

MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER

Subject: SCHOOL SAFETY RESPONSE PROCEDURES	General Order: 915
Effective Date: February 15, 2000 Revision Date: March 22, 2018	Distribution: Sworn Personnel

I. PURPOSE

This directive establishes procedures to ensure compliance with the requirements of the Statewide School Safety Information Policy and PA 102 of 1999.

II. POLICY

It is the policy of the Meridian Township Police Department to comply with the intent of the Statewide School Safety Information Policy and related legislation. Furthermore, the Department and its personnel will strive to cooperate with schools and area law enforcement officials to provide for a safe learning environment for students in our community through compliance with the act.

The Department will report, investigate and assess information and/or incidents as described in the Reportable Incidents Index of the School Safety Response Guide (also listed within this directive). The Department will cooperate with school officials, the Ingham County Prosecutor, other law enforcement agencies and interested parties to promote school and community safety.

III. PROCEDURES

A. Response to Reportable Incidents

1. In Progress Incidents

Officers will respond promptly to incidents occurring at schools or school activities. The response level will be determined within those guidelines set forth in General Order 703 - Operation of Police Vehicles, as it pertains to responding to emergency and non-emergency situations.

2. Not In Progress Incidents

Officers will respond in a timely manner to incidents occurring at schools or school activities, with consideration for the situation at hand. If a suspect or victim were awaiting the officer's arrival, then a more prompt response would be necessary than if a "report only" situation exists.

3. Incidents Involving Delayed Reporting

Officers will respond to delayed reporting incidents with regard for complaint load and staffing levels. Incidents involving threats of violence, which were just discovered by school staff, will be treated as "in progress calls," requiring a prompt dispatch and response by the officer.

B. Investigation of Reportable Incidents

Investigation of crimes, or alleged crimes, shall follow established procedures based upon the seriousness of the crime or allegation.

1. Notification of Child Protective Services: Suspected child abuse or neglect cases shall be immediately reported to the Department of Social Services (DSS) by telephone and within 72 hours form DSS-3200, "Suspected Child Abuse or Neglect," shall also be submitted to DSS.

C. List of Reportable Incidents

Armed subject or suspected armed subject
Hostage situation
Weapons on School Property
Death or Homicide
Drive-By Shooting (or any shooting incident)
Physical Assaults (fights)
Bomb Threats
Explosion
Arson
Sexual Assaults (CSC)
Robbery or Extortion
Unauthorized Removal of a Student
Threat of Suicide and/or Attempts
Larceny
Intruders
Illegal Drug Use or Overdose
Drug Possession or Drug Sale
Destruction of Property
Minor in Possession of Alcohol

D. Responsibility to Report Incidents to School Authorities

Those offenses listed in the Index must be reported to school officials when the crime or alleged crime:

1. Occurred on school property, or
2. Occurred within 1,000 feet of school property, or
3. Occurred at a school sponsored activity or event (whether or not it was held on school property), or
4. Occurred on a school bus or school related vehicle, or
5. Involved a pupil or staff member of the school as the victim or alleged perpetrator of a crime which occurred off school property and the crime or incident may pose a significant threat of imminent danger to students, staff or school property.

E. Copies of School Building Plans

Copies of the basic floor and exit plans will be obtained, from school officials, for all school classroom buildings in the Township. Copies of those plans will be placed into the Patrol Plan Manuals for access by all sworn personnel.

- a. Officers are required to familiarize themselves with the location of the school plans and to generally review the plans. Officers are required to take the Patrol Plan Manual with them on patrol to ensure the immediate availability of these plans, if needed.

F. Reporting Procedures

1. Reporting Information to School Authorities

- a. Upon receipt of information regarding a “reportable incident” or when an officer receives information that may pose a significant threat of immediate danger to students, staff or school property, a “Notice to School District” form and a MTPD Incident Report will be completed.
- b. The form will be completed by the reporting officer and forwarded to their supervisor for review. The completed form will then be forwarded to the Investigations Division Supervisor who will review the information and cause the appropriate copy of the “notice” to be forwarded to the designated school official.

2. Incidents Reported by School Officials: Crimes occurring on or near school property or at school functions will be documented by the dispatched officer.

