

Mountain View School Police
Department

Policy and Procedure Handbook
2025-2026



Administration

Dr. Bridget Frounfelker
Director of Curriculum, Instruction, and Federal Programs
ACT 55 Coordinator

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Superintendent

Mountain View School District
School Police Department

Mission Statement

To provide a safe, secure, and supportive learning environment through partnership, education, and professional law enforcement.

Mountain View Police Officers

2025-2026 School Year

Lee Rowan, Chief of Police

Mark Mulvey, Mountain View Police Officer

Al Calzola, Mountain View Police Officer

Mountain View Police Department Location

Mountain View Junior-Senior High School

11748 PA-106

Kingsley, PA 18826

570-434-8134

Mountain View School District Job Description for School Police Officer

Job Title: School Police Officer (SPO)

Reports to: Building Principal(s)/Act 55 Coordinator

Location: Mountain View School District in Kingsley, Pennsylvania

Employment Type: Full-Time and Substitute Position

Developed By: Dr. Michael S. Elia, Superintendent of Schools

Board Approved: Monday, June 9, 2025

Job Summary:

The School Police Officer (SPO) is a law enforcement officer appointed under Pennsylvania law (Act 67 of 2019) to ensure the safety and security of students, staff, and visitors within the school district. The SPO enforces state and local laws, district policies, and provides a visible, professional security presence in all district schools (Pre K-12).

Key Responsibilities:

- Enforce all applicable laws and school district policies on school property and during school-sponsored events before, during and after school.
- Patrol school buildings, grounds, and surrounding areas to deter unauthorized activity and to ensure a safe and secure school environment.
- Investigate criminal activity, threats, or suspicious behavior involving students, staff, or visitors.
- Assist in emergency preparedness planning and drills (lockdowns, evacuations, shelter-in-place).
- Respond promptly to incidents, altercations, and emergencies and coordinates with State law enforcement and emergency responders.

- Prepare detailed incident and arrest reports; maintain proper documentation for legal and administrative purposes.
- Work collaboratively with school administrators, school counselors, and teachers to resolve disciplinary or behavioral issues.
- Build positive relationships with students to foster trust and promote a safe school climate and culture.
- Attend and participate in school safety training, threat assessments, safety audits, and all relevant safety and security workshops and conferences.
- Assist with traffic control during student arrival and dismissal or special events.
- Provide security at extracurricular activities (e.g., sports, dances, board meetings) as required. May provide testimony in court or administrative hearings related to school incidents.
- Present classroom lessons to students on school safety and techniques.
- Manage all fingerprinting security hardware and software for the district.

Required Qualifications:

- **Act 120 Certification** (Municipal Police Officer Training) or equivalent.
- Appointment as a School Police Officer by the **Court of Common Pleas** as required by **PA Act 67**.
- At least 5 years of law enforcement experience (typically 5 years or more preferred).
- Valid Pennsylvania driver's license.
- Ability to pass criminal background checks and child abuse clearances (Act 34, Act 114, Act 151).
- Prior experience working with youth or in a school environment.
- Training in trauma-informed care, adolescent behavior, or de-escalation techniques.
- Familiarity with Pennsylvania public school laws and FERPA.
- Successfully complete the Basic School Resource Officer offered by the National Association of School Resource Officers or equivalent course of instruction approved by the Commission.

Skills and Competencies:

- Strong interpersonal and communication skills.
- Conflict resolution and crisis intervention abilities.
- Cultural sensitivity and the ability to work in a diverse school community.
- Professionalism, discretion, and sound judgment.
- Physical ability to perform security and emergency response duties.

Working Conditions:

- Indoors and outdoors in various weather conditions.
- High visibility in classrooms, cafeterias, hallways, and during large gatherings.
- May involve physical activity such as walking, standing for long periods, or responding to emergencies.

Section 1: Mountain View Police Officer Specific Duty Requirements

1. Mountain View Police Officers have authority and jurisdiction over all properties within the Mountain View School District, including school buses that transport students on and off school property.
2. Officers will have a working knowledge of all Mountain View School District properties.
3. Officers should be on site and visible from the beginning until the end of their shift.
4. Mountain View Police attire should not display non-approved information without written approval by the Superintendent or his/her designee.
5. Mountain View Police Officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.
6. Officers should have a neat, clean and professional appearance at all times.
7. If an officer is absent from duty, the officer will call or text the building principal and call off through the district approved method of reporting an absence.
8. Officers will be visible and provide traffic control during the arrival and departure of students.
9. Officers will investigate criminal activity committed on or adjacent to school property.
10. Officers will confer with the building administration to develop plans and strategies to prevent or minimize dangerous situations on or near the Mountain View School campus and/or involving students at school-related activities.
11. Officers will act as a resource for the school administration in investigating criminal law violations occurring in the school, on school property, or off campus school events.
12. When requested, officers will assist other law enforcement officers with outside investigations concerning students attending the Mountain View School District.
13. Officers will serve on the school Threat Assessment Team.
14. Officers should not contact agencies outside the school district, under normal circumstances, without prior approval of the building principal unless there is an emergency that requires the communication.

15. The Mountain View Police Department is an extension of the School Administration and will assist in all matters of safety and security as directed by the administration.
16. Officers will refrain completely from functioning as a school disciplinarian. The School Police will not be involved in the enforcement of disciplinary infractions which do not constitute violations of law. Officers are not to make administrative decisions regarding student discipline. All student infractions within the school which require student disciplinary action shall be referred to the administrative staff in the elementary or high school.
17. Officers shall maintain confidentiality regarding all incidents, incident reports, student/staff information and security operations to protect the rights of others, and to promote the good order and safety of the schools.

