

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE PUBLIC SCHOOLS OF BROOKLINE  
AND  
THE BROOKLINE POLICE DEPARTMENT

**I. PURPOSE**

This Memorandum of Understanding (MOU) between the Public Schools of Brookline and the Brookline Police Department and the Norfolk County District Attorney's Office, heretofore referenced, is intended to establish a unified strategy in order to facilitate a safe and secure environment for students, faculty, staff and the entire school community in the Town of Brookline.

**II. GENERAL PRINCIPLES**

The Public Schools of Brookline and the Brookline Police Department agree to coordinate their efforts and share information in order to prevent violence involving the students of the Public Schools of Brookline, to prevent the use, abuse and distribution of alcohol and other controlled substances involving the students of Public Schools of Brookline, and to promote a safe and nurturing environment in the school community.

We agree to respond effectively and cooperatively for everyone's protection to incidents of student delinquency, truancy, and criminal behavior. The joint effort of cooperative response will focus on incidents that take place on school property, at school sponsored events, and at other locations in which students of the Public Schools of Brookline are involved or affected.

We also agree to keep all information disclosed pursuant to G.L. c. 12 § 32; G.L. c. 71 § 37H1/2; G.L. c.71 § 37L; 603 CMR 23; and 20 U.S.C. § 1232g, from public dissemination in accordance with state and federal law.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and pertains to issues of violence, attempted violence or threatened violence, the use, abuse and/or distribution of alcohol or other drugs, or other incidents that would require a law enforcement response to a school, during any school sponsored activity (on or off school grounds), or involving students of the Public Schools of Brookline. It is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the Public Schools of Brookline student handbook.

It is agreed and understood that it is the sole prerogative of school officials to impose discipline in accordance with the policies and procedures for infractions of school rules and policies not amounting to criminal or delinquent conduct. School officials should refer to the specific policies and procedures for the Public Schools of Brookline in this regard.

Nothing in this MOU is intended to deter the immediate reporting of an emergency situation to the Brookline Police Department via the 9-1-1 system. In the event of an emergency situation that poses a threat to human health or safety, or that may result in serious property damage, the Brookline Police Department should be notified immediately via the 9-1-1 system in addition to any notification required under Public Schools of Brookline policy. In addition, where an emergency exists, all necessary information will be provided to law enforcement personnel regarding the students(s) at issue (FERPA – 34 CFR § 99.31).

**III. SCHOOL AND POLICE DEPARTMENT DESIGNATED LIAISONS**

In order to facilitate prompt and clear communications between the school and police personnel, the Public Schools of Brookline and the Brookline Police Department agree to identify individuals on their respective

staffs who will function as Designated Liaisons.

*THE PUBLIC SCHOOLS OF BROOKLINE DESIGNATED LIAISONS, BY SCHOOL, ARE:*

Superintendent of Schools  
Deputy Superintendents  
School Principals/Headmaster  
Assistant Headmaster or Vice Principals  
Deans  
Prevention Intervention Counselors

*THE BROOKLINE POLICE DEPARTMENT DESIGNATED LIAISONS ARE:*

Chief of Police  
Superintendent of Police  
Deputy Superintendents  
Detective and Community Service Lieutenants, Detective Sergeant, Juvenile Detective,  
Youth and School Officers, School Resource Officers

The aforementioned police department designated liaisons are considered a part of the Public Schools of Brookline District's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

**IV. ISSUES OF CONCERN TO THE DESIGNATED LIAISONS**

*REPORTABLE INCIDENTS:*

- (1) The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents, as defined in Section V of this agreement.
- (2) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or wellbeing of students, faculty, or administrative personnel.

*PREVENTION STRATEGIES:*

In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Norfolk County District Attorney's Office will meet regularly for the following purposes:

- (1) To discuss incidents of violence or bullying (as defined under G.L. c. 71, §370) in school or outside of school that affects students of the school;
- (2) To discuss any use, abuse or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students;
- (3) To identify strategies to reduce such activities and to promote a safe and nurturing school environment;
- (4) To discuss community resources available for students at risk of harm from violence, abuse or neglect;
- (5) To develop violence prevention and intervention programs, identification, protocol and curricula as

required by G.L. c. 12 § 32; and

(6) To outline the necessary action plan for implementation of such strategies.

