



ADMINISTRATIVE PROCEDURE

COOPERATION WITH LAW ENFORCEMENT OFFICERS CONTACTING PUPILS

5144

Procedure No.

September 2, 1986

Date

- I. **PURPOSE:** To establish procedures to govern contacts by law enforcement officers with pupils at school.
- II. **POLICY:** The Prince George's County Board of Education in recognizing the need for cooperation with law enforcement officers directs the Superintendent of Schools to establish procedures to govern contacts by law enforcement officers with pupils at school. Procedures are also governed by State Board of Education Bylaw 13A.08.01.07, Arrests on School Premises. (Board Policy 5144)
- III. **DEFINITION:** Law Enforcement Officers – any duly authorized local, county, state, or federal police officer, as well as investigators of the Prince George's County Fire Marshall's Office, representatives of the Prince George's County Department of Juvenile Services, and caseworkers of the Prince George's County Department of Social Services.
- IV. **PROCEDURES:**
 - A. Requesting the Services of Law Enforcement Agencies

When a situation arises in a school which necessitates seeking the services of a law enforcement officer, the principal shall call the appropriate agency, depending upon the services needed; describe the problem; and request assistance. If there is a Security Services investigator/counselor assigned to the school, the principal may wish to discuss the problem with the investigator/counselor prior to requesting assistance, if time permits.
 - B. Arrests by and Release of Pupils to Law Enforcement Officers
 1. When possible and appropriate, arrests by police should be made during non-school hours and away from the school premises.
 2. When an arrest on school premises during school hours is necessary, the responsible school official shall ascertain: the facts from the arresting officer which will enable him/her to fully advise the parent or guardian and other appropriate school officials of the nature of the charge, the identity of the arresting officer, and the location to which the pupil is being taken.
 3. When an arrest has taken place on school premises during school hours, every effort shall be made by the school official to inform the parent or guardian immediately and thereafter promptly advise the Superintendent's Office.



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4. Arrest on school premises during school hours shall be effectuated in such a manner as to avoid embarrassing the pupil being arrested and jeopardizing the safety and welfare of other pupils.
- C. Questioning on School Premises
1. School officials may not permit questioning on school premises of a pupil under arrest and shall request the arresting officer to remove the pupil from the premises as soon as practicable after the arrest is made.
 2. Police investigations involving the questioning of pupils not under arrest may not be permitted on school premises unless in connection with a crime committed on the premises or in connection with an investigation which if not immediately permitted would compromise the success of that investigation or endanger the lives or safety of the pupils or other persons. The school official shall be present throughout any questioning of pupils by law enforcement officers.
 3. Whenever investigative questioning of pupils is permitted on the premises, the school official should promptly advise the parent or guardian and the Superintendent's Office of the nature of the investigation and such other details as may be required.
 4. In the absence of an arrest, school officials may not authorize the removal of a pupil from school for the purpose of investigative questioning without the consent of the parent or guardian.
- D. Search and Seizure
1. Police officers upon the authority of a search warrant may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing the search.
 2. Investigative searches of school premises by police officers shall be permitted only upon the authority of a search warrant or in any case where the search is essential to prevent imminent danger to the safety or welfare of the pupils or other persons on school property. The search may not include the pupil's assigned locker unless specified in the search warrant.



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3. Every effort should be made to conduct searches in a manner which would minimize a disruption to the normal school routine and minimize embarrassment to pupils affected.
4. A police officer may not search the person of a pupil not under arrest unless the police officer has a reasonable suspicion that the pupil is concealing a weapon. A school official may not conduct a search of a person at the request of a police officer.
5. School officials, at any time, may conduct such searches as are essential to the security, discipline, and sound administration of the particular school, but are limited, as stated above, whenever the search is in connection with a police investigation.

E. Reporting Crimes

1. School officials shall promptly report to the responsible law enforcement agencies all police matters coming to their attention, whether occurring on or away from the school premises, which involve pupils attending that particular school.
2. Police matters do not include conduct which has been treated traditionally as a matter of discipline to be handled administratively by the particular school, except that all conduct of a serious nature should be promptly reported to the parent or guardian.

F. Fire Marshall

The foregoing procedures shall govern investigations conducted in the schools by representatives of the Fire Marshall's Office.

G. Department of Juvenile Services

Any pupil on court-ordered probation may be interviewed by his/her Juvenile Services Counselor without prior parental permission or school system personnel permission.

H. Department of Social Services

Caseworkers from the Department of Social Services may interview pupils whose custody has been awarded to the Department of Social Services or pupils who have been reported to the Department of Social Services for suspected neglect or abuse. Notification to the parents or guardians is not necessary for such interviews.



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I. Prince George's County Health Department

A Venereal Disease Caseworker, upon presenting proper credentials to the principal, may interview a student at the school without parental permission or notification and in complete privacy.

J. Other Agency or Individual

Any other agency or individual seeking to interview a pupil may do so only after such individual has obtained written, informed consent from the pupil's parent or guardian; or, taking the pupil's maturity into consideration, the principal may authorize such interview absent specific parental consent if in the opinion of the principal, the immediate granting of the interview would be in the personal benefit of the pupil.

K. Release of Information

Procedures for the release of information to law enforcement officers are outlined in Administrative Procedure 5125, Individual Pupil School-Based Records.

- V. **RELATED PROCEDURES AND BYLAW:** Administrative Procedure 5125, Individual Pupil School-Based Records; Administrative Procedure 5145. Suspected Child Abuse and Neglect; and State Board of Education Bylaw 13A.08.01.07, Arrests on School Premises.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Division of Pupil Services is responsible for the maintenance and updating of these procedures.
- VII. **CANCELLATIONS AND SUPERSEDURES:** These procedures specifically cancel and supersede the Administrative Procedure of the same title dated May 23, 1978.
- VIII. **EFFECTIVE DATE:** Immediately.

Approved by:
John A. Murphy
Superintendent of Schools

Distribution: All Administrative Handbook Holders