

RELATIONS WITH POLICE AUTHORITIES

Law Enforcement: Interview and apprehension during school hours

On occasions, it is necessary for police officers, both state and local, to interview students during school hours or to take them into custody. In order to safeguard the rights and interests of children in attendance, to assist police in the performance of their duties, and to acquaint school personnel with their responsibilities in matters of cooperation with police officers, the following policies and procedures are recommended by the Superintendent of Public Instruction, Department of Social and Health Services, Washington Association of Sheriffs and Police Chiefs, Washington Juvenile Officers Association, with the approval of the Office of Attorney General as guideposts for police/school relationships in matters involving school children.

- A. All policies governing police visits to schools should be discussed jointly in conferences between the chief school administrator and the local police administrator. These policies should be in writing and brought to the attention of school officials, teachers, police personnel, and parents, and/or guardians.
- B. Whenever possible, the law enforcement agency should first contact the main office of the school by telephone to inform the principal or his/her designee of a planned visit and advise the administrator of the nature and circumstances of the visit.
- C. Upon arrival at the school, except in cases of "hot pursuit," the police officer should first call upon the principal or designee to request permission to interview a pupil.

If the principal or designee does not know the officer, he/she should request identification from the officer. The officer should explain the purpose of the interview. The principal or designee and the parent/guardian, when possible, should be present during all interviews.

- D. When a specially trained police juvenile officer is available, that person should be assigned to such investigation.
- E. In situations where the commission of a criminal offense has occurred in the presence of the police, the police have the legal right and responsibility to take direct and unhindered action whether it be in a school or other location. The principal or his/her designee should be notified of the action taken as soon as possible.

- F. In the event it becomes necessary to make apprehension during school hours, the police officer should contact the principal to have the child summoned to the principal's office or other suitable semiprivate location before being released from school into the custody of the police. Police should not make an arrest in the classroom except in cases of "hot pursuit" or "on-view arrest," or upon the request of the principal. The school should record the name and organization of the officer, the time of departure, the juvenile court quarters and the offense for which the apprehension was made. It is also incumbent upon the arresting officer to notify a parent after an arrest has been made.

Violations of Law During Time of School Responsibility

- A. Normally, school authorities shall exercise their right in dealing with disciplinary problems, misconduct, insubordination and violations of school rules on school property.
- B. Petty incidents need not be reported to police unless police assistance is desired.
- C. School administrators are charged with the responsibility for the protection of children while in school. Police are charged with the responsibility of investigating violations of law and, therefore, have jurisdiction in investigating offenses of this nature while children are going to and from school.
- D. Bomb reports or discoveries - It is recommended that school officials, police and fire officials work jointly regulating procedures in the event a bomb threat is received. All such incidents must be reported to the police. If a bomb is actually discovered in a school building, the building should be immediately evacuated and police and other emergency services notified. In order to prevent panic, evacuations should be carried out as routine fire drills without announcing the bomb discovery. The senior law enforcement officer shall coordinate agency efforts in order to comply with the total situation.
- E. For the protection of the student body, teaching and administrative staff, and community, the following type of offenses occurring during school hours or on school property shall be reported to the appropriate law enforcement agency for investigation. Information received by police from school personnel should be regarded as confidential. The following list of offenses shall require notification of the appropriate law enforcement agency. This list should not be considered exhaustive.
 - 1. Assaults involving use of weapon, or reoccurring patterns of simple assault.

2. Reports of knives, firearms, ammunition, blasting caps, or any other weapons or explosives being brought to the school.
3. Drinking and narcotic offenses.
4. Indecent assault on pupils.
5. Rape or assault with intent to ravish.
6. Morals offenses (pornography, exhibitionism, etc.).
7. Organized gambling (numbers and pools.).
8. Display of any large sums of money, jewelry, not usually in the possession of school children.
9. Criminal neglect or abuse of children.
10. Adults loitering on or near schools at time pupils are going to and from school.
11. Unknown persons parked near schools at time pupils are going to and from school.
12. Telephone threats made to school personnel.
13. Arson or suspicion of arson.
14. Observation of reckless driving and traffic hazards endangering lives of school children.
15. Rumors or observations of any gang rivalries or activities.
16. Reports of incest and/or sexual exploitation.
17. Evidence of threats or intimidation or extortion.
18. Larcenies.