## V. REPORTING GUIDELINES

### A. SCHOOL REPORTS TO POLICE DEPARTMENT

(1) The following shall be considered Mandatory Reportable Incidents:

- a. possession, use, sale, or distribution of alcohol and/or other drugs by a student at any time, or by a non-student where it is a crime or affects students;
- b. Possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy);
- c. Any incident in which any individual is reasonably believed to be distributing controlled substances;
- d. Any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury;
- e. Possession of a weapon, as defined in the school handbook or under G.L. c. 71 § 37H (a) and M.G.L. c. 269 § 10, which includes, but is not limited to, a gun or a knife, and ammunition, components, or facsimile thereof or in violation of the law.
- f. Any incident involving stalking or harassment in violation of G.L. c.265 § 43 and 43A, annoying phone calls, domestic abuse, dating violence, or a violation of G.L. c. 209A or 258E restraining order, and any students either protected by a restraining order;
- g. Any incident involving a child suffering physical or emotional injury resulting from abuse inflicted upon him or her which causes harm or the substantial risk of harm to the child's health or welfare, including sexual abuse or from neglect (in addition to a report filed with the Department of Children and Families);
- h. Any incident involving an actual or suspected hate crime or violation of civil rights, including but not limited to an assault or battery upon a person or damage to the real or personal property of a person with the intent to intimidate such person because of such person's race, color, national origin, sexual orientation, or disability in violation of G.L. c. 265 §§ 37 and 39, as well as any act of bodily injury or attempt to cause bodily injury against a person due to actual or perceived religion, national origin, gender, sexual orientation, gender identity, or disability in violation of 18 U.S.C. §249;
- i. Any incident resulting in significant damage to municipal or private property;
- j. Any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device, or possession of a "novelty lighter" as defined by G.L. c. 148 § 60. NOTE: The school shall also report "unauthorized ignition of any fires" to the local fire department under G.L. c. 148 § 2A;
- k. Any creation or possession of a document, whether computer or manually generated, handwritten or electronic (*e.g., text or email*), that identifies any individual targeted for violence or death;
- l. Any threat, direct or indirect, past or future, against a student, school personnel or other school employee;
- m. Any incident of "hazing" as defined by G.L. c. 269 § 17, involving any conduct or ritual or method of initiation into any school organization that endangers the physical or mental health of any student;

- n. Any sexual assault, or other sex-related criminal offenses including but not limited to rape, assault with intent to rape, indecent assault and battery, as well as any lewd and lascivious behavior, open and gross lewdness, indecent exposure, or incident(s) of gender-based harassment as determined by a Title IX investigation, or possession or dissemination of sexually explicit photographs of a student;
- o. Any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71§ 370 where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (n).

(2) Mandatory Reportable Incidents will be immediately reported to the Brookline Police Department if such incident:

- a. Occurred on school property or within 1,000 feet of school property;
- b. Occurred at a school-sponsored function;
- c. Occurred in a school-owned or contracted bus or other vehicle or at a school bus stop; or
- d. Involved a student of the Public Schools of Brookline while engaging in school-sponsored activities or travel.

(3) The Designated Liaisons from the Public Schools of Brookline may report any other incident or information that may affect the safety or wellbeing of students, faculty, or administrative personnel at the school.

## B. POLICE DEPARTMENT REPORTS TO THE SCHOOL

The appropriate Police Department Designated Liaison will inform the appropriate School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, of:

- (1) Any arrest of a student or the filing of a criminal or delinquency complaint application, including felony charge or felony delinquency against any student of the Public Schools of Brookline; and
- (2) Any occurrence involving a student of the Public Schools of Brookline, if the
  - (a) activity poses a serious (present or future) threat to the safety of the student, other students, faculty, or administrative personnel;
  - (b) making of such report would facilitate supportive intervention by school personnel on behalf of the student; or
  - (c) activity involves actual or possible truancy.

## VI. PROCEDURE GUIDELINES

### A. INTRODUCTION

A goal of educators is to provide a safe and nurturing climate in which learning can take place. It is also a goal of local law enforcement to promote a safe environment in the public school community.

As past events have shown, any school is at risk for incidents of violence, threatened violence or attempted violence, as well as the use, abuse and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information. It is through the collaborative efforts of the Public Schools of Brookline and the Brookline Police Department that this can occur.

