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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES

COOPERATION WITH LAW ENFORCEMENT AGENCIES

These administrative guidelines are intended to facilitate ongoing cooperation between school officials and law enforcement agencies. As stated in Board Policy 977, cooperation with the Richfield Department of Public Safety shall be effected primarily through the established Police/School Liaison Officer Program. Accordingly, cooperation between the school and police department on matters involving students shall be based on communication and coordination between the office of the building administrator and the school liaison officer. If an on-duty police officer wishes to come to the school for official business, the officer must first contact the school administration either through direct personal contact or via the school liaison officer.

I. Procedure for investigations, arrests and release of students to police for non-school related conduct.

Police officers are encouraged to work through the liaison officer(s) at the school to coordinate and facilitate the interviewing of students.

The principal or designee will make the final determination as to whether law enforcement authorities should be allowed to conduct an interview with a student at school. Prior to making this decision the principal or designee will consult with the Superintendent, Assistant Superintendent, or Chief Human Resources and Administrative Officer. Some of the factors the principal may consider are:

- A. Has the officer tried to interview the student outside of school, if practical? Why or why not? (e.g. the officer works the day shift)
- B. Has the officer tried to notify the parents/guardian? Why or why not?
- C. How serious is the offense being investigated?
- D. Is there an urgency to the investigation that would necessitate interviewing the student at (e.g. the officer has been unable to make contact with the student outside of school, the offense may have an impact on the school environment or other students, etc.)?

Note: This is a non-exclusive list and the principals should use their professional judgment when considering other factors.

1 Principals and police officers are encouraged to contact the Central
2 Administrative Offices whenever they have a question or a disagreement
3 regarding police access to students.
4

5 Throughout this process, all attempts should be made to avoid
6 embarrassing the student before teachers and peers and to avoid disrupting
7 the educational program of the student by making the student miss class
8 time. Law enforcement personnel should remain in the administration office
9 while school personnel seek out the student.
10

11 Before removing a student from the school in a non-school related incident,
12 police officers shall leave documentation for the removal that will be kept on
13 file with the school office.
14

15 The principal should attempt to notify the parents/guardian immediately and
16 document the contact.
17

18 The following procedures must be followed once a decision has been made
19 to allow a police officer to interview a student in school or take a student
20 into custody:
21

22 23 **II. Arrest**

24
25 A. When licensed police officers have a warrant for or probable cause to
26 arrest a student, they must be permitted to arrest the student.
27 However, whenever possible the arrest should be conducted in an
28 office out of the view of the other students. When removing a student
29 from the school in a non-school related incident, police officers will
30 assume full responsibility for the student. The schools should contact
31 the police department for verification of an officer's name and status
32 before releasing a student whenever an officer is outside his or her
33 jurisdiction or unknown to the school.
34

35 B. Agents of the Federal Government, Postal Inspectors, Treasury
36 Agents and agents of the Federal Bureau of Investigation also have
37 the power to arrest. Normally, their contacts with the school will be for
38 the purpose of investigation, and they usually cooperate with the local
39 police in making arrests. However, on occasion this authority may be
40 exercised directly; and when they feel it necessary to take a student
41 into their custody, they shall assume full responsibility for the student.
42

43 44 **III. Interview**

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46 The following procedures apply to students **who are under the age of**
47 **eighteen.** Students eighteen years of age or older may agree to talk to
48 police officers without prior parental notification or school administration
49 being present during the interview.
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1 Revised: November 19, 2001, May 7, 2018
2