

PROCEDURES – REQUESTING POLICE ASSISTANCE\*\*\*

Responsibility of Administrator at School to:	Call Police		Allow Police to Interview Students Under 18		Allow Police to Interview Students 18 and Over		Police Complete Juvenile Referral and/or Custody Report Form 117		Allow Police to Remove Student from School Under 18		Allow Police to Remove Student from School 18 and Over to Take into Custody		Call Parents/Guardians		Allow Police to Interview School Personnel (Witnesses)		Suspend to Superintendent	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
<u>PS 117</u> Processing of Suspected Illegal Drug Cases	X			X	X		X			X	X		X		X		X	
<u>PS 116</u> Processing of Possession of Alcohol Cases	X			X	X		X			X		X	X		X		X	
<u>PS 111</u> Possession or Use of Weapons on School Property	X			X	X		X			X	X		X		X		X	
Gun/Firearm	X		X		X		X		X		X		X		X		X	
<u>PS 118</u> Violent Behavior which creates a substantial danger to persons or property	X		*	X	X		X			X	X		X		X		X	
Abuse/Neglect	Report to DSS or Family Crimes		X		X		NA			X	X		DSS/Police will advise		X			X

\*\*\*This list is not exhaustive; there are unique situations requiring consultation with the superintendent's designee.

Custody – When the juvenile is being charged with the commission of a crime/delinquent act and his/her apprehension in school is absolutely necessary and could not be facilitated at another place and time. A student who is taken into custody must be removed from campus by police after notifying the administrator/principal. The principal or principal's designee is required to notify parent/guardians.