Section 2: Daily Duties and Expectations

The Mountain View Police Officers daily activities include the following, but are not limited to:

1. Greeting staff, students, parents and visitors in a friendly and kind manner to support the welcoming environment of the schools.
2. Patrolling the entire school building daily.
3. Check exterior doors, which must be closed and locked at all times.
4. Patrolling the outside perimeter of the building.
5. Officers will be visible and mobile throughout the school day.
6. Patrolling the hallways and any high traffic areas
7. Monitoring the cafeteria during lunch periods.
8. Officers will provide guidance to students who are moving through the hallways if necessary.
9. Officers will be vigilant for any suspicious activity or articles throughout the school day.
10. Inspect and monitor the stairwells and open storage areas for suspicious activity.
11. Officers will become familiar with the building staff and their routines.
12. Developing professional relationships with all faculty and staff members.
13. Monitoring and inspecting student restrooms to ensure students are not congregating, while respecting the privacy of staff and students. The officer will work with building administration to ensure all restrooms are monitored and inspected for safety and security purposes.
14. Monitor visitors as they approach and leave the building.

Section 3: Security Procedures

1. Students in the hall during classes must have permission to be in the hallway. High school students should have a legitimate pass through the Smart Pass system.
2. All doors, stairwells, hallways, and perimeters should be monitored the entire shift.
3. All individuals walking through the hall should be checked as a school employee or school visitor with proper documentation.
4. All unauthorized individuals shall be escorted back to the main office.
5. Students are not permitted to have visitors with them during school hours.
6. Students who graduated previously may not walk throughout the building unless specifically approved by an administrator.

Section 4: Interviewing Students

The Mountain View School Police shall not interview a student alone without authorization from the school administration and the parent or guardian of the student. Should a Mountain View Police Officer's presence be requested by the school administration, the following section explains the duties and responsibilities of the officer during the interview. Under all circumstances, the officer and/or the administration, will ensure the student's rights during any interview are explained.

1. Only under the specific direction of the building administration, the Mountain View Police Officer will assist the administration when students are being interviewed. At all times, the administrator shall be in charge of and direct the student interview. The presence of the officer shall provide security and serve as a witness at the request of the school administration. In the event of a criminal offense other than a summary charge, a course of action will be determined through the collaboration of the school administration and the police department.
2. In the event that information is obtained regarding an imminent threat to the safety of the students, faculty or staff, the questioning of a student by the Mountain View Police Officers may be warranted without the presence of a school administrator. All information obtained shall be immediately documented and given to the school administration and appropriate authorities.
3. If a student is believed to be intoxicated or impaired, the Mountain View Police Officer shall assist the school administration. At the direction of the administrator, the officer shall assist in expert detection.

Section 5: Search and Seizure

1. All searches will be conducted by an administrator or their designee based on [Mountain View Policy 226](#). The Mountain View Police Officer will assist the administration and provide security during the search. The Mountain View Police Officers will only search students, lockers or vehicles when
 - there is a cause to believe there is a threat to the safety and security of students or staff.
 - directed by a school administrator after the threshold of reasonable suspicion has been met.
2. All evidence that is collected during the search will be secured by the Mountain View Police Department, and shall be secured or released to the appropriate law enforcement agency or Court of Law.
3. In the event the district utilizes K-9 units to search any district property, the Mountain View Police Officer shall assist in the search under the direction of the school administration and the outside law enforcement.

Section 6: Crime Scene and Other Police Action

1. If an incident occurs on the property of the Mountain View School District that requires the officer to secure the scene, the officer shall:
 - determine if there is an ongoing threat and determine if it is contained or resolved. If an ongoing threat, additional law enforcement shall be notified
 - secure the scene.
 - render first aid.
 - detain any suspects or actors until they can be transported to court or released to a parent/guardian, or outside agency.
2. All Mountain View Police Officers will understand and be familiar with their role as a Mandated Reporter in the state of Pennsylvania.

Section 7: Training and Professional Development

Mountain View Police Officers are required to yearly maintain all required certification and training of a law enforcement officer.

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Mountain View Law Enforcement Code of Ethics
Appendix No. 001.

Performance of the Duties of a Police Officer

A MV police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Confidentiality

Whatever a police officer sees, hears or learns will remain confidential, unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy, and information obtained about them must only be released when required by law.

Integrity

A Mountain View police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by the other police officers. Police officers must avoid any conduct which would compromise integrity and undercut public confidence. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises which would cause them to question the integrity of the officer.

Cooperation with Other Officers and Agencies

Mountain View police officers shall cooperate with all legally authorized agencies and representatives in the pursuit of justice.

Personal/Professional Capabilities

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Private Life

Police officers will behave in a manner that does not discredit the Mountain View School District or themselves. (Mountain View Board Policy 317 and 317.1).

Dissemination of Protected Information

Appendix No. 002.

I. Purpose

The purpose of this directive is to establish policy guidelines of the Mountain View School Police Department which will enable this department to gather, disseminate, and receive intelligence, investigative and treatment data from other conforming criminal justice agencies. This data being classified as “protected information” by 18 Pa. C.S.A. Ss 9106

II. Policy

It is the policy of the Mountain View School Police Department to conform to the mandates of the Criminal History Information Act 18 Pa.C.S.A. Ss9101 et.seq(CHRIA).

III. Definitions:

1. Automated Systems- A computer or other internally programmed device capable of automatically accepting and processing data, including computer programs, data communication links, input and output data and data storage devices.
2. Criminal History Agency-a court, including the minor judiciary, with criminal jurisdiction or another governmental agency, or sub-unit thereof, created by statute or by the State of Federal Constitution, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to that function. The term includes organized state and municipal police departments, local detention facilities, county, regional and state correction facilities; probation agencies; district or prosecuting attorneys; parole boards, pardon boards and agencies or sub-units thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal Constitution, or both.
3. Protected Information- intelligence, investigative or treatment information
 - a. Intelligence Information- Information concerning the habits, practices, characteristics, possessions associations or financial status of an individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity.
 - b. Investigate Information- Information assembled as result of the performance of an inquiry, formal or informal, into a criminal incident or an

allegation of criminal wrongdoing and may include modus operandi information.

c. Treatment Information-Information concerning medical, psychiatric, psychological, or other rehabilitative treatment provided, suggested or prescribed for an individual charged with or convicted of a crime.

