



GENERAL ORDER

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6-15-75

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75-33

SUBJECT

Reporting and Handling of School Incidents

FILE CODE

School Incidents

REFERENCE

RESCINDS

See Below

AMENDS

EXPIRATION DATE

DISTRIBUTION

A

RESCINDS: Notations 1760, 1761, 1803, 1932, 2152, 2158, 71-24;
Training & Information Bulletin #121 dated 10/24/69,
#80 dated 10/29/68

I. RESPONSIBILITY FOR HANDLING SCHOOL INCIDENTS

- A. General. The precinct in which the school is located is responsible for handling and investigating school incidents occurring at any school within its jurisdiction. Each precinct shall be responsible for working with the Security Section of the Board of Education and for notifying the proper commands within the department regarding school incidents in the precinct.
- B. Emergency Incidents. A school incident that requires immediate police assistance, i.e., outsiders inside the school, a disturbance is in progress, arrests or detentions are inevitable, etc., is classified as an emergency school incident. Emergency school incidents will be handled by police personnel assigned to that school, or by personnel that are dispatched to the scene.
- C. Rumored Incidents. Rumor-type incident information coming to the attention of the Board of Education will be reported directly to the officer in charge of the station desk at the concerned precinct. A ranking officer from the concerned precinct will direct police personnel to investigate the rumor.
- * D. Notification - Youth Crime Unit. Department personnel responding to or otherwise receiving information relative to school incidents of any nature, occurring in and around public or private schools in the city of Detroit, shall communicate all available details to the Youth Crime Unit of the Youth Section, as soon as possible. The name of the Youth Crime Unit member to whom the information is given shall be noted on the preliminary complaint record and/or in the desk blotter. A copy of the preliminary complaint record shall be forwarded to the Youth Crime Unit.

II. SCHOOL INCIDENTS REPORTED BY CITIZENS

- A. Emergency Incidents. Department personnel receiving a telephone call from a citizen concerning an emergency situation shall accept the information and then immediately contact the "911 operator" for police service.

- B. Rumored Incidents. When department personnel not assigned to the concerned precinct, excluding "911 operators", receive a request from a citizen concerning a rumored or potential school incident, they shall transfer the call to the concerned precinct. When a "911 operator" receives a call from a citizen concerning a rumored or potential school incident, the caller shall be given the telephone number of the concerned precinct and told to call them, since the "911 operator" cannot transfer calls. Calls received at the concerned precinct station from citizens reporting a rumored or potential school incident will be handled by the officer in charge of the station desk. He shall obtain all of the pertinent information from the citizen and shall then contact the principal or assistant principal of the concerned school by telephone to ascertain whether police service is actually needed. It will be the responsibility of the officer in charge of the station desk to evaluate the situation and determine the best course of action for the department to follow. If circumstances necessitate, the officer in charge of the station desk shall notify the precinct commanding officer, or the designated ranking officer that handles school situations, of the information received and the action taken. The officer in charge of the station desk shall also make the appropriate entry in the desk blotter.

III. SCHOOL INCIDENTS REPORTED BY BOARD OF EDUCATION PERSONNEL

A. Emergency Incidents

1. Members on School Premises. In emergency situations when a member of the department is on the school premises at the time, the principal or assistant principal will attempt to locate the member and inform him of the situation. If the member is located and can handle the situation, he shall do so. If the problem requires additional assistance, the member shall request this assistance via radio. If the member cannot be located quickly, the principal or assistant principal will personally call the "911 operator", identify himself and request immediate police service. The police dispatcher will notify the member in the school of the problem and dispatch additional units, if the situation warrants it.
2. Member Not on School Premises. In emergency situations when no member of the department is on the school premises, the principal or assistant principal will personally call the "911 operator", identify himself and request immediate police service.

- B. Rumored Incidents. When rumor-type incident information comes to the attention of the school principal or assistant principal he shall personally call the officer in charge of the station desk at

the concerned precinct. It will be the responsibility of the officer in charge of the station desk to evaluate the situation and determine the best course of action for the department to follow. If the officer in charge of the station desk feels that the situation warrants further notifications, he shall notify ranking officers and be guided by their recommendations. It will also be his responsibility to notify the Youth Section of whatever action is taken and for making the appropriate entry in the desk blotter.

IV. ARRESTING PERSONS 17 YEARS OF AGE AND OVER FOR VIOLATION OF CITY SCHOOL ORDINANCES

- A. If feasible, a school official shall be notified before an individual is removed from the interior of any school building.
- B. Officers making arrests for violations of city school ordinances shall convey the defendant(s) to the concerned precinct.
- C. A preliminary complaint record and warrant request shall be prepared as outlined in General Order 74-63(C). Under no circumstances shall an ordinance violation notice be issued to an adult defendant.
- D. Officers acting on a school complaint must endorse, as a complainant, a school official or teacher who has personal knowledge of the incident. An officer may be a complainant only if he witnesses the violation.
- E. When an adult is to be charged under a city school ordinance, the specific act of the violation shall be used. General terms, such as creating an improper diversion, etc., shall be avoided. The specific ordinances are set forth in Section VI. of this order.