Law Violations in Other Than Normal School Hours

It is recommended that the police be officially notified of the following kinds of violations or potential violations which may occur in other than normal school hours. This list is not intended to be all-inclusive, but merely suggestive.

- a. Burglaries and any burglary attempts of school buildings.
- b. Malicious mischief and school vandalism.
- c. Arson and attempted arson of school property.
- d. Malicious telephone calls.
- e. Disorderly and/or destructive groups enroute to and from school.
- f. Trespass on school property.
- g. Reports of children being molested or solicited for rides with strangers.
- h. Assaults to and from school.
- i. Exhibitionism.
- j. Reports from parents that their child or children have not returned home from school at the usual time should be referred to police without delay.

Police Services In Handling Large School Crowds

A. Athletic Events and Other Public Functions:

1. Every high school and junior high school principal should forward a calendar of home athletic events to the office of the local police administrator indicating events where the need for additional police protection, crowd, and traffic control is predicted. It also is deemed beneficial to call a meeting of school and police officials in order to establish procedural guides for the local situation.
2. When police assistance is requested at mass athletic events, police responsibility is the maintenance of order and the protection of persons and property.
3. When a mass event is scheduled, if the police department is of sufficient size, the local police administrator should issue a general departmental bulletin indicating when and where the event shall be held, the school involved, the anticipated size of the crowd, parking areas and restrictions, necessary traffic control, and the number of officers needed for patrol in the stands and field. Depending upon the local situation, it is suggested that the following salient points be given due consideration in establishing and determining problem situations which would be of concern to school officials and police:

- a. Participating schools.
- b. Place.
- c. Time and date of contest.
 - (1) Reporting time for police detail.
 - (2) When do ticket offices open.
 - (3) When shall game end.
- d. Estimate size of crowd.
- e. Parking
 - (1) On and off street.
 - (2) Reserved areas (school buses, unloading zones, disabled, etc.).
 - (3) No parking areas.
 - (4) Special public transportation routes.
 - (5) Erection of necessary temporary barricades and signs.
- f. Location of field police headquarters - adequate radio and telephone communications.
- g. Outside traffic control posts before and after game.
- h. First aid station and standby ambulance.
- i. Outside area cycle patrol is available.
- j. Within police jurisdiction having a juvenile unit, it is recommended that one or more juvenile officers be assigned to attend each of these events in civilian clothes.
- k. Any uniformed special school officer(s) should be assigned as part of the police detail.
- l. When it becomes necessary to provide added police personnel, the following points should be considered:
 - (1) Required number of police officers needed.
 - (2) Name of the responsible school and police officials on duty.
 - (3) Needs for protection for bus loads of visiting teams, officials, bands, and spectators.

- (4) Areas to be protected.
- (5) Types of conduct warranting police action, such as gambling, drunkenness, disorderly conduct, throwing of dangerous objects, etc.
- (6) If a spontaneous victory parade takes place, adequate escort should be provided and necessary action taken to minimize traffic congestion.
- (7) Interior and exterior fire protection areas must be kept clear.

B. Social Events:

1. It is suggested that school administrators of both senior and junior high schools advise local police of large indoor or outdoor social events in order that adequate police assistance may be provided for the handling of parking and traffic.
2. Police officers may be detailed inside of buildings for duty in lobbies, auditorium or gymnasiums when requested by school officials to head of police department.
3. Duties and responsibilities shall be to protect persons and property and to prevent and discourage disorderly persons from interfering with the function.
4. Discreetly warn any offenders, and if necessary, or upon request of school official, expel any disorderly juvenile(s).
5. Areas of special concern to police and school officials include drinking, drugs, narcotics, and gate crashing.
6. Any large school social event shall usually impose unusual traffic and parking burdens on the police.

C. School Demonstrations:

The police agency and school authorities at each school must have pre-determined plans of action in writing. Some examples for school officials are:

1. Tell participants that such conduct is not allowed and to return to class or leave premises or grounds.

2. If they resist, take student offenders, or the leaders, to the office and notify parents they are being sent home on temporary suspension.
3. In severe cases, possibly those involving outsiders, keep under surveillance and notify the appropriate law enforcement agency.

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