4. Repository- A location in which history record information is collected, compiled, maintained and disseminated by a criminal justice agency.
5. Central Repository- The central location for the collection, compilation, maintenance and dissemination of criminal history record information by the State Police.
6. Criminal History Record Information- Information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates, and notations of arrests, indictments, information and other formal criminal charges and dispositions arising there from. The term does not include intelligence information, investigative information or treatment information, including medical and psychological information or information and records specified in 18 Pa.C.S.A. 1904 (relating to scope)

IV. Procedures

1. Intelligence Officer- The Chief of Police is designated as the intelligence officer and will be responsible for the classification, computerization and dissemination of all "protected information" classified in CHRIA. Other members of the department may be designated to perform this duty on a needed basis upon approval of the Chief of Police. Officers are not permitted to release this information.
2. Collection of Protected Information- The department will collect protective information in its automated system only when the following conditions are met:
 - a. The information concerns an individual or group who has met the threshold of probable cause.
 - b. The information is related to criminal activity that would give rise to prosecution for a state offense graded a misdemeanor or felony or for a Federal offense for which a penalty is imprisonment for more than one year.
 - c. The information is categorized based upon subject matter.
 - d. The information does not concern participation in a political, religious or social organization, or in the organization or support of a nonviolent demonstration, assembly, protest, rally or similar form of public speech, unless there is a reasonable suspicion that the

participation by the subject of the information is related to criminal activity or prison rule violation.

- e. The intelligence information is not collected in violation of state law.
3. Protected information will not be collected for, or transferred to the central repository maintained by the Pennsylvania State Police.
4. Security of Protected Information- The confidentiality of protected information will be provided for and securely maintained by:
 - a. Following department physical plant/maintenance policy to reasonably protect repository from theft, sabotage, and man-made or natural disasters.
 - b. Properly selecting, supervising, and training personnel authorized to have access to protected information.
 - c. Ensure that, where computerized data processing is employed, the equipment utilized for maintaining intelligence information, investigative information or treatment information is dedicated solely to purposes related to the administration of criminal justice. If the equipment is not used solely for the administration for criminal justice, the criminal justice agency is accorded equal management information, investigative information or treatment information.
 - d. Insuring that only those authorized to access protected information are electronically coded or otherwise designated to enter the automated system. A copy of the authorization list will be maintained by the intelligence officer.
 - e. Three different levels of storage of protected information will be established for reliability and sensitivity.
 - Level I: Will include all information that has been released from a reliable source and is substantiated.
 - Level II: Will include all information that has been received from a reliable source but is unsubstantiated.
 - Level III: Will include all information that has been received from an unreliable source and is not and cannot be substantiated.
5. Dissemination of protected Information-This department's intelligence officer and any other officer may only disseminate protected information if the following conditions are met:
 - a. The requesting criminal justice agency must certify that it has adopted policies and procedures consistent with this Act. This may be a verbal certification, if the agency is known to intelligence officers. In the event the

agency is unknown then a signed statement of certification will be required before release of information.

- b. The intelligence officer records on the designated form the pertinent information for a proper audit trail of disseminated protected information. This record is to be maintained separate from the individual's file.
- c. The protected information has been determined to be reliable.
- d. The requesting criminal justice agency justifies its request based on name, fingerprints, modus operandi, genetic typing, voice print or other identifying characteristic.
- e. The intelligence officer lists on the Dissemination Log: the date, purpose and agency requesting the information.
- f. In the event the intelligence officer becomes aware of/by any means that previously disseminated information is misleading, obsolete, and or unreliable, the information is to be corrected and the recipient agencies notified of the change within a reasonable time period.
- g. Protected information in the department's possession but which was not obtained through our sources may not be disseminated to another agency except if the requesting agency and our department are investigating or prosecuting a criminal matter jointly. The intelligence officer must, however, refer the requesting agency to the agency which was the source of the information.
- h. This department's intelligence officer, when requesting protected information from another agency, must certify in writing that this department complies with CHRIA.

6. Retention of Records- Department's protected information will be maintained and will be purged only with written approval from the Act 55 Coordinator and only under the following conditions.

- a. The date is no longer relevant or necessary to meet the goals and objectives of this agency.
- b. The date is obsolete making it unreliable for present purposes and updating it would be worthless.
- c. The data cannot be used for strategic or tactical purposes associated with the duties of this agency.

Board approved on: _____

Use of Force: Deadly & Non-Deadly

Appendix No. 003.

Refer to Mountain View Police Handbook Section 5 and 6

I. Purpose

The purpose of this policy is to provide officers with guidelines on the use of deadly and non deadly force.

II. Policy

The department recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force and to protect the public welfare, a careful balance of all human interest is required. Therefore, it is the policy of this department that police officers shall use only force that appears reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another individual.

III. Definitions

Deadly force: Any use for force that is likely to cause death or serious bodily harm.

Nondeadly Force: Any use of force other than that which is considered deadly force.

IV. Procedures

A. In addition to the following parameters all officers will be guided and abide by Chapter 5, General Principles of Justification, Title 18 Crimes Code of Pennsylvania, Sections 504 and 508.

B. Training and Qualifications

1. Deadly Weapons

- a. While on and off duty, police officers shall carry only weapons and ammunition authorized by and registered with the department.
- b. Authorized weapons are those with which the police officer has qualified and received departmental training on proper and safe usage, and that are registered and comply with departmental specifications.
- c. The police department shall schedule regular training and qualification sessions for duty, off duty and specialized weapons, which will be graded on a pass/fail basis.
- d. Police Officers who fail to receive a passing score with their duty weapon(s) in accordance with department testing procedures may

be suspended from duty or assigned to non-enforcement duties if available.

- e. Police Officers are not required to carry off duty weapons. However a police officer shall not be permitted to carry any off-duty weapons with which he has not been able to qualify during the most recent qualification period.
- f. A police officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to requalify before returning to enforcement duties within six months.

2. Nondeadly force weapons and methods

- a. A police officer is not permitted to use a non-deadly weapon unless qualified in its proficient use as determined by training procedures.
- b. The following non-deadly weapons are authorized:
 - 1. Police baton/night stick
 - 2. Taser (if officer attended the certification course)
 - 3. ASP Tactical baton
 - 4. OC Pepper Spray (if the officer attended the certification course).

