

GENERAL ORDER



Title
**Information Exchange Protocols
Between District Personnel and
School Safety Division**

Topic / Number
GO-RAR-310.09

Effective Date
May 13, 2005

Distribution
B

DISTRICT OF COLUMBIA

I. Background.....	Page 1
II. Definitions.....	Page 1
III. Regulations.....	Page 3

IV. Procedural Guidelines.....	Page 4
V. Cross References.....	Page 8

I. BACKGROUND

The purpose of this General Order is to provide guidance to Metropolitan Police Department (MPD) personnel involved in the security of District of Columbia Public Schools (DCPS), to ensure the timely exchange of information about incidents that may impact school operations. By legislation, the Metropolitan Police Department has established a School Safety Division, Office of Security Services. The School Safety Division is tasked with the responsibility to provide security services to the DCPS system.

This General Order establishes protocols for the MPD School Safety Division to communicate to District personnel and DCPS significant incidents or crimes that occur outside of the school that may disrupt school operations and a means to notify district officials of events occurring in schools that may adversely impact the community.

To assist the School Safety Division with the implementation of this General Order, it is crucial that, during the school day, information is shared in a timely manner between units within the MPD, as well as the DCPS system, concerning incidents that may impact the safety of DCPS students and employees.

II. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. MPD School Safety Division – element within MPD responsible for the supervision of MPD personnel assigned to school security operations and ensuring oversight and management of security services.
2. School Resource Officer (SRO) – a sworn officer of the Metropolitan Police Department assigned to the MPD School Safety Division. SROs are detailed to a police district. The officer takes the lead in the daily delivery of security services and resources to a District of Columbia Public School on a full-time basis, with the specific duties of school safety, risk management, enforcement activities, providing in-class criminal law and safety information, community policing, and mentoring of students.

3. School Resource Officer Coordinator (SROC) – a Sergeant of the Metropolitan Police Department assigned to MPD's School Safety Division and detailed to a Police District. The SROC is responsible for the supervision of all SROs in his/her district.
4. School Safety Division Area Coordinator (SSDAC) – a Lieutenant of the Metropolitan Police Department assigned to MPD School Safety Division. The SSDAC is tasked with coordinating school safety activities within a Regional Operations Command (ROC), to include supervision of all SROCs within that region. The SSDAC also provides technical assistance to the District Commander and Police Service Area (PSA) Lieutenants on school security matters, as well as monitoring school security activities undertaken by the SROCs and SROs.
5. Contract Security – personnel working under a contractual agreement with MPD, to include: Contract Security Officer (CSO), Supervisory Special Police Officer (SSPO), and Contract Cluster Supervisor.
6. Supervisory Special Police Officer – Special Police Officer employed under the MPD security contract to provide security for DC public schools, responsible for supervising CSOs at designated schools.
7. Cluster Supervisors – employed under the MPD security contract to provide security for D.C. public schools, responsible for supervising SSPOs and CSOs assigned at schools within a specified geographic region.
8. DCPS Incident Database – a computerized tracking system, maintained by the MPD Security Contractor, for entering information concerning incidents occurring within a DCPS building that impacts school security or school operations.
9. Monthly Safety Planning Meeting – a monthly meeting convened by the SRO with Contract Security personnel, the school principal, school staff and, when appropriate, parents and students and other stakeholders to address security concerns.
10. Contract Security DCPS Incident Report – a report prepared by the CSO or SSPO that briefly describes an incident inside a school, or outside a school on DCPS property that impacts school security or operations.
11. PD Form 251 (Incident-Based Event Report) – a police report prepared by sworn MPD members relating incidents/offenses of a criminal nature, or of a nature that requires investigatory follow-up.
12. PD Form 252 (Supplement Report) – a supplement report for the PD 251 report.
13. PD Form 379 (Juvenile Reporting Forms) – a police report for documenting all contacts involving juveniles, to include truancy and curfew violations, criminal charges and officer contacts.

14. PD Form 377 (School Incident-Spillover Report) – a report prepared by the School Resource Officer Coordinator for the MPD Watch Commander of the affected District(s), outlining any significant incidents that occurred in schools that have the potential for adversely impacting the community. This report is immediately be delivered to the Watch Commander for the district(s) where the incident may occur.
15. Significant Incident – incident or intelligence information that may indicate an imminent threat to the health, safety or welfare of the school community.
16. Spillover Incident – incident that occurs in a school and has the potential to adversely impact the community.
17. PD Form 346-C (Daily School Resource Officer Activity Report) – a form utilized by SROs to record his/her daily activities. The form also documents school safety inspections, incident reports, special activities/events, serious or unusual occurrences, and professional contacts.
18. School Safety Division Status Report – a daily report posted to the MPDC Intranet that contains information regarding school related activities, to include; a list of arrests and criminal events occurring on school grounds during the previous 24-hour period, significant or potential spill-over events that may impact patrol districts, listing of school activities requiring enhanced security or special attention, information that may be of importance to school resource officers/departmental members and a listing of the daily deployment of SROs.

