

46. RESPONDING TO SCHOOL INCIDENTS

(December 2005)

I. POLICY

Officers shall respond to school property to suppress crime or disorder and take reports. The Department has primary responsibility for all calls for service and alarms at public schools, regardless of the availability of municipal police officers.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS (N/A)

V. PROCEDURES

General patrol activities of school properties are the responsibility of the patrol officer and the Canine Section. Officers should periodically patrol school properties and the communities in which the school is located for truants, gangs, disorderly subjects and unusual traffic.

School security officials have jurisdiction on school grounds and school buses. All other complaints will be handled by the law enforcement agency with primary jurisdiction.

School officials will report the following crimes to the Department:

- ❑ All felonies
- ❑ Narcotics violations
- ❑ Serious assaults
- ❑ Property crimes with losses in excess of \$50.00
- ❑ Searches disclosing contraband or the fruits or implements of a crime

1. School Security Responsibilities

School Security is responsible for the following:

- ❑ Investigation of misdemeanors occurring on school property, unless such a case results in an extensive investigation in the general community
- ❑ Assisting the Department in developing leads and identifying suspects associated with the school community

2. Responsibility for Criminal Investigation

The Department is responsible for the investigation and clearance of all felonies. The PGPD investigator will coordinate activities with any School Security personnel who may have either responded to the scene or possess information pertinent to the case.

PGPD will provide assistance with or assume responsibility for misdemeanor investigations that lead into the community. Resolution of investigative responsibility in such cases will be determined through the cooperative efforts of the School Security and the affected police unit.

Whenever the school is the complainant or the incident occurs on school property, final case disposition will be forwarded to the School Security. However, such dispositions will not include the identity of arrested or accused juveniles, nor the identity of witnesses or other persons contacted.

3. Questioning on School Premises

Investigative questioning of students on school premises shall only be conducted in cases involving:

- ❑ A crime committed on the premises
- ❑ An investigation in which the safety of students or other persons would be unduly endangered if questioning is delayed

A school official shall be present during such interviews, and shall prohibit routine questioning of a student not under arrest.

Students shall not be removed from school premises merely for the purposes of conducting an investigative interview.

4. Search & Seizure on School Property

Officers possessing a search warrant may search that part of the school premises described in the search warrant.

Investigative searches of school premises by officers shall only be conducted pursuant to a search warrant or when a search is essential to prevent imminent danger to the safety and welfare of a student, another person or school property.

Officers shall make reasonable efforts to conduct searches that minimize embarrassment to students and limit disruption to the school routine.

Officers will only search a student who is under arrest, or if the officer has a reasonable suspicion that the student is concealing a weapon. Officers shall not direct a school official to conduct a search of

a student. Students' personal possessions, including lockers, will only be searched:

- ❑ After regular class hours
- ❑ During regular class hours with the student present
- ❑ Pursuant to a search warrant
- ❑ To prevent imminent danger to students or others
- ❑ Whenever school officials have substantial proof that a serious offense has been or is being committed

5. Arrests on School Property

When possible, arrests shall be made off school property.

Arrests on school property shall be made in a manner that avoids embarrassment for students, while maximizing officer and student safety.

When an arrest is made on school property during school hours, the officer shall provide a school official with information that will allow the official to notify the parent or guardian regarding the nature of the arrest. The officer shall provide the official with his name, ID number, and the location to which the student was taken.

6. School Disorders

No person other than the principal, his or her assistant; the Director of School Security, his or her designee; or the Superintendent of Schools or his or her designee may request a major deployment of officers to a school.

The ranking officer on the scene, working jointly with the principal and Director, School Security, shall determine the number of officers that respond to the school.

During any crisis, the ranking officers of School Security and the Department will communicate with the principal, and allow him or her to review all actions in advance. Any action taken by School Security or the Department, except during a crisis, should have prior approval of the principal or his or her designee. Once the principal's approval has been given, he or she will not interfere with the operation.

**VI. GOVERNING
LEGISLATION &
REFERENCE**

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 1.2.3, 1.2.4, 1.2.5, 41.2.1, 42.1.4, 44.2.2, 44.2.3