

**GENERAL ORDERS MANUAL  
WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**

**I. PURPOSE**

This general order is to provide guidance concerning the Statewide School Safety Act

**II. POLICY**

In order to comply with the Statewide School Safety Act, Public Act 102, it shall be the policy of this department to notify appropriate school officials when a reportable offense is either committed on school property or under circumstances that give law enforcement reason to believe the crime or student/perpetrator may pose a significant threat or imminent danger to students, staff or school property.

**III. PROCEDURE**

- A. The incident must be reported to school officials within 24 hours or the next business day. Notification is required regardless of case disposition.

A reportable offense shall be dictated as a priority report. Reportable offenses include:

Armed student or hostage	Robbery or extortion
Suspected armed student	Unauthorized removal of student
Weapon offenses	Threat of suicide
Death or homicide	Suicide attempt
Stalking*	Larceny*
Physical assault (fight)	Intruder
Bomb threat	Illegal drug use or overdose
Explosion	Drug possession or sale
Bus incident or accident	Vandalism or destruction of property*
Arson	Minor in possession/alcohol and/or tobacco
Sexual assault (CSC)	Cyber crimes

\* These offenses will be considered PA 102 reports only if committed on school property. Note: A law enforcement agency may delay the reporting of crimes to school officials if such a report might compromise an on-going investigation.

- B. Requesting Charges: Under Section (5) of PA102, the Prosecuting attorney is also required to report to appropriate school officials. In order to fulfill its reporting obligation, the Office of the Prosecuting Attorney must first know (1) which defendants are public school students and (2) what public school does the defendant/student attend.

To aid the Prosecutor's Office in fulfilling their statutory requirements, officers will complete the appropriate section in LEAP listed below as described when the incident is a reportable offense and charges are being requested and/or a citation is issued.

1. Adult: The officer completing the adult “charging request” through LEAP in the “officer remarks section” document if the person is a public school student or not and identify the school district name section to inform the Prosecuting Attorney (1) the suspect is a public school student and (2) the public school attended by the suspect.
  2. Juvenile Court Petition: The officer completing the juvenile petition request through LEPA will use the school information section to inform the Prosecuting Attorney (1) the suspect is a public school student and (2) the public school attended by the suspect.
  3. Issuing a Michigan Uniform Law Citation: The officer issuing a Uniform Law Citation in e-citation will use the “Occupation/Employer” block to inform the Prosecuting Attorney and Court (1) the defendant is a student and (2) the public school attended by the defendant.
- C. At the status line in the narrative section of a report, it shall be documented that this is a PA 102 report.

#### **IV. COMPLIANCE**

All officers shall comply with the conditions set for in this general order. Violations of this general order, or portions thereof, shall result in disciplinary action, up to and including discharge. Officers of this department assigned to or assisting other law enforcement agencies will be guided by the general order.

**Issued Date:** 01/20/00

**Revised Date:** 10/27/16, 06/17/2021

**Issued by**



**Scott Merlo**  
**Director of Public Safety**