

AGENDA

Call to Order

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1. Public Comment

2. Approval of Minutes
➤ January 27, 2020

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Old Business

3. School Resource Officer Program Memorandum of Understanding

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4. Council Rules of Procedure

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Adjournment

Town of Mansfield
Personnel Committee Meeting

Monday, January 27th, 2020
Conference Room B
Audrey P. Beck Municipal Building
5:30 P.M.

Draft Minutes

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann
Other Council Members Present: Mayor Toni Moran, Samuel Bruder (arrived at 5:36pm)
Staff Present: John Carrington, Robert McCue, Noelle Shepard

Terry Berthelot called the meeting to order at 5:30 p.m.

1. PUBLIC COMMENT

Terry Berthelot closed public comment as no members of the public were in attendance.

2. APPROVAL OF MINUTES

David Freudmann motioned to approve the draft minutes for the December 16, 2019 meeting. Ron Schurin seconded the motion. Motion passed.

3. TOWN MANAGER SEARCH

Interim Town Manager John Carrington explained to the Committee that the Town had received good responses on the RFO for the recruitment firm. John Carrington made a recommendation to the Committee to select Rutherford Advisors, Inc. David Freudmann motioned to appoint Rutherford Advisors, Inc., DBA the Executive Suite as the executive search firm to assist the Town Council with the Town Manager recruitment, and to authorize Interim Town Manager John C. Carrington to execute the attached professional services agreement with the firm. Robert T. McCue explained that Rutherford Advisors is willing to take advice. All in favor, motion passed unanimously.

4. AUDIO RECORDING

Interim Town Manager John Carrington explained that the Town has the ability to utilize an audio recorder for the Personnel Committee meetings and work with the IT Department. Ron Schurin expressed that as the Town is a public entity he supports transparency to the extent that it can possibly occur. Ron Schurin motioned from this point forward starting the next meeting February 24, 2020 to audio record all meetings of the Personnel Committee other than executive session and that these recordings will be retained in accordance with state legislation and practice. David Freudmann seconded the motion. Motion passed.

5. TOWN COUNCIL RULES OF PROCEDURE

Ron Schurin inquired whether the Committee would have the potential to reopen discussion on The Town Council Rules of Procedure in order to discuss the addition of the wording "amplification" to the public comment section as well as the removal of the four ceremonies before meetings. Ron Schurin motioned to add to the agenda for the present meeting the removal of the four ceremonies. Terry Berthelot seconded. Consensus to add to the agenda for the January 27, 2020 meeting and discussion began. Motion to recommend to the Town Council to remove the subsection G of Rule 2

"Meetings" under the Town Council Rules of Procedure that describes the four ceremonies for select national holidays passed unanimously. Terry Berthelot explained that at the next Personnel Committee meeting, the other language in the Town Council Rules of Procedure would be looked at once again.

6. ADJOURNMENT

Terry Berthelot motions to adjourn meeting. David Freudmann seconded. Meeting adjourned at 6:04pm.

Respectfully submitted,
Noelle Shepard, Human Resources



**Town of Mansfield
Agenda Item Summary**

To: Personnel Committee
From: John C. Carrington, Interim Town Manager 
CC: Robert McCue, Acting Assistant Town Manager, Holly Schaefer,
Director of Human Resources
Date: February 24, 2020
Re: School Resource Officer Program

Subject Matter/Background

During the planning stages for the current budget there was an agreement made between the Town of Mansfield and the Superintendent's Office of Regional School District #19 to seek funding for two part-time School Resource Officers to be placed at E.O. Smith Regional High School. This partnership is required as only a municipality or state agency can confer police or constable powers to an individual. As such, any local or regional school system that wishes to have a sworn School Resource Officer must rely on a town or the state to provide the officer.

Under the agreement, the BOE would fund the positions and the town would provide administrative and human resource support. The positions were approved by the Board of Education for Regional School District #19 during their budget deliberations.

In March 2019, Management tasked the Human Resources to recruit for the position. In April, a job description for the position was finalized (attached) and the recruitment drive for the position was started in the beginning of May. As a result, two School Resource Officers were hired in August. They are retired Connecticut State Police Trooper Mark Gendron and Department of Energy and Environmental Protection Officer Hans Danielson.