C. Reporting Uses of Force

- 1. A written report (Department Use of Force Report FC-006) prepared according to departmental procedures will be required in the following situations.
 - a. When a firearm is discharged outside of the firing range.
 - b. When the use of force results in death or injury.
 - c. When a subject complains that an injury has been inflicted.
- 2. The ACT 55 Coordinator, with the Chief of Police, will be immediately summoned to the scene and will comply with investigative procedures as required by the department in the following situations:
 - a. When a firearm is discharged outside the firing range in all cases except animal disposal.
 - b. When the use of force results in death or serious injury.
 - c. When a subject complains that an injury has been inflicted

D. Departmental Response

- 1. Deadly Force Incident
 - a. Where a police officer's use of force causes death, the officer shall be placed on administrative duty and the case will be referred to outside law enforcement.

- b. The department shall conduct both an administrative and criminal investigation into the incident.
2. Administrative Review of Critical Incidents
- a. All reported uses of force will be reviewed by the appropriate outside agency authority to determine whether:
 - (1) Departmental rules, policy, and procedures were violated
 - (2) The relevant policy was clearly understandable and effective to cover the situation.
 - b. All findings of policy violations or training inadequacies shall be reported to Act 55 Coordinator for resolution and or discipline.
 - c. All use of force incidents reports shall be retained as required by state law
 - d. There will be regular reviews of use of force incidents by the appropriate departmental authority to ascertain training and policy needs.

Board Approved on: _____

Evidence Control **Appendix No. 004.**

Index as: Evidence
Property
Procedure

I. Purpose

The purpose of this policy is to establish guidelines for maintaining the integrity of the evidentiary chain of custody.

II. Policy

It is the policy of this law enforcement department to ensure that evidence in its custody can be properly secured and stored, readily retrieved, and that any changes in its custody have been properly and fully documented.

III. Definitions

Chain of evidence: The continuity of the custody of physical evidence from the time of original collection to final disposal which may be introduced in a judicial proceeding.

Impounding Officer: The member of this law enforcement Dept who initially receives the evidence and initiates the chain of custody.

Physical Evidence: Any substance or material found recovered in connection with a criminal investigation.

Property: Any substance or material gathered, received or discovered in connection with departmental job performance or responsibilities.

Evidence Custodian: Agency member accountable for control maintenance of all evidence accepted or stored in the agency's evidence room.

Evidence Storage Areas: Lockers utilized by officers of this department to secure evidence or property on a temporary basis.

IV. Procedures

A. Processing Evidence

1. Any member of this department who has evidence or property to be placed in evidence storage shall make an inventory of that evidence or property by utilizing a "Property Receipt", including:
 - a. Description of the item (including name, model number, date, time, two signatures, and serial number, if any),
 - b. Source (from whom or location obtained), and

- c. Approximate value of property
 - d. Temporary Storage Area used, and
 - e. When releasing property, the Property Record will be signed by the person who the property is being released to. They will then be given a copy of the receipt.
2. The impounding officer shall properly handle, mark, and package all evidence and property utilizing "Evidence Tags" and or "Evidence Stickers"
 3. After evidence or property has been properly tagged and "Property Receipt" properly completed, the impounding officer shall put evidence/ property in to one of the "Storage Areas" in the following manner:
 - a. The padlock securing the Storage Area will be unlocked without the evidence/ property inside
 - b. The padlock from the inside the Storage Area will be used to secure the Storage Area once the evidence/ property is inside.
 - c. If evidence is too large or it is otherwise impractical to put property into one of the SA's, then the officer will take necessary steps to secure and mark evidence to the best of his ability.
 4. Should the investigating officer need to remove evidence for examination, testimony etc, he will make arrangements with the Act 55 Coordinator. Officers removing the evidence shall be required to sign out evidence on Chain of Custody Portion of "Property Receipt".

B. Impounding Evidence/ Property

1. The Chief of Police shall be responsible for receiving, storing, maintaining, releasing and accounting for all evidence.
2. The Chief of Police shall be responsible for developing and maintaining a master file for all property receipts completed.

C. Storage of Evidence

1. The Chief of Police shall assign a storage location to each item of evidence and record this information on the property receipt and evidence tag/sticker.
2. Perishable items shall be stored in a refrigerator or other suitable container.

D. LOGGING AND SECURING EVIDENCE PROCEDURES

All evidence seized will be logged on the:

- A. Evidence Control Log-which will assign an Evidence Control number to the evidence along with the Incident Number, Date of Seizure, Time, Description of Evidence and Officer Logging Evidence and sign in and sign out.

- B. When evidence is removed for court or to be taken to the Lab for analysis it will be recorded on the Evidence Control Log..
- C. Each individual piece of evidence will be tagged or placed in evidence bags containing the Incident Number, Evidence Control number(s), Description of evidence, Date and Time Seized and the signature of Recording/Seizing Officer.

- D. Destruction/ Disposal of Evidence and Contraband
 - 1. Evidence and contraband that is unlawful to possess will be disposed of by court order when necessary.
 - 2. Property shall not be seized unless it is contraband, evidence, dangerous or at the request of the owner for safekeeping. Any and all property seized shall be turned over to the Chief and shall not be possessed or used by any other officer. Seized property shall be recorded on a property receipt.
 - 3. Any item of evidence contained in the evidence locker must be signed out on the evidence control log each time it is taken from the department headquarters for the court or any other purpose. Items are to be signed back in unless surrendered into court or other custody. This relinquishment of custody shall be noted on the evidence control log.

Board Approval Date: _____

Communicable Disease

Appendix No. 005.

Index as : Communicable Disease Counseling

I. Purpose

The purpose of this procedure is to provide guidelines for law enforcement officers in preventing the contraction of communicable diseases.

II. Definitions

Bodily Fluids: Liquid secretions including blood, semen and vaginal or other secretions that might contain fluids such as saliva, vomit, urine and feces.

Communicable Disease: Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual.

