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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

COOPERATION WITH LAW ENFORCEMENT AGENCIES

These administrative guidelines are intended to facilitate ongoing cooperation between school officials and law enforcement agencies. Cooperation between the school and police department on matters involving students shall be based on communication and coordination between the office of the building administrator and the designated police officer assigned to partner with schools. If an on-duty police officer wishes to come to the school for official business, the officer must first contact the school administration.

I. Procedure for investigations, arrests and release of students to police for non-school related conduct.

The principal or designee will make the final determination as to whether law enforcement authorities should be allowed to conduct an interview with a student at school. Prior to making this decision, the principal or designee will consult with the superintendent, assistant superintendent, or chief human resources and administrative officer. Some of the factors the principal may consider are:

- A. Has the officer tried to interview the student outside of school, if practical? Why or why not? (e.g. the officer works the day shift)
- B. Has the officer tried to notify the parents/guardian? Why or why not?
- C. How serious is the offense being investigated?
- D. Is there an urgency to the investigation that would necessitate interviewing the student at school (e.g. the officer has been unable to make contact with the student outside of school, the offense may have an impact on the school environment or other students, etc.)?

Note: This is a non-exclusive list and the principals should use their professional judgment when considering other factors.

Principals and police officers are encouraged to contact the District Office whenever they have a question or a disagreement regarding police access to students.

Throughout this process, all attempts should be made to avoid embarrassing the student before teachers and peers and to avoid disrupting the educational program of the student by making the student miss class time. Law enforcement personnel should remain in the administration office

1 while school personnel seek out the student. If the arrival of law
2 enforcement personnel was widely noticed by students, attempts should be
3 made to delay seeking out the student being interviewed or arrested for a
4 reasonable amount of time, so that it is not obvious to other students why
5 the student is being pulled from their schedule.
6

7 Before removing a student from the school in a non-school related incident,
8 police officers shall leave documentation for the removal that will be kept on
9 file with the school office.

10
11 The principal should attempt to notify the parents/guardian immediately and
12 document the contact.
13

14 The following procedures must be followed once a decision has been made
15 to allow a police officer to interview a student in school or take a student
16 into custody:
17

18 19 **II. Arrest**

20
21 A. When licensed police officers have a warrant for or probable cause to
22 arrest a student, they must be permitted to arrest the student.
23 However, whenever possible the arrest should be conducted in an
24 office out of the view of the other students. When removing a student
25 from the school in a non-school related incident, police officers will
26 assume full responsibility for the student. The schools should contact
27 the police department for verification of an officer's name and status
28 before releasing a student whenever an officer is outside their
29 jurisdiction or unknown to the school.
30

31 B. Agents of the federal government, postal inspectors, treasury agents
32 and agents of the Federal Bureau of Investigation also have the power
33 to arrest. Normally, their contacts with the school will be for the
34 purpose of investigation, and they usually cooperate with the local
35 police in making arrests. However, on occasion this authority may be
36 exercised directly; and when they feel it necessary to take a student
37 into their custody, they shall assume full responsibility for the student.
38
39

40 **III. Interview**

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42 The following procedures apply to students **who are under the age of**
43 **eighteen**. Students eighteen years of age or older may agree to talk to
44 police officers without prior parental notification or school administration
45 being present during the interview.
46

47 A. Prior to the interview, a reasonable attempt shall be made to notify the
48 parent/guardian (except in cases of suspected child physical or sexual
49 abuse or child neglect pursuant to the Reporting of Maltreatment of
50 Minors Act, Minnesota Statutes Chapter 260E). Reasonable attempt to

- 1 notify shall include phone and email. The purpose of notification is to
2 inform the parent/guardian that an interview is going to take place at
3 school.
4
- 5 B. The principal or designee will notify the officer(s) of the
6 parent/guardian's response, if the principal or designee has been able
7 to communicate with the parent/guardian.
8
- 9 C. In the presence of the student and the officer, the principal or designee
10 will notify the student and the officer of the parent/guardian's
11 response. The principal or designee will also notify the student that
12 they do not have to speak with the officer if they do not wish to do so.
13 At this time the principal or designee will consult with the
14 superintendent, assistant superintendent, or chief human resources
15 and administrative officer prior to any interview occurring.
16
- 17 D. If a parent/guardian requests to be present during the interview this
18 request should be accommodated unless the seriousness of the
19 offense or urgency of the investigation requires immediate interviewing
20 by the police.
21
- 22 E. If the officer(s) are not able to comply with the parent/guardian's
23 response, the administrator will notify the parent/guardian that the
24 interview is occurring against the parent/guardian's desires.
25
- 26 F. If the parent/guardian cannot be reached prior to the interview, the
27 school should send written notification and attempt to leave a
28 voicemail message informing the parent/guardian that an interview has
29 taken place.
30
- 31 G. The student being interviewed may request whether or not to have a
32 school administrator present for the interview. If an administrator is
33 present during the interview, they should not take part in the
34 questioning. Administrators shall at all times remain neutral observers.
35
- 36 H. All interviews should be conducted in a private room or area where
37 confidentiality can be maintained. This should be an area removed
38 from observation by or contact with other people and school
39 personnel.
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42 **Legal References:**

43 Minn. Stat. § 126C.44 (Crime Related Costs Levy)
44 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
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47 Dated: November 18, 1996

48 Reviewed: July 19, 2004

49 Revised: November 19, 2001; May 7, 2018; March 4, 2024
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