

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 8.37
ELECTRONIC SCANNING
(GUIDELINES FOR USING WEAPONS DETECTORS)**

The following procedure will govern the utilization of metal detectors (e.g., walk through detectors and hand-held wands) on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property:

(1) SCREENING PROCEDURES DURING THE REGULAR SCHOOL DAY

- (a) Screening should be done by at least two (2) trained staff members during student arrival time – a primary screener and a secondary screener. After normal student arrival has ended, the screening detectors may be monitored by a single trained member of the office staff.
- (b) Individuals will pass through the screening detectors one-at-a-time, at a normal pace, and on centerline.
- (c) Individuals will carry their backpacks on their backs or on their front using both straps. Individuals being screened will ensure they do not touch or make contact with the pillars.
- (d) Individuals who carry non-backpack items (i.e., bags, purses, or music equipment) must carry the items down the centerline and not at their sides.
- (e) Individuals shall remove Chromebooks/laptops from their bags and hand them to the screener or place them on the table before entering the screening gate. Students may be asked to remove additional items prior to entering the screening gate, including but not limited to:
 1. Umbrellas
 2. Metal glasses cases
 3. Larger metal instrument cases
 4. Athletic gear
 5. Three-ring binders
 6. Metal lunch boxes
- (f) In instances where the individual cannot clear the screening detectors without an alert, they will be directed to secondary screening.

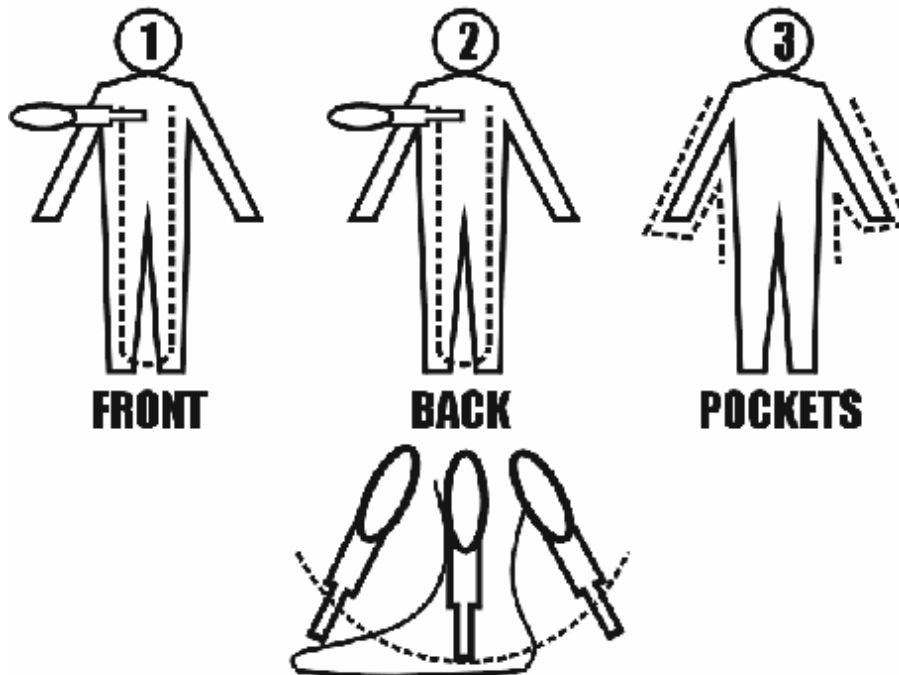
(2) SECONDARY SCREENING PROCEDURES

- (a) Individuals will be instructed to remove backpacks and purses and hand them to the secondary screener for inspection. At no time will the individual be allowed to access their backpack or purse after it has been turned over to the screener for inspection.
- (b) Individuals will then go through the screening pillars again. If individuals cannot clear the secondary screening process, they will be asked to move aside for additional scanning, which may include hand-held detectors (wands) or other screening technology.
- (c) Individuals will not be permitted to enter the building until they clear the screening process.

(3) Hand-Held Detectors (as applicable)

- Some schools or school-sponsored events will utilize hand-held detector electronic scanning:
- (a) Individual is to be scanned using proper scanning techniques:
 1. Front — Down from left shoulder to left ankle, across to right ankle, up to right shoulder
 2. Back — Down from left shoulder to left ankle, across to right ankle, up to right shoulder
 3. Pockets — Double-check pocket areas per following diagram
 4. Ankle Area — Foot on crate/box; scan per following diagram

SCANNER TECHNIQUE



To scan feet and ankles, sweep the Super Scanner perpendicularly and approximately one to two inches high to avoid reinforcing bars in concrete floors.

- (b) Hand-held scanner should not touch body of the individual.
- (c) If reasonable suspicion still exists, police involvement may be necessary.

(4) IF ALARM IS TRIGGERED, AND WEAPON IS FOUND

- (a) Weapon should be cautiously confiscated and isolated, and the police are to be called.
- (b) Students will be referred to Student Services in accordance with the Milwaukee Public Schools Student Code of Conduct.

(5) IF STUDENT REFUSES TO BE SCREENED AND LEAVES THE CAMPUS AREA

- (a) Notify district police station and apprise them of situation.
- (b) Notify parents or guardian to apprise them of situation.

History: Adopted 9-30-92; Revised 11-23-92, Revised 2-5-26

Cross Ref.: Admin. Policy 8.37 Electronic Scanning

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