III. Procedures

A. Communicable Disease Prevention

1. In order to minimize potential exposure to communicable diseases, officers should assume that all persons are potential carriers of a communicable disease.
2. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
3. Masks, protective eye wear and coveralls shall be worn where body fluids may be splashed on the officer.
4. Plastic mouthpieces or authorized barrier or resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
5. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care and should be considered contaminated items.
 - a. Officers shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. The student/adult may also be asked to remove objects from this person.
 - b. Needles shall be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
 - c. Needles shall be placed in a puncture resistant container when being collected for evidentiary or disposal purposes.
6. Officers shall not smoke, eat or drink or apply makeup around bodily fluid spills.

7. Any evidence contaminated with bodily fluids will be dried, double bagged in plastic bags and marked to identify potential or known communicable disease contamination.

B. Transport and Custody

1. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has bodily fluids on his person, or has stated that he has a communicable disease.

C. Disinfection

1. Any unprotected skin surfaces that come into contact with bodily fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying.
 - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - b. Disposable gloves should be rinsed before removal. The hands and forearms should be washed.
 - c. Hand lotion should be applied after disinfection to prevent chipping and to seal cracks and cuts on the skin.
 - d. All open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.
2. Officers should remove clothing that has been contaminated with bodily as soon as practical. Any contacted skin area should then be cleansed in the prescribed fashion.
3. Non disposable equipment and areas upon which bodily fluids have been Shall be disinfected as follows:
 - a. Any excess of bodily fluid should first be wiped up with approved disposable absorbent materials.
 - b. A freshly prepared solution of one part bleach to 10 parts water or a fungicidalemycobatericidal disinfectant shall be used to clean the area or the equipment.
4. All disposable equipment, cleaning materials or evidence contaminated with bodily fluid shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste material.

D. Supplies

1. The Chief of Police is responsible for continuously maintaining and storing in a convenient location an adequate amount of communicable disease control supplies.
2. Chief of Police are responsible for dissemination of supplies for infectious disease control. Protective gloves, other first aid supplies and disinfecting materials will be made readily available at all times.

E. Line of Duty Exposures to Communicable Diseases

1. Any officer who has been bitten by a person or who has had physical contact with body fluids of another person while in the line of duty may be considered to have been exposed to a communicable disease.
2. The Act 55 Coordinator/Principal shall be contacted and all appropriate duty injuries and medical forms shall be completed by the officer.
3. After exposure the officer shall report to the appropriate health care facility for clinical and serological testing for evidence of infection.
 - a. The department shall ensure continued testing of the officer for evidence of infection.
 - b. Unless disclosure to an appropriate departmental official is authorized by the officer or state law, the officer's test results shall remain confidential.
4. Officers who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or members of the department.
 - a. The department shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the medical and health chosen by the department.
5. All personnel shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

F. Record Keeping

The department shall maintain written records of all incidents involving employees who have potentially been exposed to a communicable disease while acting in the line of duty. The records shall be stored in a secured area with limited access, and maintained in conformance with applicable privacy laws.

Board Approval Date: _____

Duty Weapons

Appendix No. 006.

I. Purpose

The purpose of this policy is to approve the department weapons and the deployment of the weapons. Also, to establish training and qualifications standards so the appropriate choice and amount of force is used.

II. Policy

The policy of the Mountain View School Police Department is to protect and serve all citizens. It is the procedure of the Mountain View Police Department that officers will use only reasonable force to bring an incident or event under control. Reasonable force is the only force which is necessary to accomplish lawful objectives.

III. Definitions

Deadly Force- force which creates a substantial likelihood of death or Serious bodily harm.

Non-Deadly Force- All uses of force other than those that create a substantial likelihood of serious bodily harm or death.

Imminent- Impending or about to occur.

Reasonable Suspicion- Means that the person concerned, acting as a reasonable person believes that the prescribed facts exist.

Electronic Control Device- Electronic Control Device, Taser, or stun-guns (electronic control weapons) that disrupt the central nervous system of the body.

Active Resistance- A subject actively resists when they take affirmative action to defeat an officer's ability to take them into custody.

IV. Procedure

A. Duty Weapons

1. Only the weapon approved by the department, an identical weapon or one specifically approved by the Chief of Police shall be carried as a primary duty weapon.
2. Only the ammunition approved by the department, identical ammunition or any approved by the Chief of Police shall be used as primary duty ammunition.
3. One secondary or "back-up" weapon may be concealed by the Officer only if he qualifies with it through an approved firearms instructor. The instructor, weapons, and ammunition must be approved by the Chief.

4. While in civilian clothes, and carrying a firearm, such firearm shall not be carried in a conspicuous manner, unless the badge is also displayed in a conspicuous manner.
5. An Officer may be at his/her discretion, carry and utilize a baton approved by the Chief of Police. Any baton provided by the Department may be considered by the Officer as approved.
6. Every uniformed officer can carry an approved form of chemical mace or its legal equivalent. Only such substances issued or provided by the department or specifically approved by the Chief of Police may be carried on duty. Officers must use sound judgement and have proper justification when using such chemicals.

B. Shot Guns and Rifles

1. Only the shotguns and rifles approved by the Act 55 Coordinator, in conjunction with the school board, may be used while on duty. Only ammunition provided by the department or identical ammunition may be used in such weapons. The Chief of Police present in any situation may allow or disallow the use of the police shotgun or rifle.

C. Discharging Firearms(except target practice)

1. The discharge of any firearm in any way connected to police work by any officer (except when dispatching dangerous or suffering animals) shall be immediately reported in writing to the Chief of Police. The weapon (uncleaned) and the spent casing(s), if found shall be delivered to the Chief.

D. Knives

1. Officers may carry knives for general use, such as cutting seat belts, or for first aid purposes. These knives, however, are not to be considered a “duty weapon” and are not to be worn on the Officer’s belt or in any way that would create a risk of suspects being readily able to obtain it.

E. Weapons Qualifications and Familiarization

1. This regulation prescribes Department Procedures regarding weapons qualification and familiarization and provides for an official permanent record of the qualification scores of each member.
2. The objective of this regulation is to ensure that each member is capable of demonstrating safe and proficient use of their duty weapon, other department weapons and personal handguns. It also provides the department the opportunity to provide training to its members in related legal and policy issues. Finally it provides a mechanism to ensure that all department and personal weapons carried by members are inspected for proper condition function and reliability.

