



**Kenneth P. Miller**  
Chief of Police

**Marcy Kelley**  
SAU 67 Superintendent

It is understood and agreed that Bow School District and the Bow Police Department officials share the following goals and objectives with regard to the School Resource Officer (herein referred to as SRO) program in the schools:

**A. GOALS AND OBJECTIVES:**

1. To promote an atmosphere of safety and order for students and faculty members through the use of school discipline and enforcement of local, state and federal laws and ordinances.
2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system, respect for the law and the function of law enforcement agencies, and other related topics.
3. To maintain open communications among principals and/or designees, faculty, SROs, parents, school counselors, and other key school personnel.
4. To utilize the SRO for problem-solving, mediation, personal safety and an informational source for students/juveniles involved in the criminal justice system, as appropriate.
5. To support the SROs efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions.
6. To foster and promote in students a positive attitude toward law enforcement and law enforcement officers.
7. To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, develop, recommend, and implement processes to reduce and eliminate such threats, and swiftly respond to any immediate threats or breaches of security.
8. To recognize the school principal and assistant principal as primarily responsible

for the administration of discipline and maintaining order within the schools.

9. To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol, and other crimes.
10. To address criminal activity by students/juveniles through the collaborative administration of school discipline and/or referral to the juvenile justice system.

## **B. COOPERATIVE EFFORTS:**

1. The presence of the SRO at the school is not intended to usurp the rights and responsibilities of the principal and/or designee to enforce the rules of the student conduct code and to administer discipline in the school.
2. The parties acknowledge that not every criminal/delinquent act will be handled through the juvenile justice system. Moreover, there will be times when the administration of typical school discipline will be sufficient to address behaviors that may constitute crimes/delinquent acts.
3. The existence of the Bow School District Administrative Procedures, the Student Conduct Code and the related disciplinary process is not intended to, nor shall it usurp the mandates and responsibilities of the SRO as directed by the policies and procedures of the Bow Police Department and/or the laws of the State of New Hampshire.
4. In deciding when to resort to the criminal/juvenile justice system in lieu of, or in addition to school discipline, the Principal, Assistant Principal and SRO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation.

## **C. TRAINING REQUIRED:**

1. Pursuant to their assignment, an officer selected to serve in the role of a School Resource Officer must be “School Resource Officer Certified”, in accordance with applicable standards established by the New Hampshire Police Standards and Training Council. In order to meet this requirement, officers must complete the following training programs before they can assume their position as an SRO:
  - a. National Association of School resource Officer (NASRO) 40-hour Basic Certification;
2. Thereafter, to maintain certification as a NH School Resource Officer, the SRO must complete 8 hours of annual in-service training in the topic areas that will continue to enhance their effectiveness in working within the school environment

and with their school population. In-service training topics could include, but would not be limited to training in Mental Illness Response Involving Juveniles, Legal Issues in School/NH Juvenile Law Review, Youth Mental Health First Aid, Youth Crisis Intervention, Active Threat Response, Restorative Justice Techniques, or any such training that enhances SRO effectiveness.

3. Newly selected SROs will also be required to successfully complete a field training program, as established by the Bow Police Department and through partnership with the Bow School District.

#### **D. RESPONSIBILITIES AND DUTIES OF SCHOOL RESOURCE OFFICERS:**

1. The Bow Police Department will assign a full-time SRO to the Bow School District, which includes the Bow High School, Bow Middle School and Bow Elementary School. The SRO is a sworn Bow Police Officer assigned to provide the law enforcement expertise and resources to assist school staff in maintaining safety, order, and discipline within their assigned schools. The SRO will be considered an active member of the School community and as such their contact information will be visible on the school district website.
2. The SRO's duty schedule will be determined by the SRO's supervisor, but will generally be arranged to provide coverage throughout the school day including peak arrival and departure times before and after school. Whenever possible, the SRO will be visible patrolling the exterior and interior grounds, particularly during the opening and closing of School and during the lunch periods.
3. The officer will notify the principal (or designee) of the assigned schools when they will be absent from the campus.
4. In the event that an SRO is absent from the campus, the Sector patrol car will handle all calls for service at the Schools.
5. The SRO will wear the issued police uniform and related equipment and operate a police vehicle while on duty unless otherwise authorized by a supervisor for a specific purpose. The SRO provides a visible deterrent to crime and is a positive representative of the Police Department to students and staff.
6. The SRO will assist with training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools will be disseminated to the school administrative staff to assist them in effectively establishing and maintaining safe school environments. The SRO will be incorporated into each school's Safety and Team.
7. At the request of the staff, the SRO may also become involved with the school's

curriculum and provide instruction that will enhance the student's understanding of the police mission and the responsibilities of citizenship. During the classroom instruction time, the teacher shall remain in the room. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom.