A Memorandum of Agreement was developed in May between the Town of Mansfield, the Board of Education for Regional School District #19 and the Connecticut State Police. The Connecticut State Police were required to be part of the agreement as they supervise constables with arrest powers. The agreement was signed in August. (Attached)

The agreement contains the following:

- Law enforcement jurisdiction of the School Resource Officers is limited solely to the E.O. Smith Campus.
- The School Resource Officers are part time employees of the Town of Mansfield and have been appointed as special constables. They are subject to the administrative control of the Town Manager.
- Per the agreement between the Town of Mansfield and the Connecticut State Police, the School Resource Officers are under the operational control of the Resident State Trooper's Office.
- The School Resource Officers will establish and maintain a close partnership with the school administrators. Their activities on campus will be guided by using the "Graduated Response Model."
- The school will provide the officers with an office, a computer, printer, internet and security camera access.
- The officers will work during the school day and attend various after school activities.
- The agreement expires July 1, 2020.

Additional Program Points:

- They will be armed police officers and will normally be in a Mansfield constable uniform while at the school.
- Their salary, training and equipment costs will be covered by the Board of Education for Regional School District #19's budget for E. O. Smith Regional High School.
- Because the officers may be making arrests and referrals to juvenile court, they must be certified through the Police Officers Standards and Training Council. We have obtained certification for both.
- Both officers have taken a polygraph, drug test, psychological exam, been fingerprinted and a background check was completed as required by law.
- The Connecticut State Police provided polygraphs to both officers at no cost, saving the Town of Mansfield and Board of Education approximately \$1,000.
- The Town's EAP provider, United Services Inc., conducted the psychological examination at no charge as the Town already employed both officers. This saved approximately \$600.
- We are currently in the process of obtaining one police radio. We have obtained two firearms.
- The School Resource Officers are considered special constables working under the direction of the Connecticut State Police. As such, they are covered under the Town's insurance policy with CIRMA. The Town already had a Law Enforcement Liability Endorsement on our policy that covered constables. There should be no increase in premiums based on this program, as there is no change in coverage.

This is the first year of the program and it is a work in progress. Suggested objectives for the upcoming year:

- Complete uniform and equipment purchases.
- Obtain an additional radio for the School Resource Officers.
- Locate a vehicle for their use.
- Evaluate the program.
- Review and update the Memorandum of Agreement, if needed.
- Update Job Description.
- Renew agreement for next school year.

Management briefed the Town Council on the SRO program at their September 23, 2019 regular meeting. At the request of the Town Council at this meeting, Town Attorney Kevin Deneen reviewed the question of whether the former Town Manager had the authority to enter into this agreement without Town Council approval.

The Personnel Committee discussed the SRO program at their October, November and December meetings. At the December 16, 2019 Personnel Committee meeting, the committee received input from the Region 19 Superintendent, Jill Krieger, the Region 19 Board of Education Chair, Jim Mark and Resident State Trooper, Keith Timme, about their reasons for wanting and needing the SRO program.

After discussion and debate, the committee voted, two in favor and one opposed, to recommend to the council the following:

The Town Council reject the current Memorandum of agreement and immediately terminate the SRO program and terminate the employment of the current SROs.

This motion supported Option 4 of the four options recommended below by the Town Attorney.

At the January 13, 2020 Town Council meeting, the Council heard from the Region 19 Superintendent and the E.O. Smith Principal about their reasons for wanting a School Resource Officer. The Council voted to table the item until the January 27, 2020 meeting.

At the January 27, 2020 Town Council Meeting, the Council approved the following:

To direct the Interim Town Manager to renegotiate expeditiously the Memorandum of Agreement among the Department of Emergency Services and Public Protection Division of State Police, the Town of Mansfield and the Board of Education, Regional School District #19, to reflect the options outlined by the Superintendent of Region #19 to the Mansfield Town Council on January 27, 2020 including, among other elements:

1. specific language relating to funding for the School Resource Officer (SRO) positions;
2. provision of maximum feasible supervisory control of SROs by the Region 19 administration;

3. comprehensive cultural responsiveness and related training for SROs; and
4. other relevant matters clearly outlining the responsibility, accountability and oversight of SROs.