F. Duties and Responsibilities

1. Chief of Police

- a. Ensure that periodic firearm qualification, familiarization and instruction are provided as Mandated by the Municipal Police Officers Education and Training Commission, MPOETC.
- b. Ensure that the Department provides members with a qualified Firearms Instructor, as Mandated by MPOTEC.
- c. Select and obtain firing ranges for use during qualification.
- d. Ensure that all department members comply with this directive.
- e. Report members for failing to comply with this directive and/or failing to meet mandatory qualification requirements to the Chief of Police and Act 55 Coordinator.

2. Firearms Instructor

- a. Have authority and responsibility to monitor and control all classroom and range activity associated with weapons qualification.
- b. Ensure safe and efficient handling, use and firing of all firearms and other weapons affected by this regulation during qualification and familiarization.
- c. Conduct all weapons qualifications and familiarization according to the provisions of this regulation and MPOTEC guidelines.
- d. Conduct an inspection of all Department weapons on a regular basis. Any weapon found to be missing, unsafe or in need of repair, shall report the condition to the Chief for repair or replacement.
- e. Must qualify annually as per MPOETC and it is recommended that qualifications be done by another State Certified Firearms Instructor.

3. Members- all active Police Officers

- a. Handle and fire all weapons with due regard for safety
- b. Obey all range commands of the Firearms instructor during weapons qualifications, familiarization, and/or on-duty target shooting.
- c. Qualify with the Department and Department Firearms Instructor on the date/dates set by the Chief and the Firearms Instructor, using all duty, off duty and department weapons.
- d. Other qualification arrangements are subject to the approval of the Chief.

4. Annual Weapons Qualifications and Familiarization

- a. Qualifications and familiarization of all members are required to qualify annually on department courses and by MPOETC regulations.

- b. Scheduling will be set by the Chief and the Firearms instructor and will be posted in the police station at least one (1) week in advance of the range date.
- c. Duty Weapons: Members are required to qualify on the Department Revolver or Pistol Combat Course.
Prescribed by MPOTEC, with their duty weapons
- d. Shotguns: Members are required to qualify on the Department Shotgun Combat Course with a department shotgun as prescribed by MPOTEC.
- e. Dim Light Firing: members are required to fire for familiarization on the dim light course with their duty weapon as prescribed by the MPOTEC.
- f. Department Rifles: Members are required to fire for Qualification on the Department Rifle qualification course with department rifles annually as prescribed by the MPOTEC.
- g. Personal Handgun: Members are required to qualify annually on the Duty handgun course with a personal handgun they intend to carry on an off duty status; assignment or unrelated activity.
- h. Range Supervision: a Firearms Instructor shall supervise all weapons qualifications and familiarization. The Firearms Instructor is responsible for ensuring all officers follow range rules to ensure the safety of everyone on the range.
- i. Ear and Eye Protection: All members shall wear some type of approved ear and eye protection, when target shooting on a department owned, leased acquired range during practice qualification and familiarization courses.
- j. Weather conditions: Unless an unsafe range condition is present, electrical storms, flooding, ice glazing etc, qualification and familiarization shall be conducted regardless of weather conditions as determined by the firearms instructor.
- k. Sight adjustments; Prior to the beginning of qualification or familiarization courses, time will be provided for practice or slight adjustment.

G. Electronic Control Devices Taser

1. Procedure

- a. In addition to compliance with the Mountain View School Police Department Use of Force, all deployments of an electronic control device must comply with the provisions of this electronic control device policy.

- b. Electronic Control Device shall be worn on the weak side in either a weak hand draw or cross draw position.
- c. Electronic control device deployment shall not be considered for the passively resistant subject.
Active resistance or active aggression shall be required.
 - 1. Flight from an officer, standing alone is not justification for the use of an Electronic Control Device. Officers should consider the nature of the offense suspected, the level of suspicion with respect to the person fleeing, and the risk of danger to others if the person is not apprehended immediately. Additionally, officers should consider the type of area, i.e. asphalt, railroad tracks, grass, etc.
 - 2. Officers must be trained concerning the ability of electrical charge to act as ignition for combustible materials.
 - 3. Multiple Electronic Control Device deployments against an individual may increase the likelihood of serious injury where the individual is suffering from other symptoms such as cocaine intoxication. Policy and training should encourage officers to minimize the successive number of discharges against an individual where possible.
 - 4. The Mountain View School Police Department Policy recognizes, particularly where back-up officers are unavailable, that multiple applications may be necessary to gain or maintain control of a combative individual.
- d.. No more than one officer should deploy an Electronic Control Device against a single individual at the same time.
- e. In cases where the subject is actively resisting an officer's attempt to take them into custody, but not threatening the officer with an assault it is recommended that the Electronic Control Device be used in the push (drive) stun mode.
- f. The preferred targeting is the center mass of the subject's back, however it is recognized that it is not always possible to get behind the subject.
- g. Where back-targeting is not possible, frontal targeting should be lower center mass, intentional deployments to the chest shall be avoided where possible.
- h. Officers who are aware that a female subject is pregnant shall not Use the Electronic Control Device unless deadly force would be justified due to the danger created by the secondary impact or the possibility of muscle contractions leading to premature birth.