III. REGULATIONS

- A. When school is not in session, and officers are not performing legitimate school-related tasks (e.g. training, developing lesson plans, etc.) SROs shall be utilized as patrol officers in their detailed district.
- B. No police juvenile record or information, except for that information appearing on records open to public inspection, shall be given to anyone not authorized by D.C. Official Code §16-2333 (Police and other law enforcement records).
- C. The MPD shall ensure that principals or their designees are made aware of significant incidents or crimes occurring outside schools that may disrupt school operations.
- D. All incidents not requiring a police report, occurring on school property, shall be reported on a Contract Security DCPS Incident Report.
- E. All incidents of a criminal nature, occurring on DCPS property, shall be reported on a PD Form 251, in accordance with GO-OPS-401.01 (Field Reporting System) and General Order 305.1 (Handling Juveniles).

IV. PROCEDURAL GUIDELINES

- A. The School Resource Officer shall:
1. Immediately notify the SROC in the event that a significant incident or crime occurs in or immediately around a school. In the absence of the SROC, notify the MPD School Security Division Area Coordinator assigned to his/her ROC.
 2. Ensure the District Commander and/or Watch Commander is provided with any information regarding a significant incident in the school.
 3. Complete a PD Form 251 report for all events pursuant to departmental reporting guidelines; especially allegations of criminal conduct, occurring inside a school. If the complainant is a juvenile, the juvenile complainant's initials shall be entered on the PD Form 251 in the "Complainant" section. All other identifying information regarding the juvenile complainant, and all other witnesses and/or involved students, shall be recorded on a PD Form 252, in accordance with GO-OPS-401.01.
 4. Handle all incidents or MPD police reports occurring inside or on the grounds of the assigned school during their tour of duty.
 5. Forward all PD Form 251 and PD Form 252 reports involving incidents that occur on DCPS property to the SROC before the completion of the member's tour of duty. The report shall be logged at the District of occurrence into the CCN Logbook.
 6. Notify the SSPO and DCPS officials of any relevant information that may impact the school day, such as criminal events occurring after school hours that may impact school safety, spillover events, or intelligence information regarding students' involvement in criminal activities.
 7. Ensure parental notification is made regarding potential spillover incidents and is documented on the PD Form 377.
 8. Complete a PD Form 346-C and turn it in prior to the completion of his/her tour of duty. This form shall document the following information regarding the daily activities of the SRO:
 - a. Time at assigned school and time away from the assigned school and the reason for absence (e.g., court, BTA, etc.);
 - b. Safety inspections and any discrepancies found;
 - c. Incidents requiring police intervention;
 - d. Special events or activities attended;

- e. Serious or unusual occurrences; and
 - f. Professional contacts required as a result of their duties.
- B. The School Resource Officer Coordinator shall:
1. Be the rank of Sergeant.
 2. Ensure the SRO assigned to the school receives information about any significant incidents that could occur in the school to which they are assigned.
 3. Notify the School Safety Division Area Lieutenant and District Commander and/or Watch Commander of any significant incident or crime that occurs in or immediately around his/her assigned schools. Notify these officials of any issues brought to light as a result of the review of the Daily School Resource Officer Activity Report.
 4. Review PD Form 251s to determine whether any potential exists for community spillover.
 5. Prior to the completion of his/her tour of duty, prepare PD Form 377 outlining the specific facts that could create conflict in the community, and submit the form to the Watch Commander of the affected district(s). If the Watch Commander is not available, ensure the report is turned over to an on-duty Lieutenant or above, who shall ensure that the information contained within the PD Form 377 is forwarded to an on-duty supervisor.
 6. Provide the following information to the School Safety Division (SSD) daily:
 - a. Arrests occurring on DCPS grounds during school operating hours, regardless if made by SROs or PSA officers;
 - b. All criminal events occurring on school grounds;
 - c. Major incidents occurring on school property that may require follow up, enhanced security, or intervention by the SSD or patrol personnel;
 - d. Upcoming events in the schools that require security presence or special attention;
 - e. All truancy reports captured on the PD Form 379-T (Truancy Report) from their district; and
 - f. Information that can be used for intelligence sharing purposes.