The existing agreement shall remain in force provided that this process of renegotiation among the parties leading to its amendment be initiated and resolved with appropriate urgency;

Further, that the SROs seek SRO certification from an appropriate national certifying body, and that the Mansfield Town Manager initiate promptly any additional relevant anti-bias and cultural responsiveness training for SROs through an entity approved by the Town of Mansfield and Region 19 administration;

Further, that the amendment of the Memorandum of Agreement be completed, at least in draft form, by the Town of Mansfield and Region 19 administration no later than March 6, 2020; and

Further, that the parties consider a new Memorandum of Agreement for the 2020-2021 school year immediately following the end of the current school year. In considering a new Memorandum of Agreement the Town of Mansfield will review information and data provided by Region 19 and the State Police, with the understanding that information protected by confidentiality statutes may be excluded from public review.

Based on the above, I am providing a draft Memorandum of Understanding (MOU) that the Superintendent of Region 19 and I will sign, if approved by the Committee and recommended to the Council for their approval. The Department of Emergency Services and Public Protection Division of State Police would not need to sign the MOU as the clarifying and resolving of concerns are solely between Region19 and the Town.

Legal Review

In June 2019, Town Attorney Kevin Deneen reviewed the Memorandum of Agreement.

In a letter dated November 13, 2019, Town Attorney Kevin Deneen gave an opinion that the former Town Manager did not have that authority to enter into an agreement of this type. Attorney Deneen stated that by Town Charter only the Town has "the power to enter into contracts with any federal agency or the State of Connecticut or any political subdivision thereof for services or the use of facilities." As a result, any agreement between the Town of Mansfield and another agency must have approval of the Town Council.

Additionally Attorney Deneen stated that the new job description for the School Resource Officers was also a matter that was required to come before the Town Council.

Town Attorney Deneen gave the following options now available to the Town Council are the following:

1. Take no action to either affirm or reject the Memorandum and allow it to terminate by its own terms on June 30, 2020.
2. Terminate the Memorandum pursuant to Section VII by giving thirty (30) days' notice to the other parties to the Memorandum.
3. Ratify the Memorandum and approve the job description for the School Resource Officer.
4. Reject the Memorandum and immediately terminate the SRO program and terminate the employment of the current SROs.

The Town Attorney reviewed and approved the draft Memorandum of Understanding.

Financial Impact

None projected for the Town of Mansfield at this time.

Recommendation

If the Personnel Committee agrees with the draft Memorandum of Understanding, the following motion is in order:

Move, effective February 24, 2020, to recommend to the Town Council authorize the Interim Town Manager to sign the Memorandum of Understanding between the Regional School District #19 Board of Education and the Town of Mansfield clarifying and resolving concerns that the Mansfield Town Council has concerning the current School Resource Officer (SRO) program at E. O. Smith Regional High School.

Attachments

- 1) Draft Memorandum of Understanding
- 2) Memorandum of Agreement

Memorandum of Understanding between
Regional School District #19 Board of Education
and the Town of Mansfield
Regarding the School Resource Officer Program

This Memorandum of Understanding between the Regional School District #19 Board of Education and the Town of Mansfield is designed to clarify and resolve concerns that the Mansfield Town Council has concerning the current School Resource Officer (SRO) program at E. O. Smith Regional High School.

The Regional School District #19 Board of Education:

- Reaffirms that all costs associated with this program (equipment, training, and salary) will be paid for using Regional School District #19 Board of Education funds as a reimbursement to the Town of Mansfield.
- And Town of Mansfield Town Council agree that the School Resource Officers are present in the school at the invitation and sole discretion of the Superintendent of Regional School District # 19. The Superintendent is the final authority regarding if an individual School Resource Officer will be allowed to work in the school and not the Connecticut State Police or Town Manager
- Has ensured that all School Resource Officer have become a member in good standing of the National Association of School Resource Officers (NASRO) and will agree to maintain their membership in the organization for their duration of employment including any and all membership fees, dues, etc.
- That the School Resource Officers will participate in all anti-bias training that the Board of Education gives to their teachers and employees.
- That the School Resource Officers will attend training classes and seminars in related School Resource Officer curriculum including training in anti-bias and cultural responsiveness that is available through NASRO, Connecticut Police Officers Standards and Training Council, and other venues as they become available, the cost of which, if any, shall be borne by Regional School District #19.
- That the Board of Education will assist the Resident State Troopers Officer and the Town Managers Office to submit a report to the Town Council at the end of each school year giving a summary of activity of the School Resource Officers.
- That the Board of Education will work collaboratively with the Mansfield Town Council to resolve any issues or concerns that they may have concerning this program.
- Will ensure that Mansfield Town Council members are invited to any future Board of Education meeting in which issues involving the School Resource Officers are discussed.