- i. Officers shall make all reasonable efforts to avoid striking persons in the head, neck, eyes and genitals.
- j. Officers are prohibited from using the device as a punitive measure.
- k. Electronic Control Devices shall not be used against a person who is in physical control of a vehicle in motion unless deadly force would be justified.
- l. A warning prior to discharge is preferred but not always necessary for this type of force to be considered reasonable. For example, giving the subject, who is assaultive toward officers, a warning may enhance the danger to the officer and the subject time to avoid the deployment.
- m. Officers shall make all efforts to warn other officers that a deployment is about to occur.
- n. The device shall never be used on a handcuffed person to force compliance unless the subject is actively resistant and control cannot be otherwise accomplished.
- o. Officers should consider the location and environment of the subject i.e. is the subject at the top of a stairwell such that when incapacitated by the electronic control device they may fall down the stairs causing collateral injury. Officers shall avoid using Electronic Control Devices in cases where the subject is elevated i.e. roof, fire escape, tree, bridge, Stairwell, etc. Such a secondary impact may cause serious bodily injury.
- p. Officers should be aware that a subject's heavy clothing may impact the effectiveness of the Electronic Control Device.
- q. Officers should consider whether the subject has been exposed to combustible elements that may be on their person such as gasoline. The use of an Electronic Control Device on such persons may cause ignition and fire.
- r. Officers should consider the particular subject and any vulnerabilities they may have such as a person who is small in stature, pregnant women or the elderly.
- s. Alternative tactics shall be utilized where the officer has prior information that the subject suffers from a disability which would increase the danger to that person by using the Electronic Control Device I.E. a person at the scene tells an officer that the subject has a heart condition.
- t. Deployed probes that have been removed from a subject should be treated as bio-hazard.
- u. Where EMS is available their services may be utilized for the removal of darts that have penetrated the skin as long as such removal can be accomplished without causing further injury or pain to the subject.

- v. All persons who have been the subject of an Electronic Control Device deployment shall be monitored for a period of time with a focus on symptoms of physical distress. Any person who appears to be having any form of physical distress following a deployment of an ECD shall be transported to a medical facility for a medical examination. It should be noted that studies indicate that persons who suffer from excited delirium may not be immediately impacted and the onset of difficulty may occur a period of time after the police control event.
- w. Mandatory Medical Clearance at a hospital
 - i. Persons struck in a sensitive area, eyes, head, genitals, female breasts.
 - ii. Where the probes have penetrated the skin and Officer /EMS Cannot safely remove the darts in accord with this policy.
 - iii. Persons who do not appear to have fully recovered after a short Period of time defined as (10) minutes. However officers who Observe unusual physical distress should immediately call for medical assistance and should not wait the ten minute recovery period.
 - iv. Persons who fall into one of the vulnerable classes such as juveniles, pregnant women, persons who are small in stature, persons who officers become aware have a pre-existing medical conditions that increase danger and the elderly.
 - v. Subjects who request medical assistance
- x. Documentation
 - i. All deployments of ECD shall be documented including those cases where a subject complies once threatened with such Device by documenting the non-discharge uses, Mountain View School Police Force Department will be able to establish officer judgement and control as well as the deterrent effect of this tool.
 - ii. Photographs of the affected area shall be taken following the removal of darts from the subject to document injury.
 - iii. Supervisory personnel shall be notified and review all Electronic Control Device deployment for consistency with policy and training.
 - iv. Darts/ cartridges shall be properly stored and maintained as evidence following a discharge.
 - v. Officers are required to complete a "Use of Force/ Response to Active Resistance Form." Which shall be reviewed by a supervisor following ECD use.

- vi. All deployments shall be reviewed by the agency as well as training personnel.
- vii. Where there is any indication of lasting injury, claim or complaint, internal data from the device shall be maintained.
- viii. All electronic control device units will be audited monthly to ensure that all deployments/ activations have been reported as required.

Board Policy Approval Date: _____

Training
Appendix No. 007.

I. Purpose

To provide information to all department employees concerning the goals of the training program and the responsibilities of the officer in charge of this function.

II. Policy

Training has often been cited as one of the most important responsibilities in law enforcement and prevents potential liability. Training serves three broad purposes; First, well trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness.

Third, it fosters cooperation and unity of purpose.

III. Procedures

A. Goals: the goals of this department training program include:

1. Meet mandatory and in service training requirements;
2. Provide better educated, more professional personnel;
3. Provide for a more efficient and effective accomplishment of departmental objectives;
4. Improve law enforcement/ community relations;
5. Provide career development opportunities within the department;
6. Provide training in specialized areas of law enforcement;
7. Provide consistency in training with the department law enforcement responsibilities

B. Responsibilities: While training is a continual process

involving all members of this agency, the overall training function is a primary responsibility of the Act 55 Coordinator in conjunction with the Chief of Police. This responsibility will include a minimum:

1. Providing or coordinating training for both sworn and civilian personnel;
2. Planning and developing training programs;
3. Notifying personnel in writing of required training such as mandatory firearms training and all other training that is available to departmental personnel;
4. Notification will be emailed and posted on the district website and social media platforms.
5. Assuring that training programs are attended;
6. Maintaining a liaison with MPOTEC, Police Training Academies and other sources of training materials;

7. Overseeing the department field programs;
8. Maintain accurate and up to date training files on all department employees;
9. Scheduling and making arrangements for employees to attend training classes;
10. Keep certifications on all personnel up to date.

Board Approval Date: _____

Reports: Incidents/Accidents

Appendix No. 008.

I. Policy

All employees must be aware of and properly complete all required reports and paperwork as prescribed.

II. Procedure

A. Reporting: Written reports on appropriate forms will be required in all of the following;

1. Citizen Complaints/ Concerns
2. Reports of Crime
3. Follow-up investigations
4. Incidents involving arrests, citations or summons
5. All situations where an Officer is dispatched, car accidents, alarms, disturbances on campus. After hours, Pennsylvania State Police will be contacted.
6. All situations where an Officer is assigned to take action at a later time.
7. Criminal and Noncriminal cases initiated by officers.
8. Any incidents required by law to be reported.

B. Case Numbering

1. All incidents/accidents reports initiated by this department will be assigned a report number obtained by getting into the incident log and taking the next available number, by completing the log entries.
2. The number obtained from completing the Incident Log Entries is structured using the letter MVSP, a hyphen, then the 4 digit year, a hyphen and then the next sequential number, i.e. 001,002,003. This numbering system ensures no two incidents will have the same number. i.e.:MVSP-2025-001.

C. The Incident report has been designed to accomplish the following:

1. To provide means whereby officers can conduct and record preliminary investigations of a criminal offense.
2. To provide complete and accurate information for the follow-up investigation and prosecution.
3. To provide the officer and the Chief of Police with certain decision making points which will enable them to identify follow up needs.
4. To improve control of the report flow process within the department thereby improving report access and statistical recording.