7. Obtain copies of all PD Form 379s, completed the prior day, from the District Administrative Office.
 8. Review and approve all Daily School Resource Officer Activity Reports.
 9. Create and maintain a chronological order file, for each school in his/her District. This file shall be kept for future review and shall include all:
 - a. Daily School Resource Officer Activity Reports;
 - b. PD Form 251s; and
 - c. PD Form 379s.
 10. Submit a weekly report summarizing significant events involving DCPS students during the week to the:
 - a. District Commander; and
 - b. School Safety Division Area Coordinator.
- C. The School Safety Division Area Coordinator shall:
1. Be the rank of Lieutenant.
 2. Obtain copies of all PD Form 379s, completed the prior day, from the District Administrative Office, in the absence of the SROC.
 3. Attend scheduled meetings with District Commanders and Regional Assistant Chiefs to:
 - a. Provide information regarding school security initiatives; and
 - b. Discuss matters of mutual importance.
 4. Notify, the affected District Commander and/or Watch Commander, SRO, SROC, and a DCPS official, within 30 minutes of receiving new information regarding potential significant incidents that could spillover into schools within their districts.
 5. Coordinate relevant information sharing with the following:
 - a. Youth Investigations;
 - b. Youth Violence Prevention Division; and
 - c. Gang Intelligence Task Force.

6. Develop a trend analysis of reported incidents in and around the schools with the assistance of other School Security Division staff.
 7. Develop intervention strategies in coordination with SROs, SROCs and school officials to be approved by the Manager, School Safety Division prior to implementation.
 8. Review the communications linkages (outlined in this order) that are maintained by SROCs and SROs with PSA officials and school officials to ensure the communication is effective and has value.
 9. Monitor the implementation of strategies to prevent spillover violence in the vicinity of one or more schools to ensure that the desired impact is being achieved.
- D. The Office of Security Services, Assistant Chief, shall:
1. Ensure that the communications protocols set forth in this order are maintained and utilized by all School Safety Division members. Monitor and collate all information regarding issues brought out at mandated internal meetings.
 2. Ensure that the School Safety Daily Status Report is completed and loaded onto the MPDC Intranet by 0930 hours daily, Monday-Friday, when schools are in session.
 3. Act as the conduit between DCPS and MPD on all issues of policy and procedure regarding school safety. Liaison with other educational entities (charter schools, private schools, etc.) regarding school safety issues.
 4. Conduct studies and research into best practices of school safety related issues and coordinate implementation of these practices with MPD units.
 5. Upon the request of Chief of Police, prepare reports and findings regarding strategies to prevent spillover violence and other school safety related issues.
- E. Police Service Area (PSA) Officers shall:
1. Upon the receipt of a PD Form 377 follow-up assignment document all actions taken to prevent spillover into the community on their PD Form 775 (Daily Vehicle Inspection and Activity Report).
 2. Update pertinent information on the PD Form 377.
 3. Immediately notify his/her PSA Sergeant upon gaining new information/intelligence regarding a potential significant incident that may spillover into a DCPS.

4. When a juvenile is contacted, arrested, truant, or in violation of curfew hours, enter the name of the school that the juvenile attends on the appropriate PD Form 379 (Juvenile Reporting Forms).
- F. Police Service Area (PSA) Sergeants shall:
1. Upon receipt of a PD Form 377 ensure that the affected PSA is made aware of the potential for a spillover incident within their PSA.
 2. Ensure the PSA member assigned a PD Form 377 for follow-up documents all actions taken regarding the possible spillover incident on his/her PD Form 775 for that tour of duty and the PD Form 377.
 3. Review and approve the updates to the PD Form 377 and coordinate actions with School Safety Division members.
 4. Notify the School Safety Division Area Coordinator upon gaining new information/intelligence concerning a potential significant incident that could spillover into a DCPS school.
- G. Upon notification, District Watch Commanders shall ensure that the affected PSA is made aware of the potential for a spillover incident within their PSA and documents follow-up activities on the PD Form 377.

V. CROSS REFERENCES

- A. Related Directives
1. General Order 305.1 (Handling Juveniles)
 2. General Order RAR-310.08 (MPD School Safety Division)
 3. General Order SPT-401.01 (Field Reporting System)
 4. MPD Standard Operating Procedures (Security Management of DC Public School Campuses)
 5. MPD Standard Operating Procedures (Use of Force in DC Public Schools)
 6. MPD Standard Operating Procedures (MPD School Resource Officers, Coordinators and School Safety Division Lieutenants Roles and Responsibilities)
 7. MPD Standard Operating Procedures (Recovery of Evidence, Contraband and Property In and Around DCPS Campuses and School Facilities)
 8. MPD Standard Operating Procedures (Code of Conduct for MPD DC Public School Contract Security Officers and Special Police Officers)

9. MPD Standard of Operating Procedures (Handling Cases of Suspected Corporal Punishment in DC Public Schools)
10. MPD Standard Operating Procedures (Controlling Access to DC Government School Buildings)
11. D.C. Official Code §16-2333 (Police and other law enforcement records)

B. Related Forms

1. PD Form 251 (Incident-Based Event Report)
2. PD Form 252 (Supplement Report)
3. PD Form 379 (Juvenile Reporting Forms)
4. PD Form 377 (MPD School Incident-Spillover Report)
5. PD Form 346-C (Daily School Resource Officer Activity Report)

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:MJF:PJN:klw:mcw