Both parties to this Memorandum of Understanding have had their designated representative's sign below to indicate their agreement with the terms and conditions.

Jill Krieger
Superintendent of Schools
Regional School District #19

Date:

John Carrington
Interim Town Manager

Date:

MEMORANDUM OF AGREEMENT
BETWEEN
THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE,
THE TOWN OF MANSFIELD
AND
THE BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

I. Purpose

This Memorandum of Agreement (MOA) is between the Department of Emergency Services and Public Protection (DESPP), Division of Connecticut State Police (CSP), the Town of Mansfield (Mansfield) and the Board of Education for Regional School District #19 (RSD #19), collectively referred to as the "Parties." The MOA outlines the agreement between the Parties concerning assignment of one or more School Resource Officers (SRO) at E.O. Smith High School and to create a cooperative relationship between the Parties as DESPP administers its Resident State Trooper program in Mansfield. The MOA seeks to encourage a 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.

The purpose of this MOA is also to better identify and address the needs and concerns of E.O. Smith High School administrators with the goal of providing a safe and secure learning environment. The MOA defines Operational Guidelines, set forth in the attached Exhibit A, and hereby expressly incorporated into and made a part of this MOA, with a goal to employ best practices to promote collaborative problem solving and to educate, counsel, and enhance the safety of the E.O. Smith High School community.

II. Employment and Assignment of the School Resource Officer

- A. Any SRO operating under the terms of this MOA shall be an employee of the Town of Mansfield, appointed as a special constable pursuant to Connecticut General Statute § 7-92 for a term not to exceed two (2) years and shall be a qualified "retired police officer" as defined in Connecticut General Statute § 10-244a(c).
- B. Pursuant to § 7-92, any SRO operating under the terms of this MOA shall have his or her law enforcement jurisdiction and authority limited solely to the physical campus (including, but not limited to, any buildings, grounds or roadways located

within the real property boundaries) of E.O. Smith High School. The SRO shall not engage in any law enforcement activities outside the confines of the E.O. Smith campus.

- C. During the term of the MOA, any SRO shall be subject to the operational control, direction and supervision of the CSP Resident State Trooper Program in accordance with the Resident State Trooper Contract between DESPP and Mansfield.
- D. During the term of the MOA, any SRO shall be subject to the administrative direction (i.e. scheduling, time off requests, etc...) of the Mansfield Town Manager or his or her designee.
- E. The SRO guidelines herein no way restrict, supersede, or limit requirements of statute or Connecticut State Police policies and procedures.
- F. Mansfield agrees to work with the Mansfield Resident Troopers' Office to supply the SRO with law enforcement equipment and clothing that meets the approval of the Town Manager and CSP/Mansfield Resident Troopers' Office.
- G. RSD #19 shall ensure that the SRO is provided with the following materials and facilities:
 - 1) An air-conditioned (if air-conditioning is available at the assigned school building) and properly lighted private office with a telephone, desk with drawer space, at least two chairs, worktable, locked filing cabinet and office supplies;
 - 2) A computer with a printer; and
 - 3) Direct access to student databases (to the extent permitted by state and/or federal law), internet service and security cameras in all school facilities.
- H. During the school year, an SRO will be assigned to work hours that are compatible with the school's hours and afterschool sports and activities. It is understood and mutually agreed that adjustments to an SRO's work schedule may be made in accordance with his or her involvement in the school and for various school activities.