- a. Other sworn personnel may also accept and document incident reports when notified by school officials of any crime or reportable incident.
 - b. Upon receiving a report of a “reportable incident” the officer shall promptly investigate and complete a written report of the incident. The completed incident report will be forwarded to the officer’s supervisor no later than the end of the officer’s work shift.
 - c. A “Notice to School Districts” form must be completed and forwarded to the designated school district official in accord with the provisions of this directive as outlined in section III, F(1).
3. Incidents Reported by Persons Other Than School Officials: When an officer receives information involving any “reportable incident” or discovers a crime, and a student or school employee is the victim or alleged perpetrator of the offense, the officer shall follow the procedures outlined in section III, F(1).
 - a. If the reported crime or incident does or may pose a significant threat of imminent danger to students, staff or school property, the officer shall immediately cause the on duty patrol supervisor to be notified. This notification shall not be delayed for the completion of the incident report or other documents.
 - b. Upon receipt of this information, the supervisor shall immediately notify or cause notification of the appropriate officials for the school district involved.
 - c. Nothing in this directive should be interpreted to prevent timely notice or warning to a potential victim when circumstances suggest.
4. Distribution of form copies.

Original:	Attach to Police Incident Report
Yellow:	School District Official
Pink:	Investigative Division Supervisor
5. The Investigative Supervisor will maintain a file of completed notices to facilitate review and follow up as appropriate.

G. Prevention Activity

The Department will work with school representatives and the community towards providing a safe learning environment in our community schools.

Department representatives will maintain ongoing communication with school officials. The Department will endeavor to meet at least annually with school representatives to discuss successful interventions, review existing procedures and discuss issues of mutual concern.

H. LEIN Access for School Administrators

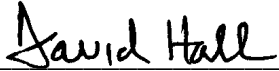
The law authorizes public or private school superintendent, principal, assistant principal to receive vehicle registration information, of a vehicle within 1,000 feet of school property, from LEIN. (MCL 28.214 Sec 4)

1. Police officers may release vehicle registration information to a superintendent, principal, or assistant principal.
 - a. Only verbal information concerning the registered owner shall be provided.
 - b. The request may be made only for the purpose to identify the owner of a suspicious vehicle within 1,000 feet of school property in the interest of school safety.
 - c. The school is responsible for maintaining proper documentation of LEIN requests including information on the license plate, year, make, model and location of the vehicle and the date and time of the request.
 - d. Police shall not give LEIN printouts, only verbal information may be provided.
 - e. The name of the person making the request and the school shall be included in all LEIN inquiries.
 - f. Security officers, teachers, or other staff shall not be provided or receive registration information.
2. An agreement must be signed with each school before LEIN information can be given. Department personnel will be notified as schools sign the agreement. If an officer is in doubt as to whether a school has signed the document, ask the school administrator making the request.
3. School administrators should call dispatch to have a Meridian officer respond to their facility to investigate a suspicious vehicle. An officer shall then give the administrator verbal vehicle registration information.

IV. CANCELLATIONS

None

Authorized by:



David Hall, Chief of Police

Index as:

LEIN Access for Schools
School Safety Response Procedures

Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

MERIDIAN TOWNSHIP POLICE DEPARTMENT
Notice to School District

This notice is being provided to you to ensure our compliance with the provisions of Public Act 102 of 1999 and the Statewide School Safety Information Policy provisions.

- ☐ Haslett School District ☐ Okemos School District ☐ East Lansing School District

☐ School Name Address

This is notice of an incident, which has been reported to the Meridian Police Department and alleges the commission of a crime as noted below:

- ☐ physical violence
☐ gang related activity (or suspected gang related activity)
☐ illegal possession of a controlled substance, or a controlled substance analogue or other intoxicant
☐ trespass
☐ theft \$ _____ estimated value of the stolen goods
☐ vandalism \$ _____ estimated value of the damaged property
☐ other (example: alcohol violations) _____

The alleged commission of this crime:

- ☐ occurred on school property at _____
- or, ☐ occurred on a school bus or other school related vehicle
- ☐ occurred at a school sponsored activity or event at _____
- ☐ occurred within 1000 feet of school property
- ☐ involved a pupil or a staff member as a victim or the alleged perpetrator of the crime, which occurred off school property, and the crime may pose a significant threat of imminent danger to students, staff or school property.

Description of location and address: _____

The victim is a: ☐ student _____ Name (excluding a CSC victim)
☐ staff member
☐ none of the above _____ at _____

The alleged perpetrator is: ☐ student _____ Name
☐ staff member
☐ none of the above at _____

Date of alleged incident: _____ Police Report Number: _____

Reporting Officer: _____ Reviewing Supervisor: _____

Reported to: _____ Date: _____ By: _____

Reporting this incident to school officials [was] [was not] delayed due to investigative requirements.

DISTRIBUTION

Original:	Attach to Incident Report	Yellow: School Official
	Pink: Investigative Division Supervisor	