8. Programs conducted in schools by other members of the Police Department should be coordinated with the SRO to avoid redundant services and to ensure equitable distribution of such programs and services.
9. A critical element of the SRO program is an open relationship and strong communication between the school principal(s), assistant principal(s) and the SRO. SROs are required to keep the school administration apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern, which have potential for disruption in the school or within the community. The SRO will work in conjunction with the school administration in developing plans to prevent and counteract such activities at the school.
10. The SRO will not be primarily responsible for the enforcement of school rules, administrative rules and/or regulation violations. However, the SRO will maintain familiarity with the Bow School District's Student Code of Conduct. Unless requested by a school administrator the SRO will not attend disciplinary meetings with students or parents.
11. The SRO will be responsible for maintaining custody of illegal substances and/or contraband pending proper disposal in accordance with police department regulations.

#### **E. SUPERVISION OF THE SCHOOL RESOURCE OFFICER:**

1. SROs shall abide by the rules, regulations and policies of the Bow Police Department and be familiar with the teacher handbook. Should conflicts in these rules, regulations and policies occur the SRO will consult with a police supervisor; specifically, the Detective Sergeant. School personnel should contact the Administrative Lieutenant or the Chief of Police to report commendable performance, discuss issues or report concerns involving SRO personnel.
2. When SROs complete a Police Department Incident Report it will be submitted to the Detective Sergeant within 72 hours, unless prior authorization for an extension is granted.
3. During times that school is closed or on days when students are not attending school, the SRO will be required to report for a duty shift specified by the Chief of Police or his/her designee.
4. The Administrative Lieutenant encourages open lines of communication between

the school(s) and the Police Department. The Administrative Lieutenant will meet with the school principal(s) and/or designee at least two times per year. To the extent that schedules permit, the initial Administrative Lieutenant /principals meeting should be held prior to the start of the school year and be devoted to reviewing school/Police Department expectations and clarifying any operational procedures. The second meeting should occur between January 1st and February school break and involve a preliminary evaluation of the SRO's performance as well as the identification and resolution of any developing issues. The SRO supervisor will address any concerns regarding the performance of the SRO.

5. Principals, Assistant Principals and representatives of the Police Department will collaborate with each other prior to the selection of a new SRO to determine any special needs or concerns at their school.

#### **F. RESPONSIBILITIES AND DUTIES OF THE SCHOOL PRINCIPAL(S):**

1. It is the responsibility of the principal and/or assistant principal to facilitate effective communications between the SRO and the school staff. The principal and/or assistant principal of the school shall meet on a regular basis with the assigned SRO.
2. The principal and/or designee shall be responsible for immediately reporting to the SRO; acts of theft, destruction, or violence as defined in New Hampshire R.S.A. 193-D entitled "Safe School Zones." In addition to the requirements of 193-D, the principal and/or designee shall immediately report the following conduct to the SRO; any conduct involving firebombs, explosive or incendiary materials or devices, hoax or otherwise, or chemical bombs on a school bus, on school property, or at a school sponsored activity; any threats or false threats to bomb made against school personnel or involving school property or school buses.
3. In an emergency situation, the school should notify the SRO or call the Police Department if the SRO is not available. Information that is not of an emergency nature may be held for action by the SRO upon his or her return to duty.
4. Any criminal enforcement action taken by the SRO which results in the charging of a student with a crime will be supported by the principal and/or school employees by their appearance in court when necessary to provide testimony relevant to the case.
5. The principal and/or designee shall relinquish to a police representative all illegal substances and/or contraband.
6. The principal and/or assistant principal shall meet with the SRO Supervisor and the school shall provide information to the Administrative Lieutenant and

Detective Sergeant to assist in preparing for the annual evaluation of the SRO's performance.

7. Principals and/or designee are encouraged to consult with the Administrative Lieutenant prior to the selection of a new SRO to share any relevant information on the needs or concerns of the school.

## **G. INVESTIGATION AND QUESTIONING OF STUDENTS:**

1. When it becomes necessary for an SRO or any other law enforcement officer to interview a student on school premises, the principal (or designee) will be contacted, whenever practicable. The interview will be conducted pursuant to state law, school district and Bow Police Department policy and procedure, and attorney general guidelines. When immediate action is necessary or in an emergency situation, the SRO may interview a student without the presence of a school official. In this instance, the SRO would be responsible for contacting the parent/guardian.