V. APPREHENSION OF JUVENILES FOR VIOLATION OF CITY ORDINANCES ON SCHOOL PROPERTY

The following procedures will be followed to assure the proper processing of juveniles apprehended for violation of city ordinances on school property, e.g., school ordinances, knife ordinance, gun ordinance, etc.

- A. A school official shall be notified before a juvenile is removed from the interior of any school building. If the juvenile is apprehended outside of the building such notification is not needed.
- * B. Officers acting on a school complaint must endorse, as a complainant, a school official or teacher who has personal knowledge of the incident. An officer may be a complainant only if he witnesses the violation.
- * C. All juveniles arrested for violations of city ordinances on school property shall be conveyed to the precinct station.
- * D. The officer in charge of the precinct station desk shall cause an investigation to be conducted to determine the sufficiency of the evidence to support further detention.
- * E. The officer conducting the investigation shall obtain information of prior records, if any, from the officer in charge of the Youth Administration Unit.

The officer in charge of the Youth Administration Unit shall make a recommendation as to whether the juvenile should be warned and released, released pending further investigation, or whether a petition should be filed.

- a. A preliminary complaint record shall be prepared, including the disposition of the juvenile, e.g., juvenile released to parent/guardian, petition filed, sent to Wayne County Youth Home, etc. Under no circumstances shall an ordinance violation notice be issued for violations of: city school ordinances, knife ordinances, gun ordinances or destruction of city property (busses).
- b. A standard Youth Administration Record Card, C of D 379-CA, D.P.D. 397, shall be prepared or updated in all instances of violations.

Juveniles apprehended for a school-related offense shall have their names entered in the Youth Administration Apprehension Book, with the notation "School-Related Offense".

- c. When the juvenile is to be released he shall be released in accordance with the guidelines set forth in juvenile procedures.
- * F. When a juvenile is to be charged under a city ordinance, the specific act of the violation shall be used. General terms such as creating an improper diversion, etc., shall be avoided.

- * G. In aggravated incidents the precinct youth officer may make application for a petition to be filed for an official Juvenile Court hearing and make recommendation to the officer in charge of the precinct investigative operations section as to the release or detention of the juvenile in the Wayne County Youth Home. The officer in charge of the precinct station desk shall be notified.
- H. The Youth Administration Unit shall maintain a file containing a copy of each preliminary complaint record prepared following the apprehension of a juvenile for violation of a city ordinance on school property.

VI. MUNICIPAL CODE REFERENCES

The following sections of the Municipal Code are applicable and care should be exercised to make certain that the correct charge is placed against the violator.

A. Public, Private or Parochial Schools Destruction, Etc., of Property (Section 39-1-56)

No person shall damage, destroy or deface any public, private or parochial school building or any building occupied by any public, private or parochial school or the grounds, outbuildings, fences, trees or other appurtenances or fixtures belonging thereto.

B. Same -- Disturbing Schools (Section 39-1-57)

No person shall wilfully or maliciously make or assist in making any noise, disturbance or improper diversion by which the peace, quietude or good order of any public, private or parochial school is disturbed.

C. Same -- Profanity, Immoral Conduct, Etc., On School Premises (Section 39-1-58)

No person shall use profane, indecent or immoral language or indulge in indecent or immoral conduct in any building or on any property adjacent to any building in the city occupied as a public, private or parochial school.

D. Same -- Duty of Person Creating Disturbance to Leave Premises Upon Request of Principal (Section 39-1-59)

Any person found to be creating a disturbance in any private, public or parochial school or on the surrounding school grounds shall leave immediately when so directed by the principal or by any other person designated by the principal.

E. Same -- Unauthorized Persons Not to Enter or Remain in School Buildings (Section 39-1-59.1)

No person who is not a regularly enrolled student, teacher, parent or other employee shall enter and remain in any school building, whether public, private or parochial, in the city for any reason whatever unless such person has received written permission from the principal or other person designated by the principal to be in any such public, private or parochial school building.

F. Same -- Unauthorized Borrowing of Money, Etc., From Students in School or Traveling To or From School (Section 39-1-59.2)

It shall be unlawful for any person to borrow or attempt to borrow any money or thing of value from any student in any public, private or parochial school or on any public, private or parochial school property in the city or during any time when any such student is going to or returning from any regularly scheduled session of any such school without first obtaining the written approval of the principal of such school or other person designated by the principal to issue such written approval.

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Chief of Police

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