

**POLICE-SCHOOL PROCEDURES AND LIAISON PROGRAM**

882.1

1. General Procedures

School officials will cooperate with Police Authorities regarding the investigation, interrogation, arrest and search of students on school property or in the school building according to established procedure. The law enforcement officer is responsible for areas where violations of the law have occurred. The following guidelines provide parameters as to when law enforcement officers can assist the school.

- A. School officials are to make attempts to resolve problems before involving law enforcement officers.
- B. Law enforcement officers can act to provide information for students who have questions or concerns about the law and how it affects them.
- C. Law enforcement officers may assist school personnel in providing classroom presentations and discussions with students on legal issues, the police profession and other relevant program processes.
- D. Law enforcement officers may assist school officials in referring students to other county or community agencies when the need arises.
- E. Law enforcement officers may assist teachers, administrators and other personnel in understanding the law, referral procedures and other portions of the criminal justice process.
- F. The Law enforcement officers are to deal with issues considered criminal activities including, but not limited to: assaults, drugs, guns, or weapons, loitering, extortion, theft, alcohol, burglaries, etc.
- G. Law enforcement officers may be invited to faculty meetings and/or other meetings of committees upon the request of school officials.
- H. Law enforcement officers shall make every effort to conduct their non-school business with students at times other than class times except with the permission of the parents or guardians, unless a warrant for the student's arrest or an official order by a judge of a children's court is presented, or the police officer has probable cause to arrest a student, as provided under Wisconsin Statutes 48.19, for emergency detention requirements under 51.15, or for any other circumstances authorized by law.

## II. School Initiated Investigations

A principal or his/her designee may exercise his/her discretion in determining whether to request assistance of law enforcement officers if there is reasonable ~~cause~~ suspicion to believe a crime may occur or has occurred at his/her school during school hours or school activities.

If the Principal or his/her designee requests assistance, the law enforcement officer may conduct an investigation within the school building and interview students as potential witnesses ~~in~~ on school premises during school days.

If the investigation focuses on a particular student as a prime suspect of a crime, the principal or his/her designee and the law enforcement officer will follow Board Policy and general guidelines set forth in this document with respect to any interrogation, search and/or arrest.

## III. Law Enforcement Officer Initiated Investigations

Law enforcement officers will make every effort to interview students outside of school hours and outside of a school setting in those cases where the investigation was not initiated by school authorities. This procedure will not apply to circumstances where imminent threats to persons or property are involved, or where other exigent circumstances exist.

If the law enforcement officers deem it absolutely necessary to interview students at school, the Police Authority shall first contact the principal or his/her designee regarding the planned visit and inform the principal and/or his designee of the need to investigate within the school and obtain his/her approval. The law enforcement officer should not commence his/her investigation until such approval is obtained.

If the principal or his/her designee is unavailable in a school, such approval may be secured from the Superintendent's office. The Police Authority may appeal to the Superintendent if it is believed that approval was unreasonably withheld.

## IV. Interrogation of Students in School

If a principal or his/her designee has requested assistance from a Police Authority to investigate a crime involving his/her school building or students, the Police Authority shall have permission to interview student suspects or witnesses on school premises during school hours. The principal or his/her designee or the Police Authority shall first attempt to notify a parent/guardian.

If criminal prosecution is contemplated by the Police Authority in an investigation initiated by school authorities, interrogation shall not commence unless a parent or guardian of the child is present. This does not apply if either or parent or guardian waives their presence at the interrogation. In situations where the parents cannot be reached, or are unwilling to attend, it is the principal's decision whether or not to proceed.

When the investigation was not initiated or requested by school authorities, law enforcement officers will make every effort to interrogate students outside of school hours and outside the school setting.

If the Police Authority deems it necessary to interrogate students at school, the law enforcement authority shall first contact the principal regarding the planned interrogation, inform the principal of the necessity to interrogate the student within the school, and obtain the principal's his/her designee's approval. The law enforcement officer shall not commence his/her investigation until such approval is obtained. If the Police Authority believes approval is unreasonably withheld, an appeal may be made to the Superintendent.

When a student is interviewed as a victim of abuse or neglect, a parent or guardian need not be notified or involved if said notification might compromise or hinder the investigation or endanger the student. Additionally, law enforcement officers or social workers may conduct these investigations (child abuse) without the presence of a school official.