## **H. ARREST PROCEDURES:**

1. SROs are expected to be familiar with school rules and their application with the school. Routinely, rule infractions will not be handled as violations of law, but instead referred to the principal (or designee) for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the principal. This specifically applies to general standards of conduct.
2. The arrest of a student or employee of the school with a warrant or petition should be coordinated with the principal (or designee) and accomplished after school hours, whenever practical. The Bow Police Department Police Department will strive to avoid the arrest of any student or staff on school property when school is in session; however, both parties recognize situations may occur when the arrest of a student or school employee must occur on school property while school is in session.

## **I. SEARCH AND SEIZURE:**

1. School officials may conduct searches of student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for the search is reasonable suspicion.
2. The SRO shall not become involved in administrative (school-related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the

school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

**J. ADMINISTRATIVE HEARINGS:**

1. The SRO will attend suspension and/or expulsion hearings upon request of the school principal. He/she will be prepared to provide testimony on any actions that were taken by the officer and any personally observed conduct witnessed by the officer.

**K. RELEASE OF POLICE INFORMATION:**

1. Consistent with the basic tenets of the relationship between the school principal (or designee) and the SRO described in this Memorandum of Understanding, open communication is essential to effectiveness. SROs should exchange information with the school principal (or designee) regarding students' involvement in criminal activity when the safety of any students and/or staff is at risk in and around the school. This may be limited to that which directly relates to and contributes to the safety of the school environment or could impact the educational environment of the community in which they serve.
2. The school should confer with the police department prior to their release of any shared police information.
3. The SRO shall provide police department documents and juvenile records pursuant to department policy and state law.

**L. EQUIPMENT:**

1. The Bow High School will provide a private office/storage or workspace for the SRO's materials and personal effects; space which is sufficient for him/her to meet with students, parents, and/or school staff/administrators. Additionally, Bow High School will provide a secure network (VPN) for the computer the SRO utilizes in order to access school district email, read-only access to the student information system, Police department RMS, school security cameras, and the internet. The SRO will be provided with a bownet.org email address as a primary point of contact for students and staff.
2. The Bow School District will authorize access of video surveillance systems inside the school district to the Bow Police. The scope of access will be limited to emergency situations, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

3. Whenever practicable, the School District should authorize access of video surveillance systems inside the school district to the Police Department. The access will allow the SRO to monitor activity within the school for security and investigative purposes. The SRO should be allowed to make copies of any videos for security, investigative and for evidentiary purposes as allowed by law.
4. The School District shall provide the Bow Police Department with a sufficient quantity of key fobs and/ or keys so each officer can gain access to School District buildings in times of emergency or critical incidents.

## **M. RECORDS**

1. All records of SRO activity maintained by the Bow Police Department shall be subject to the records disclosure laws and policies as described in Bow Police Department General Order 105 Records Maintenance, including 91-a requests.
2. The SRO shall provide police department documents and juvenile records pursuant to department policy General Order 105 Records Maintenance and state law.
3. When a subpoena for official records, reports, or documents for an administrative school hearing, is received by the Police Department, any action will be coordinated by the office of the Police Chief, the County Attorney, and the School Board Attorney.

## **N. CONCLUSION:**

1. This Memorandum of Understanding represents mutually agreed goals and objectives of the Bow Police Department and the Bow School district for the School Resource Officer Program.
2. This endeavor is a partnership between education and law enforcement to support a collaborative multi-faceted approach to prevent crime and to intervene in the acts of such in schools, as well as provide more security and safety to both students and staff. Regular meetings shall be conducted between the Police Department and School Officials to support this partnership.
3. This agreement may be terminated without cause by either party upon 60 days prior written notice to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.
4. This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto.

5. The cost of the School Resource Officer within Bow School District will be shared between the Town of Bow and The Bow School District. The exact cost is determined by the School Board and the Town of Bow.
6. This memorandum shall be made available to the public and more specifically, shall be readily available for viewership through the websites maintained by the Bow Police Department and the Bow School District.

Signed:

*Kenneth Miller*

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Kenneth. P Miller, Chief of Police

05 / 09 / 2024

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Date

*Marcy Kelley*

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Marcy Kelley, Superintendent of Schools

05 / 09 / 2024

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Date

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## Signer

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Page 1 of 1



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