In order to maintain a safe and nurturing environment in its schools, the Public Schools of Brookline reserves

the right to conduct a reasonable search of all school property for weapons, alcohol, other contraband or controlled substances in accordance with state and federal law and the student handbook.

#### B. REPORTING EMERGENCY SITUATIONS

Definition: An emergency situation is any incident that poses a threat to human health or safety or which may result in serious property damage.

A teacher or other employee having reasonable knowledge of any emergency situation shall immediately notify or cause to be notified both the Brookline Police Department (911) and the School Principal or Assistant Headmaster/Vice Principal. This requirement is in addition to any procedures outlined in the student handbook.

Where an emergency exists and there is an immediate need to avert or defuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the student at issue. (See§ 99.31(a) (10) of the FERPA regulations.)

#### C. REPORTING GUIDELINES FOR NON-EMERGENCY SITUATIONS

A teacher or other school employee, having reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly

- (1) report the incident and names of any involved persons to the appropriate Designated School liaison and
- (2) take reasonable steps to maintain any pertinent physical evidence in a secure place.

#### D. RESPONSIBILITY OF THE DESIGNATED SCHOOL LIAISON

Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to immediately:

- (1) notify the Police Department Designated School Liaison and, when appropriate, the parents or guardians of the involved students;
- (2) notify the Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- (3) notify the Police Liaison of any related written reports about the incident.

### VII. PROCEDURES FOR INTERVIEWING OR ARRESTING PSB STUDENT(S) ON SCHOOL GROUNDS

Close cooperation and communication between the schools and police, and a mutual understanding of and respect for the important role that each plays in connection with our youth, are essential to the success of the mission of both institutions. Whenever it is necessary for the police to be present on school property, they will conduct themselves according to accepted legal practices, recognizing the responsibility and authority of school officials to manage the school environment and work with school officials to minimize any impact their actions might have on that environment.

#### A. GENERAL

This agreement pertains to students on school property during school hours or during school-sanctioned events, on or off school property. It does not pertain to students trespassing or committing offenses on school property after school hours.

B. INTERVIEWING/INTERROGATING STUDENTS

- (1) Except in exigent circumstances, officers who wish to detain or question youths on school property shall first contact the school principal or his/her designee. To the degree possible, officers shall explain the nature of their business and the need to meet with the youth(s) in question. Parents will be notified by the school prior to the officers detaining or questioning the youth(s).
- (2) In general, students should not be publicly contacted by officers in the school setting for purposes of questioning unless exigent circumstances exist or such notification would potentially jeopardize student, school staff, or officer safety.
- (3) At their request, school officials and/or parents may be present as observers during interviews or questioning of the students.

C. JUVENILE INCIDENTS/CRIMES COMMITTED ON SCHOOL GROUNDS

- (1) Only a small percentage of school related juvenile incidents reported to the Brookline Police Department amount to serious crimes. As such, the vast majority of juveniles involved in incidents are likely candidates for positive diversion and intervention efforts agreed upon by school officials, the police and parents.
- (2) When juveniles commit a more serious act that, if committed by an adult, would constitute a crime not amounting to a serious or violent felony, youth officers, working with school officials shall, when appropriate, request a hearing or summons instead of affecting an arrest.
- (3) Juvenile incidents that constitute serious or violent felonies if committed by an adult, would generally, but not always, result in an arrest. The following are examples of serious/violent crimes where any arrest should be contemplated:
  - a. felony assault with intent to cause serious bodily injury or death;
  - b. robbery involving force;
  - c. sale or distribution controlled substance;
  - d. burglary; and
  - e. Rape/sexual assault

Also, with respect to active arrest warrants and violations of active restraining orders which may result in an arrest, the police will consult with school officials on the least disruptive way to take the youth into custody.

D. ARREST/REMOVAL OF STUDENTS

- (1) As a general rule, officers should avoid making arrests on school grounds when they may be made effectively elsewhere. Whenever possible, youth officers or police supervisors shall work with school authorities to make the appropriate arrangements for taking the juvenile into custody off of the school grounds.
- (2) Where possible, officers should not arrest juveniles on school grounds if the use of force is a reasonable possibility.
- (3) When an arrest of a juvenile must be made during school hours on school grounds or at school sanctioned activities, a youth officer will be notified to respond if not already at the scene. In the event that youth officers are unavailable, the patrol supervisor will go to the scene to consult with school officials and take appropriate action, when possible.

