I. PURPOSE

The purpose of this order is to provide information to support the efficient handling of incidents and offenses involving schools, students, and school staff that occur on public, charter, or private school grounds or within close proximity to schools or safe passage zones during the school day or immediately before or after school in the District of Columbia (DC).

In addition, this order provides for the prevention, detection and investigation of incidents of alleged corporal punishment (e.g., simple assault) occurring on public, charter, or private school grounds.

II. PROCEDURES

A. General

1. In accordance with GO-PER-201.26 (Duties, Responsibilities and Conduct of Members of the Department), members are reminded not to make inquiries into any person’s immigration status, including students, for the purpose of determining whether they have violated the civil immigration laws or for the purpose of enforcing those laws.

2. Members responding to school-related incidents and offenses shall include the statement “School-Based Event” at the beginning of their internal narrative and select the “School-Based Event” checkbox in the records management system (RMS) “Incident Statistics” section when completing their field reports.

3. School resource officers shall not report any information regarding a
student's suspected crew or gang affiliation, or that of their family members, to any law enforcement agency for the purpose of including such information in a crew or gang database nor shall any such information shared by or derived from a school resource officer be otherwise included in any District government crew or gang database.

B. School-Based Incidents and Offenses

1. School administrators and teachers are responsible for school discipline. School resource officers (SROs) shall not be involved with the enforcement of school rules or disciplinary infractions that are not violations of the law.

2. Members shall not stop, serve a custody order on, or take into custody DCPS or public charter school students at DCPS or public charter schools or on their grounds:

   a. For school-based offenses unless:

      (1) The offense is alleged to be a crime of violence (DC Official Code§ 23-1331(4)).

         a. In these cases, prior to stopping, serving a custody order on, or taking into custody, members shall consult with the School Safety Division (SSD) watch commander.

         b. The SSD watch commander shall consult with the school administration and the Office of the Attorney General to determine if there are reasonable alternatives to stopping, serving a warrant on, or conducting an arrest and shall present a copy of any warrant to the school's principal or assistant principal.

      (2) The offense is an intrafamily offense requiring mandatory arrest (DC Official Code §16-1031 (Arrests)).

      (3) Existent circumstances exist.

   b. For non-school-based offenses unless exigent circumstances exist.

3. Members who take police action inside a school under exigent circumstances shall keep the school principal and school security informed as soon as safe and practical.

4. In all cases, the arrest of a student shall be limited to cases where all reasonable efforts have been made to divert the student from entry into the criminal justice system. When possible, and in cases where there are no immediate public safety concerns, members shall prepare an affidavit for an arrest warrant or custody order in lieu of an on-scene arrest.
NOTE: Members are reminded that the arrest of a juvenile who is 12 years old or under must be approved by the Youth and Family Services Division (YFSD) watch commander.

5. When effecting an arrest while school is in session, members shall take reasonable steps to avoid disruption to other students.

6. Members responding to school-based incidents or offenses that occur **during SSD operational hours** (between 0900 and 1730 hours, Monday through Friday, with the exception of holidays) shall contact the Command Information Center (CIC) to have an on-duty SSD official notified.

7. The notified SSD official shall contact the responding member as soon as practicable, and ensure that:

   a. An SRO responds to the scene to handle the assignment including, but not limited to:

      (1) Identifying involved youth and acquiring information on associates;

      (2) Obtaining video footage;

      (3) Checking school attendance records; and

      (4) Completing the appropriate field report in the RMS.

   b. The call for service is handled consistent with Department policy and that copies of any completed reports (e.g., incident report, arrest report) are forwarded to the SSD administrative email box (**ssd.adminbox@dc.gov**).

8. Members responding to school-based incidents or offenses occurring **after SSD operational hours** shall handle calls for service consistent with Department policy and procedure without SSD assistance, notify the YFSD watch commander, and ensure that completed field reports are forwarded to **ssd.adminbox@dc.gov**.

C. Allegations of Corporal Punishment

1. Members shall not allow any teacher, administrator, other school employee, or other person (including, but not limited to, another student under exigent circumstances) to subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or by a school official.

   NOTE: Parents or guardians cannot authorize the use of corporal punishment by DCPS, DCPCS, or private school employees.

2. Preliminary Investigations and Notifications
a. SROs responding to an allegation of corporal punishment shall ensure an SSD sergeant has been requested to respond, if not already present.

b. The SSD sergeant shall ensure the SSD lieutenant is notified of allegations of corporal punishment.

c. The SRO shall conduct a thorough preliminary investigation including, but not limited to:

   (1) Separating and interviewing all involved parties in a private area (e.g., an office), with the principal, or his or her designee present and obtaining the names of any potential witnesses.