5. To aid the Chief of Police in the collection of data relating to crime types, patterns, suspect information, etc.
6. To provide means for recording non-criminal incidents to be brought to the attention of law enforcement personnel.
7. To provide means of recording any information that an officer feels should be brought to the attention of agency personnel.

Board Approval Date: _____

Mountain View School Police Department Returned Property Form

I _____ did receive the following
Printed name of employee receiving property

Property from _____ on _____
Name of employee returning property

At _____ -
Time

Describe Property below and record identification numbers

The property above is being returned for the following reason: _____

Signature of person returning property

Signature of person receiving property

Signature of Witness

**Mountain View School Police Department
Criminal Charges/ Criminal Investigation
Refusal Affidavit**

I, _____ residing at _____

_____ do hereby request that matters of the
Mountain View Police Department, namely, Officers

Discontinue the criminal investigation into my complaint of _____

Which was reported on _____. I DO NOT wish to pursue criminal
charges against _____.

I make this request freely, openly and absent of any duress or coercion. I am fully aware
of the fact that the Mountain View School Police Department is willing to investigate my
complaint.

Signed _____

Date _____ Time _____

Incident # _____

Officer _____

Witness _____

Mountain View Police Department Use of Force Report

INCIDENT #	INCIDENT DATE	INC. TIME	REPORT DATE	OFFICER		
INCIDENT TYPE <input type="checkbox"/> FIELD ARREST <input type="checkbox"/> EFFECTING ARREST <input type="checkbox"/> PRISONER TRANSPORT <input type="checkbox"/> DOMESTIC <input type="checkbox"/> PUBLIC DRUNK <input type="checkbox"/> ARREST WARRANT <input type="checkbox"/> DISTURBANCE <input type="checkbox"/> OTHER						
SUBJECT NAME	AGE	Date of Birth	SEX	HEIG HT	WEIG HT	INDICATION OF INTOXICATION <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS <input type="checkbox"/> UNK.
SUBJECT TYPE OF RESISTANCE <input type="checkbox"/> NON VERBAL <input type="checkbox"/> VERBAL <input type="checkbox"/> PHYSICAL <input type="checkbox"/> EDGED WEAPON <input type="checkbox"/> CHEMICAL <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> IMPACT <input type="checkbox"/> FIREARM			SUBJECT INJURY <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> DEATH <input type="checkbox"/> NONE		SUBJECT TREATMENT <input type="checkbox"/> REFUSED TREATMENT <input type="checkbox"/> EMS ONLY <input type="checkbox"/> TREATED/RELEASED HOSP. <input type="checkbox"/> ADMITTED TO HOSPITAL <input type="checkbox"/> OTHER _____	
OFFICER #1 NAME			BADGE #		UNIFORM <input type="checkbox"/> YES <input type="checkbox"/> NO PLAIN CLOTHES <input type="checkbox"/> BADGE DISPLAYED <input type="checkbox"/> NO	
OFFICER 1 FORCE USED <input type="checkbox"/> PRESENCE <input type="checkbox"/> VERBAL <input type="checkbox"/> PHYSICAL <input type="checkbox"/> OC/CHEMICAL <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> IMPACT <input type="checkbox"/> FIREARM			OFFICER 1 INJURY <input type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input type="checkbox"/> MAJOR <input type="checkbox"/> DEATH <input type="checkbox"/> NONE		OFFICER 1 TREATMENT <input type="checkbox"/> NONE <input type="checkbox"/> SELF APPLIED <input type="checkbox"/> EMS <input type="checkbox"/> HOSPITAL <input type="checkbox"/> OTHER	
OFFICER 2 FORCE USED <input type="checkbox"/> PRESENCE <input type="checkbox"/> VERBAL <input type="checkbox"/> PHYSICAL <input type="checkbox"/> OC/CHEMICAL <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> IMPACT <input type="checkbox"/> FIREARM			OFFICER INJURY <input type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input type="checkbox"/> MAJOR <input type="checkbox"/> DEATH <input type="checkbox"/> NONE		OFFICER 2 TREATMENT <input type="checkbox"/> NONE <input type="checkbox"/> SELF APPLIED <input type="checkbox"/> EMS <input type="checkbox"/> HOSPITAL <input type="checkbox"/> OTHER	
OFFICER 1 NAME		Signature	OFFICER 1 BADGE#		UNIFORM <input type="checkbox"/> YES <input type="checkbox"/> NO PLAIN CLOTHES <input type="checkbox"/> BADGE DISPLAYED <input type="checkbox"/> NO	

OFFICER 2 NAME	Signature	OFFICER 2 BADGE #	UNIFORM <input type="checkbox"/> YES <input type="checkbox"/> NO PLAIN CLOTHES <input type="checkbox"/> BADGE DISPLAYED <input type="checkbox"/> NO
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NARRATIVE: SHOULD INCLUDE ALL SUBJECTS ACTIONS AND RESPONSES TO OFFICERS FORCE, ALSO WITNESS INFORMATION IF ANY AND DETAILS OF INJURIES TO SUBJECT,OFFICER OR OTHERS AND TREATMENT BY WHOM,HOSPITALS,WEATHER AND LIGHTING, WEATHER OR NOT FORCE OPTION CHOSEN WORKED OR HAD LITTLE OR NO EFFECT..

Mountain View School Police Department Personal Firearms Record

NAME:	STREET ADDRESS
CITY:	STATE & ZIP

HANDGUNS

#1 MAKE:	MODEL:
SERIAL NUMBER:	CALIBER:
#2 MAKE:	MODEL:
SERIAL NUMBER:	CALIBER:
#3 MAKE:	MODEL:
SERIAL NUMBER:	CALIBER:

SHOTGUN

MAKE:	MODEL:
SERIAL NUMBER:	GAUGE:

RIFLE

MAKE:	MODEL:
SERIAL NUMBER:	CALIBER:

AMMO

Caliber:	Manufacture:	TYPE:	Bullet Weight and Configure:

The above listed weapons are the weapons authorized by the Department for carry and use while employed with the Mountain View School Police Department.

Officer Signature: _____

Department Representative: _____

Date: _____