- I. In the event an SRO is absent from work, the SRO shall notify his or her supervisor at the Connecticut State Police Troop, the Town Manager's Office, and the Superintendent and his or her designee at the school. If more than one (1) SRO is employed by Mansfield during any time covered by this MOA, reasonable efforts shall be made to have an SRO at the school during normal school hours.
- J. All law enforcement investigative reports and records are the property of and shall be maintained solely by DESPP. Neither RSD #19 nor the SRO are authorized to disclose such reports or records without the express written approval of DESPP. RSD #19 and/or Mansfield agrees to promptly notify the Resident Trooper in writing of the public disclosure of any other reports or records created by the SRO, and provide DESPP with copies of such other reports and records upon request.
- K. All records regarding the subject of this MOA maintained by either party shall comply with retention requirements of regulations adopted by the State Librarian under authority of Connecticut General Statutes, § 11-8.

III. Data Collection and Monitoring

To the extent provided by law, the Parties agree that they will endeavor to provide baseline data for comparison purposes and regularly collect, share, monitor, report, and review data resulting from the SRO placement.

- A. The SRO will collect the following information on an ongoing basis:
 - 1) The number and types of disciplinary actions regarding the students involved in any matter referred to the SRO;
 - 2) The numbers and types of educational classes and prevention programs conducted by the SRO and the classes or programs in which the SRO has participated; and
 - 3) As provided by Connecticut General Statutes, § 10-233h and any other provision of law, the number and type of incidents occurring on school grounds, for which investigative reports were written.
- B. The SRO will submit the information referenced in §III(A) to the Superintendent, or his or her designee, and to DESPP via the Resident Trooper when requested by the Superintendent or by Command Staff at DESPP, within ten (10) business days following any such request, unless exigent circumstances prohibit compliance within such period.

- C. The Parties agree to review the information referenced in §III(A) on a schedule mutually agreeable to both parties.

IV. Duties

The SRO's duties shall include, but not be limited to, the following:

- A. Develop expertise in relevant law enforcement and crime prevention education topics as appropriate;
- B. Encourage individual and small group discussions about law-enforcement related matters with students, faculty, and parents while promoting a positive student and staff attitude towards law enforcement;
- C. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource officer program and to promote awareness of law enforcement functions;
- D. Confer with the Superintendent and his or her designee to develop school safety/crisis plans and strategies to prevent or minimize dangerous situations on or near the campus or involving students at school-related activities;
- E. Take law enforcement action as necessary and notify the Superintendent and his or her designee as soon as possible. Where practicable, notify the Superintendent and his or her designee before requesting additional enforcement assistance on school;
- F. Monitor access of and maintain the physical security of the school campus; and
- G. Follow law and, where practicable, school policy when formally interviewing students or staff on school property or at school functions.

V. Confidentiality of Information

- A. DESPP agrees that it shall ensure the protection of the confidentiality of any personally identifiable data, information and records collected or maintained by RSD #19 as it pertains to this MOA, except as otherwise provided by law. DESPP shall adhere to all of the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA) in 20 U.S.C. 1232g, 34 C.F.R. Section 99.31 et seq., particularly as these requirements relate to the confidentiality and transfer of

student data. DESPP and RSD #19 shall provide guidance to personnel to ensure adherence to the confidentiality requirements of FERPA and will ensure that these requirements are met through the general supervision and monitoring systems of each party.

B. Each party agrees that it shall be responsible for losses arising out of:

- 1) Its own acts or omissions that result in a breach of personally identifiable information or failure to comply with applicable law regarding protection of confidential information; or
- 2) Its own negligence or misconduct, and each party shall defend itself against any action or claim brought against its own officers, agents, or employees as provided by law.

VI. Disputes

Disputes concerning an SRO and DESPP operational control and supervision shall be addressed in accordance with the chain of command identified in the Resident State Trooper Contract, including communication with the State Police Troop Commander, the Resident Trooper Supervisor, and the Resident State Police Trooper(s). Disputes or questions of a purely administrative nature involving an SRO shall be addressed between the SRO and Mansfield and, if applicable, RSD #19.

VII. Statutory Authority

The statutory authority for RSD #19 to enter into this Agreement is Connecticut General Statutes § 10-233m. The statutory authority for the DESPP to enter into this Agreement is Connecticut General Statutes §§ 10-233m and 29-4. The statutory authority for Mansfield to enter into this Agreement is Connecticut General Statutes § 7-148.

VII. Duration of Agreement and Termination

This MOA shall continue in full force and effect from the date it is fully executed until July 1, 2020, unless extended in writing by the Parties. This MOA may be terminated by any party upon thirty (30) days' prior written notice to the other party.

