIC SCHOOLS AND WORCESTER POLICE DEPARTMENT



**2018 - 2019 School Year**

Worcester Public Schools (WPS) Administrators are directed to use the following procedures in requesting assistance from the Worcester Police Department (WPD).

## ***Emergency or Acute Incidents: 911***

For all situations requiring an immediate response or police intervention, 911 must be dialed. (Examples of situations requiring an immediate response would be a fight in progress, a serious medical problem, any life threatening situation, suspicious building intruders). School staff will give as much accurate detail as possible when describing the problem and the specific location on the school campus. The best entry point for police to access the problem should be conveyed as well. Be advised that if making this call via cell phone, the call is first routed to the State Police and then transferred to the Worcester Police Department.

## ***Emergency Response by Police:***

An Operations Officer will be notified of all emergency 911 calls requiring immediate action, in addition to the School Resource Officer (SRO). The officer will conduct the initial investigation and take appropriate action, (i.e., request for hearing application for complaint or arrest when necessary). Should the investigation result in a complaint; the Route Officer will assist the School Administrator in filing a complaint application.

## ***Non-Emergency, Past or Generalized Incidents:***

- The School Resource Officer can be contacted on their official school cell phone during their assigned work hours.
- **During School Hours**, principals can also call the **Non-Emergency Line** at 508-799-8606.
- **Before School or After School Hours**, police service request will also be forwarded to the Worcester Police Department **Non-Emergency Line** at 508-799-8606.

## ***Threat of Bomb or Explosives:***

On bomb threat procedures, the principal will call 911 for an immediate police response. If possible, at the time or receipt of the call, an attempt should be made by the school administrator to utilize the \*57 tracing system in order to learn of the callers identity or and/or location. (*Refer to the Verizon "Unlawful Call Center" brochure for instruction.*) Once the school is evacuated, the responding police officers will assist in the search of said "bomb threat location".

**NOTE:** The respective school principal has the ultimate authority on when re-entry to the school occurs.

## ***Police Response Guidelines:***

For incidents not requiring an immediate response by police, the assigned School Resource Officer is to be contacted by the school administrator to respond and investigate the matter at hand, along with an Operation Officer. The School Resource Officer in turn can address and investigate the matter or refer the matter to the appropriate investigating unit (i.e., Vice, Sexual Assault Unit, Traffic Division, etc.).

Request for added police presence/patrols on Worcester Public Schools campuses before, during or after school, should first be directed to the School Resource Officer who will arrange for adequate police deployment. Instances such as anticipated fights, threatened or anticipated domestic violence, trespassers, snowball or rock throwing at school busses should be directed to the School Resource Officer. It is

understood that some incidents may materialize suddenly and require a 911 police response.

School Resource Officers are to handle all past and non-emergency investigations on Worcester Public Schools campuses that are reported to them by the school administrator.

School Resource Officers, on a daily basis, are to review call data to determine whether a school assigned to them require 911 police service from Operations or other street officers.

School Resource Officers shall handle traffic enforcement (i.e., speed, crosswalk enforcement) or for chronic parking issues to a reasonable degree. If added enforcement activity is required, the Traffic Unit of the Operations Divisions must be contacted so that traffic enforcement can be deployed.

School Resource Officers should respond to their assigned schools to confiscate and secure drugs or other paraphernalia confiscated by school administrators, as per Worcester Police Department drug evidence procedure. However, if the School Resource Officer's response cannot be made in a timely manner, the Route Officer will respond.

### **ALICE – Alert | Lockdown | Inform | Counter | Evacuate**

In January 2017, the Worcester Public Schools and the Worcester Police Department committed to endorse the national training program, ALICE, which provides preparation and a plan for school buildings on how to more proactively handle the threat of an aggressive intruder or active shooter. As part of the initial implementation, select members of the Police Department in conjunction with the School Safety Director have been certified as ALICE Instructors.

Throughout the school year, ALICE Instructors will provide a blended learning approach (follow-up to eLearning on-line course and scenario training) on school premises. Instruction will consist of on-site drills and exercises, in addition to other resources school personnel can use should if a violent or active shooter event occurs.

### ***Mutual Cooperation:***

When requested by an investigating officer, principals are to make an administrator available to assist in identification of students. It is understood that both Worcester Police Department and Worcester Public Schools must adhere to certain confidentiality and privacy laws/statutes/regulations, and that any protected data that is divulged or uncovered in the course of an investigation, will be safeguarded by both organizations.

Robert Pezzella, School Safety Director for the Worcester Public Schools, will be the primary point of contact for the schools.

Captain Matt D'Andrea, will be the primary point of contact for the Worcester Police Department.

### ***The Role of School Resource Officer (SRO) in High Schools:***

Each comprehensive high school has been assigned a School Resource Officer during every school day. Those schools are South High School, North High School, Burncoat High School, Doherty High School and Worcester Technical High School.

All School Resource Officers have participated in the 40-hour National Association of School Resource Officers (NASRO) Course along with the School Safety Director of the Worcester Public Schools, during March of 2016.

As a result of the national course being completed by all police and school officials, it was mutually agreed upon by the Superintendent of the Worcester Public Schools and Chief of Police that their training would result in their ability to create opportunities for the high schools to remain safe while building relationships with students, parents and the community.

The goal of the School Resource Officer is to incorporate their daily work in conjunction with NASRO's TRIAD, *Teacher, Counselor and Enforcement*. School Administrators will encourage each School Resource Officer to integrate their jobs in teaching students in classrooms and assemblies, while conducting

mediations and other means of intervention with students and families that foster positive outcomes.

As teenage students need many role models to help them succeed in and out of the classroom, School Resource Officers will provide "mentoring services" as needed.

Lastly, the law enforcement duties of the School Resource Officer in high schools is relinquished by the Superintendent to the Chief of Police, who officially has jurisdiction of each officer.

School Administrators are the primary responder to any student incident that takes place in their school building that could require disciplinary action or other non-police responses. It will be at their professional discretion if or when the School Resource Officer is called to assist in any matter that affects the positive school climate (i.e. crime in action, intruder in building, bomb threat...) during the school day that might also require 911 assistance. *(Please refer to Emergency or Acute Incidents: 911 section).*

Other non-emergency responses requested by School Administrators to the School Resource Officer - refer to the *Police Response Guideline section*.

**NOTE:** Police officers serving in the Worcester Public Schools will mirror the *Community Policing Model* which is proudly practiced every day, by every police officer, throughout the Worcester community.

  
Steven Sargent, *Chief of Police*

  
Maureen Binienda, *Superintendent of Schools*

2-6-18  
Date

2/11/18  
Date