- (4) Students shall not be removed from school property or school sanctioned events without the youth officer or supervisors making notification to the school principal or his/her designee, unless exigent circumstances exist.
- (5) The youth officer or supervisor shall notify the principal or her/his designee *before* arresting a student(s) on school grounds during school hours or school sanctioned activities on or off school grounds unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest. All reasonable attempts will be made for parental notification by the schools if a student is arrested on school grounds.
- (6) Working with designated school officials, the youth officer or supervisor will arrange for the least disruptive and embarrassing method of affecting the arrest.

**VIII. IMPLEMENTATION**

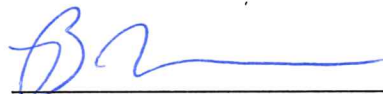
**A. TRAINING**

The Public Schools of Brookline and the Brookline Police Department agree to provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement and to consult with the Norfolk District Attorney's Office as appropriate regarding this agency-wide training. On an on-going basis, the same training will be provided to new staff members.

**B. EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

The provisions of this Memorandum of Understanding shall be effective as of the date of signing and will remain in full force and effect until amended or rescinded by the parties.

For the Public Schools of Brookline:

  
\_\_\_\_\_  
Benjamin Lummis, Interim Superintendent

10/28/19  
Date

For the Brookline Police Department

  
\_\_\_\_\_  
Andrew Lipson, Chief of Police

10/31/19  
Date

## **ROLE OF THE OFFICE OF THE NORFOLK COUNTY DISTRICT ATTORNEY**

In the spirit of the legislative mandate for information-sharing between the district attorney, law enforcement, school officials, as required in General Laws Chapter 12, Section 32, and to assist the BROOKLINE PUBLIC SCHOOLS in providing a safe environment for learning in accordance with the legislative mandate set forth in General Laws Chapter 71, Sections 37H and 37H1/2, among others, the Norfolk District Attorney, through his designee, the Norfolk District Attorney's Office (NDAO) agree to do the following:

The NDAO agrees to host regular School Security Roundtable Meetings (CBJJ) with members of its staff and designees from the BROOKLINE PUBLIC SCHOOLS and the BROOKLINE POLICE DEPARTMENT. The purpose of these Roundtable meetings is to share information with the BROOKLINE PUBLIC SCHOOLS and the BROOKLINE POLICE DEPARTMENT about students who attend BROOKLINE PUBLIC SCHOOLS. The NDAO agrees that at these Roundtable meetings, the NDAO will, where appropriate:

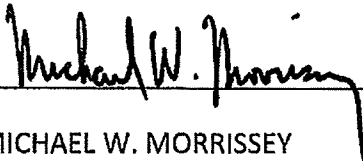
- a) Report to the school any complaint, criminal or delinquency, that is issued against a defendant or juvenile in Norfolk County who is known to be a student of the BROOKLINE PUBLIC SCHOOLS;
- b) Provide pertinent facts to the BROOKLINE PUBLIC SCHOOLS concerning incidents involving students known to attend the BROOKLINE PUBLIC SCHOOLS;
- c) Report to the school any adjudication of delinquency, criminal conviction, or other significant occurrence that arises from any above mentioned criminal or delinquency proceedings;
- d) When possible, consult with the BROOKLINE PUBLIC SCHOOLS and the BROOKLINE POLICE DEPARTMENT when fashioning proposing conditions of release or probation conditions on a known student of the BROOKLINE PUBLIC SCHOOLS;



- e) Report to the BROOKLINE PUBLIC SCHOOLS all court-ordered pretrial conditions of release and sentencing conditions that impact students of the BROOKLINE PUBLIC SCHOOLS;
- f) Whenever possible, consult with the BROOKLINE PUBLIC SCHOOLS AND BROOKLINE POLICE DEPARTMENT when making prosecution decisions on students known to attend the BROOKLINE PUBLIC SCHOOLS;

The NDAO and his designees agree not to disclose a student's personally identifiable information, or information from which a student could be directly identified, learned during these roundtable meetings pursuant to General Law Chapter 12, Section 32 to any third party other than another juvenile justice system and/or as provided by state and federal law.

FOR THE NORFOLK DISTRICT ATTORNEY'S OFFICE

A handwritten signature in black ink, appearing to read "Michael W. Morrissey", is written over a horizontal line.

MICHAEL W. MORRISSEY  
NORFOLK DISTRICT ATTORNEY