IX. Modification

Revisions to the MOA must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by the Parties, and shall be required for extensions to the final date of the MOA period and any other revision determined material by the parties.

X. Notice

Wherever under this MOA one party is required to give notice to another, such notice shall be deemed given upon delivery. Notices shall be addressed as follows via postal mail or email:

A. To the Department of Emergency Services and Public Protection:

Commissioner James C. Rovella
Colonel Stavros Mellekas
Department of Emergency Services and Public Protection
Division of State Police
1111 Country Club Road
Middletown, CT 06457-2389
Tel. 860-685-8000
Email: James.Rovella@ct.gov and Stavros.Mellekas@ct.gov

B. To the Town of Mansfield:

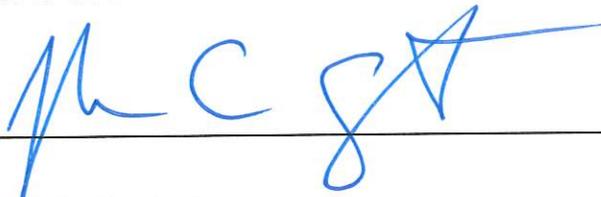
John Carrington, Mansfield Interim Town Manager
4 South Eagleville Road
Storrs Mansfield, CT 06268
Tel. 860-429-3336
Email: TownMngr@mansfieldct.org

C. To RSD #19 Board of Education:

Jill Krieger, Superintendent
Regional School District #19
1235 Storrs Road
Storrs Mansfield, CT 06268
Tel. 860-487-1862
Email: jkrieger@eosmith.org

SIGNATURES AND APPROVAL

TOWN OF MANSFIELD

By:  8/1/2019
Date
John Carrington
Interim Town Manager

THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

By:  8-1-19
Date
James C. Rovella
Commissioner

BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

By:  8-1-19
Date
Jill Krieger
Superintendent

OFFICE OF THE ATTORNEY GENERAL

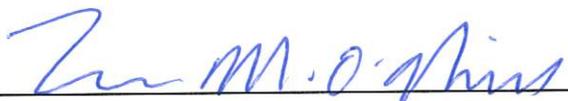
By:  8/1/19
Date
Assistant Attorney General

EXHIBIT A
TO THE MEMORANDUM OF AGREEMENT
REGARDING THE SCHOOL RESOURCE OFFICER PROGRAM
BETWEEN
THE STATE OF CONNECTICUT DESPP/ DIVISION OF CSP
THE TOWN OF MANSFIELD
AND
THE BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

OPERATIONAL GUIDELINES

The following Operational Guidelines (Guidelines) are set forth between the parties and incorporated by reference in the MOA between the parties. These Guidelines strive to ensure a consistent response to both emergencies and non-emergency matters at E.O. Smith High School in Mansfield and to clarify the responsibilities of school and law enforcement personnel with regard to such issues, promoting the best interests of the students, school system, law enforcement and the community at large.

Objectives

1. To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies (for example, integrating law-enforcement education into relevant school curriculum; providing a law enforcement perspective in discussions with individual students, parents and staff);
2. To assist in developing prevention strategies to resolve problems affecting youth facilitated by establishing a positive connection between law enforcement and youth in what youth view as a safe environment;
3. To establish and maintain a close partnership with school administrators in order to provide a safe and sound school environment (for example, instructing school personnel in handling potentially volatile situations in which a uniformed presence might inadvertently escalate the situation, posing a risk to those involved; and assisting administrators in emergency crisis planning and building security matters);
4. To assist in and coordinate appropriate school-law enforcement responses in handling non-emergency disruptive behavior at school and school-related events by School Resource Officers (SRO) and by school personnel, using a 'Graduated Response Model' (see below);

5. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses on the school campus; including as examples, disorderly conduct by trespassers, possession or use of weapons by a member of the school community or others, sale or distribution of illegal and controlled substances, or a large scale disturbance; and to help coordinate municipal resources as necessary;
6. To report and investigate crimes which occur on the school campus and to cooperate with other law enforcement officials in their investigations of criminal offenses which occur on and off school grounds while adhering to CSP policies and procedures.

