

## 5-401.A Police Interview Notification - Student Interview, Interrogation, Searches, & Arrests Form

### Form for Peace Officer Signature

Officer: \_\_\_\_\_ Badge Number (if applicable): \_\_\_\_\_  
Agency: \_\_\_\_\_ DR# (if applicable): \_\_\_\_\_  
Position: \_\_\_\_\_ Division: \_\_\_\_\_  
Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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### Action by Officer/Agency (check all appropriate boxes)

- ☐ **Interview Request** - On behalf of the agency, I request the school administrator make this student available for interview. The agency assumes full responsibility for conducting the interview.
- ☐ **Custody Transfer Request** - On behalf of the agency, I request the school administrator transfer custody of this student to me for removal from school. The agency assumes full responsibility for the student while in custody.
- ☐ **No Parent/Guardian Notification** - It is the District's policy to make a reasonable effort to notify the parent or guardian before interviewing a student or taking a student into custody. By checking this box, I am indicating that because of the special circumstances of this investigation, I have directed the school to not contact the student's parent or guardian. My agency will notify the student's parent or guardian, as appropriate and in accordance with applicable law. **If this box is not checked, the school will notify the parent or guardian.**

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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### Action by School Administrator Regarding Parent/Guardian Notification (check only one box)

- ☐ Parent/guardian not notified as directed by law enforcement officer.
- ☐ Parent/guardian notified on (date/time): \_\_\_\_\_
- ☐ Attempt(s) to notify parent/guardian made on (date/time): \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Distribution:** Place original form in school file and provide a copy to the officer/agency.

\* This form may be used for: (1) Interview requests and custody transfers by law enforcement officers,

(2) Custody transfers by peace officers, (3) Custody transfers by DCS officials for student visits off campus with parents. For interviews on campus that do not involve custody transfers, probation officers only need to show I.D. and sign in on the school's visitor's log.