#### V. Custodial Arrests at School

No law enforcement officer shall arrest or take custody of any student in school during school hours except upon the lawful request of the Principal, when the law enforcement officer has "Probable Cause" to arrest for a felony or misdemeanor, an arrest warrant or juvenile commitment order, or for other reasons as set forth in Wisconsin Statutes 48.19.

In cases where the student is to be taken into custody, the law enforcement officer shall first contact the Principal or his/her designee and advise him/her of the nature of the custody. The student shall first be summoned to the administrative office by the Principal or his/her designee.

In emergency situations involving a felony or misdemeanor or when a law enforcement officer is in hot pursuit of a student for such a crime, the law enforcement officer shall have the right to apprehend such student without first notifying the Principal or his/her designee. However, when removing the student from the school grounds, the law enforcement officer shall inform the Principal or his/her designee and the student's parents/guardians of the arrest.

The Principal or his/her designee shall record the name of the law enforcement officer, the time of the arrest or custody, the name of the issuing authority of any arrest warrant, the nature of the crime for which apprehension is made, and the place of custody or detention after an arrest of a student has been made.

## VI. Search on School Grounds

If a Principal has information that he/she believes to be true, e.g., that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature, is located in a certain student's locker, desk or student's automobile, the Principal or his/her designee may request assistance from a Police Authority. If such assistance is requested by the Principal, a search warrant may need to be obtained, unless one of the court established exceptions is present.

Law enforcement officers may not conduct a warrantless search of a student's person, lockers, desks or automobiles on school grounds, unless one of the court-established exceptions to the warrant requirement is present.

The school administration maintains control over lockers and desks loaned to the students. The Principal or his/her designee may search a locker or desk as deemed necessary or appropriate by him/her

### School Liaison Officers

The school has a unique opportunity to perceive and analyze the problems of students before they become a serious problem for society. With this unique opportunity, it is important that schools work closely with the Police Authority and other social agencies to prevent and resolve anti-social patterns of behavior. The Police-School Liaison Program is established on a cooperative basis to work with our youths in detecting and preventing anti-social behavior through proper education, communication and understanding between the school, police, youth, and the family. The Police-School Liaison officers have the following responsibilities:

- A. Decrease the amount of future crime by a concentrated crime prevention effort aimed at students;
- B. Provide guidance on ethical issues in a classroom setting;
- C. Provide information to students and confer with students in cooperation with school counselors;
- D. Provide information to students and confer with students, at their request.
- E. Explain the law enforcement role in society;
- F. Facilitate the reporting of crimes committed against juveniles and their property.
- G. Promote a sense of safety, enforce laws, and investigate crimes committed in or near assigned schools;

- H. Proactively provide pertinent information to law enforcement officers and assist law enforcement officers in their investigations, consistent with school and police policies; and
- I. Help juveniles and adults view the Police Authorities as helping agencies with the responsibility to protect and serve all citizens.
- J. Function as a liaison among the Municipal Court judge, Dane County Human Services, Dane County Crisis Intervention and Waunakee civic organizations.

The PSL officer does not need to contact parents/guardians prior to speaking with a student if the student initiates the contact

The PSL shall not commence with interviews or interrogation of a student unless a parent or guardian of the child is first contacted. In situations where the parents cannot be reached, or are unwilling to attend, it is the principal's decision whether or not to proceed.

The school district will provide the PSL officer with student directory information and emergency contact information through the school's student information system.

Participation in Community Recreational Youth Programs

The PSL officer will work with various community organizations in the development of a youth recreational program. The department will not manage recreational programs, but department personnel may participate in such programs on a voluntary basis.

Should any section of this policy be held invalid by operation of law or by any court, enforcement of that section shall be restrained.

Legal Ref.:	Sections	48.19	Wisconsin Statutes
		48.396(1m)	
		48.981	
		118.127	
		118.257	
		118.16	
		118.162	
		946.40	
		946.41	

Cross Ref.: 445, Interrogations  
445.1, Searches  
454, Child Abuse/Neglect  
347.1, Student Records  
347.2, Law Enforcement/Court/Social Services Records  
445.2, Child Enticement  
882-Exhibit  
882.2, Sex Offender Notification  
882.2-Exhibit

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Waunakee Community School District