The 'Graduated Response Model'

The parties agree to adhere as closely as possible to the below model with respect to incidents occurring on the school campus:

- Level 1 (Classroom Intervention) The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line of 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 violations of classroom rules. The SRO is not involved at this level.
- Level 2 (School Administration 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 of misconduct, defacing school property, truancy, threatening and disruptive 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. School administration may request the SRO's involvement in addressing the behavior.
- Level 3 (Assessment and Service Provision) Certain behaviors and needs of the student will call for an assessment process and intervention with the use of the school and community services, and school administration may request the SRO's involvement to perform behavior threat/risk assessments, and to help coordinate municipal resources as necessary. This intervention is managed by the school administrator or a Student Assistance Team (SAT). 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 provisions. Assessment and service intervention options should include any Classroom or School Administration interventions and may include referral to other specified diversionary programs.

- Level 4 (Law Enforcement Intervention) When classroom, school and community options have been found ineffective (or in an emergency) the school should involve law enforcement, including the SRO. Involvement of law enforcement, including the SRO, need not necessarily result in arrest and referral to court; however under no circumstances does any part of this addendum to the MOA restrict, supersede or limit the SRO's requirements under Connecticut State Statutes and CSP's Policies and Procedures. Behaviors at this level should be violations of criminal law, and should follow Classroom, School Administration and Assessment and Service interventions, except in the case of an emergency or criminal violation. Law enforcement options are discretionary, remain with the attending officer at all times, and may include verbal warning, conference with student, parents, teachers and/or others, referral to other specified diversionary programs and referral to court.

Law Enforcement Activity on School Campus

The parties agree that the SRO shall follow certain protocols when on school grounds in non-emergency circumstances. These protocols do not restrict, supersede or limit the supervising Resident State Trooper's responsibilities under Connecticut State Statutes and/or CSP Policies and Procedures, but instead are intended to account for the unique setting of the SRO. They are as follows:

- The SRO will act through school administrators whenever the SRO plans any activity on school grounds;
- The SRO will be aware that even a routine uniformed presence may have the potential for disrupting the educational process, and the SRO will work to minimize that potential through a coordinated effort with the school;
- Prior to entering a school to conduct an investigation, arrest or search, the SRO will consider the necessity of such action based on:
 - The potential danger to persons;
 - The likelihood of destruction of evidence or other property; and
 - The ability to conduct the investigation, arrest or search elsewhere.

- When taking a student into custody, the SRO should:
 - Make reasonable efforts to avoid making arrests or taking students into custody on the school premises; and
 - Whenever possible, take a student into custody out of sight and sound of other students.

As noted in the 'Graduated Response Model' described immediately above, 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.

Appointment and Retention of the SRO

The hiring of any SRO will be made by the Mansfield Town Manager and his or her designee(s), if any, with professional and technical input from the CSP Commanding Officer of the Mansfield Resident Trooper's Office or his or her designee, and with input from Regional School District 19 Superintendent of his/her designee, from among qualified applicants¹.

SRO Training

When available and when resources allow, DESPP will provide SRO access to training, exercises, continuing education and other opportunities (hereinafter collectively "training") available through its divisions, including CSP, the Police Officers Standards and Training Council (POSTC) and the Division of Emergency Management and Homeland Security (DEMHS), to augment the SRO's knowledge of relevant topics including, but not limited to, school safety and security standards, planning, preparedness, and assessment.

In addition, a SRO may apply for/request to attend training opportunities in areas specifically relevant to the SRO position or such training opportunities as may be offered by Mansfield and/or RSD #19. Any such training would be paid for by Mansfield and/or RSD #19 and must not conflict with CSP practices, training and A&O Manual requirements. The parties agree to use good faith efforts to accommodate reasonable, position-relevant requests to attend such training.

¹ At minimum applicants shall satisfy the requirements set forth in C.G.S. § 10-244a.

SRO Removal Procedures

In the event that one of the parties or the Principal of E.O. Smith High School concludes that an SRO is not effectively performing his or her duties and responsibilities, the party or Principal shall recommend to the Superintendent of RSD #19, in writing with supporting reasoning, that the SRO be removed from the program. The following procedures shall then apply:

- A. Within a reasonable time after receiving the written recommendation from the principal or representative of one of the parties, the Superintendent or designee shall advise the Town Manager's Office and the Resident Trooper's Office Commanding Officer, or designee of the principal's request;
- B. The Superintendent and the Commanding Officer, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. Resolution may include additional training, if appropriate.
- C. If, following an agreed-upon amount of time after commencement of such mediation, the problem cannot be mediated or resolved, the Superintendent or designee and the Resident Trooper's Office Commanding Officer shall make a formal recommendation to the Mansfield Town Manager that the SRO be removed from the program.



TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
Adopted 3/12/2018

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with the most recent edition of “Robert’s Rules of Order, Newly Revised.” Ordinarily, the “In Brief” version of Robert’s Rules of Order, Newly Revised will be used.

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor’s temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following two-year period, which meetings shall be held at least once a month as required by the Charter. The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 –Meetings

- a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.
- b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent
- c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website at least 24 hours prior to the meeting.

- d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).
- e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.
- f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.
- g) Ceremonial presentations to individuals or groups that may include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting. For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.
- h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be

available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

- i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

Rule 3- Agenda of Council Meetings

- a) The Town Manager, in consultation with the Mayor, shall prepare the agenda
- b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Public Hearing (if scheduled)
 - 5. Opportunity For Public to Address the Council
 - 6. Report of the Town Manager
 - 7. Reports and Comments of Council Members
 - 8. Old Business
 - 9. New Business
 - 10. Quarterly Reports
 - 11. Reports of Council Committees
 - 12. Departmental and Advisory Committee Reports
 - 13. Petitions, Request and Communications
 - 14. Future Agendas
 - 15. Executive Session (if scheduled)
 - 16. Adjournment
- c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.
- d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.
- e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.
- f) Recurring Old Business items shall have an end date to be determined by the Council.

Rule 4 – Public Participation

a) Regular Meetings and Special Meetings

The Town Council welcomes comments from the public. On the agenda of each regular meeting of the Town Council, or special meeting which is merely a rescheduled regular meeting, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. For all other special meetings, a period for public comments, pertaining to the issue at hand, shall be set aside on the agenda. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. If he/she has an affiliation with a town appointed or elected position, he/she must so state. Any such speaker should declare whether he/she is speaking in that capacity or as an individual. Citizen comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.

Council members are free to ask questions to clarify the intent of the citizens commenting. Citizens should not attempt to engage Council members, the Town Manager or Town staff in debate or line of questioning. Council Members and the Town Manager may offer responses to questions or concerns raised by citizens during the portions of the agenda reserved for their reports and comments, but are not obligated to provide answers to impromptu questions.

Written statements from the public received prior to the completion of the Town Council packet will be included as a communication. Communications received after the packet has been completed will be distributed to members prior to the meeting and be included as a communication in the next packet.

b) Public Hearings

Public hearings are an opportunity for citizens to address the Town Council on a specific issue. Citizen comments may be presented orally or in writing. Written statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All citizens so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

c) Work Sessions

Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, may be set-aside either at the beginning or the end of the Work Session to hear from citizens who have comments pertaining to the issue at hand.

Rule 5 – Decorum

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

Rule 6- Introduction and Public Hearing of Ordinances

- a) Section C307 of the Charter of the Town of Mansfield provides that “All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title.” A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.
- b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.
- c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.
- d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

Rule 7- Motions

- a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.
- b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.
- c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit, extend or close debate, to postpone to

time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

- d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.
- e) Motions to postpone to a definite time and to limit, extend or close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.
- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.
- j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

- a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.
- b) Councilors shall confine their remarks in debate to the pending question.
- c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees and Other Committees

- a) There shall be the following standing committees of the Council
 - Committee on Committees
 - Finance Committee
 - Personnel Committee
- b) The Council may create or dissolve committees of the Council by resolution.
- c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.
- e) The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.
- f) The agenda for each meeting is set by the supporting staff in consultation with the chair. A meeting may be cancelled by the chair. The chair may schedule special meetings of the committee in consultation with other committee members. An opportunity for public comment shall be included in the agenda, either at the beginning or the end of the meeting, in accordance with the rules governing Public Participation.

Rule 10 – Executive Session

Executive Sessions will be limited to those subjects allowed pursuant to the Freedom of Information Act. The reasons for such a session and persons to attend shall be publicly stated. A two-thirds vote of the members of the Council present and voting shall be necessary in order to go into Executive Session.