

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	School Zone Incidents and Crimes
Number	13-09
Effective Date	August 26, 2013
Related to:	General Order 302.01 (Calls for Service) GO-SPT-401.01 (Field Reporting System)

I.	Purpose	Page 1
II.	Definitions	Page 1
III.	Procedures	Page 1

I. PURPOSE

The purpose of this order is to provide information to support the efficient handling of student and/or school-related crimes and incidents involving schools, students, or school staff which occur on private, public, or charter school grounds or within close proximity to schools or safe passage zones during the school day or immediately before or after school.

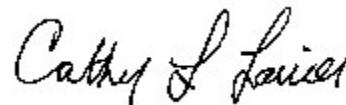
II. DEFINITION

School Security Division (SSD) Operational Hours – the hours between 0830 and 2100 hours, Monday through Friday with the exception of holidays.

III. PROCEDURES

- A. When a member responds to a school-related event that occurs **during SSD operational hours**, the member shall contact the Command Information Center (CIC) to have an on-duty School Security Division (SSD) official notified.
1. The notified SSD official shall contact the member as soon as practicable, and:
 - a. Ensure a School Resource Officer (SRO) responds to the scene to handle the assignment including, but not limited to:
 - (1) Identifying involved youth;
 - (2) Obtaining video footage;

- (3) Acquiring information on associates;
 - (4) Checking school attendance records;
 - (5) Completing required reports [e.g., PD Form 251 (Incident-Based Event Report), PD Form 163 (Arrest/Prosecution Report)]; and
 - (6) Performing other duties consistent with the needs of the case.
- b. Ensure that the matter is completed consistent with Department directives and copies of any completed reports [e.g., PD Form 251 (Incident-Based Event Report), PD Form 163 (Arrest/Prosecution Report)] are forwarded to SSD via SSD administrative email box, ssd.adminbox@dc.gov.
- B. When a school-related event occurs **after SSD operational hours**, members shall:
1. Handle the matter consistent with Department policy and procedure without SSD assistance; and
 2. Ensure that copies of any completed reports [e.g., PD Form 251 (Incident-Based Event Report), PD Form 163 (Arrest/Prosecution Report)] are forwarded to SSD via SSD administrative email box, ssd.adminbox@dc.gov.



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:BAE:GHE