   (2) Keeping information regarding involved parties confidential. The public address system shall not be used to summon involved individuals to administrative offices.

   (3) When reviewing circumstances surrounding assaults related to corporal punishment, considering:

      (a) Whether the action taken was in self-defense or defense of others and was proportionate to the student’s conduct and was the least intrusive means of controlling the situation.

      (b) Whether the action taken against the student was for the protection of the educational environment or to regain or maintain order and was a last resort after all other reasonable means had been exhausted and was the least intrusive means of controlling the situation.

   (4) Preparing a “Corporal Punishment Allegation” incident report for allegations of corporal punishment that cannot be verified on the scene including allegations where additional investigation is needed.

   (5) Notifying:

      (a) For allegations at a public school - the DCPS Office of School Security.

      (b) For allegations at a charter school - the District of Columbia Public Charter School Board (DC PCSB).

d. When additional investigation is needed for a corporal punishment allegation (e.g., when all parties have not been interviewed), SRO sergeants shall ensure:
(1) The incident report is updated to include supplemental information in the internal narrative detailing the follow-up activities conducted and, if applicable, ensure the report is reclassified when there is an offense for violations of the DC Official Code.

(2) If it is determined that an offense was not committed, the incident report internal narrative is updated with the additional findings.

3. Criminal Offenses

a. In cases where the preliminary investigation leads the SRO sergeant to believe that an offense occurred (i.e., corporal punishment or assault), the SRO sergeant shall notify the YFSD watch commander and provide the following information:

<table>
<thead>
<tr>
<th>Criminal Offense Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name, Date of Birth, Address, Phone No., Current Location</td>
</tr>
<tr>
<td>Parents’ Names, Address</td>
</tr>
<tr>
<td>Suspect’s Name, Date of Birth, Address, School Position, Current Location</td>
</tr>
<tr>
<td>Observed Evidence (e.g., injuries, presence of video)</td>
</tr>
</tbody>
</table>

b. The YFSD watch commander shall ensure that a YFSD investigator responds to the scene to handle the incident.

**NOTE:** YFSD will only handle cases involving a child victim (i.e., under the age of 18).

c. When applicable, the YFSD investigator shall ensure an affidavit for an arrest warrant is prepared and presented to the United States Attorney’s Office or the Office of the Attorney General (OAG).

d. In cases of arrest, the SSD sergeant shall ensure an SSD lieutenant and the SSD commander are notified, and:

(1) For arrests at a public school - the DCPS Office of School Security is notified.

(2) For arrests at a charter school - DC PCSB is notified.

(3) For arrests involving a contract security officer (CSO) - the Commanding Officer, Security Officers Management Branch, is notified.

e. SSD lieutenants shall respond to the scene of all arrests, liaison with the affected school principal to ensure understanding and cooperation with the MPD investigation, and ensure the following
notifications are made for all arrests related to corporal punishment:

(1) Public Information Office, Office of Communications;

(2) MPD command officials, via the Command Information Center (CIC); and

(3) The DCPS Liaison.

4. The SSD commander shall maintain a listing of reported and sustained instances of criminal offenses involving allegations of corporal punishment in DCPS, DCPCS, and private schools.

D. OAG Juvenile Hotline

1. The OAG Juvenile Hotline [(202) 788-2084] is available 24 hours a day, seven days a week, to provide guidance on the following subjects, as needed:

<table>
<thead>
<tr>
<th>OAG Juvenile Hotline</th>
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<tbody>
<tr>
<td>Juvenile custody orders or warrants</td>
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<tr>
<td>Arrest or the sufficiency of evidence pertaining to any charge against a juvenile (including school-based events)</td>
</tr>
<tr>
<td>Length of detention when delays before papering or presentment occur</td>
</tr>
</tbody>
</table>

2. The hotline is not intended to assist with statistics, policy questions, case updates, juvenile detention status, or GPS tracking information.

E. Communications

1. The Office of Communications director shall ensure the release of information to the public stemming from incidents on DCPS properties involving the MPD or security contract personnel is coordinated with the DCPS Office of Communications.

III. DEFINITIONS

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assault</td>
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<tr>
<td>2.</td>
<td>Corporal punishment</td>
</tr>
<tr>
<td>3.</td>
<td>Crime of violence</td>
</tr>
<tr>
<td>4.</td>
<td>School-based incident</td>
</tr>
<tr>
<td>5.</td>
<td>SSD watch commander</td>
</tr>
</tbody>
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Robert J. Contee III
Chief of Police

RJC:KDO:MOC