

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

226-AR-0-FORM. SEARCH/SEIZURE INCIDENT REPORT

What factors caused a reasonable suspicion that the search of the student or his/her possessions, locker or vehicle would produce evidence that the student has violated or is violating Board policy, school rules and regulations, or law?

1. Eyewitness account.

- a. By whom: _____
- b. Date/Time: _____
- c. Place: _____
- d. What was observed? _____

2. Information from a reliable source.

- a. From whom? _____
- b. Date/Time received: _____
- c. How information was received: _____
- d. Who received the information? _____
- e. Description of the information: _____

3. Suspicious behavior.

4. Time of search: _____

5. Location of search: _____

6. Was student informed of purpose of search? _____

7. Was consent of student requested and given? _____

8. Was student present at search? _____

Was the search conducted reasonable in terms of scope and intrusiveness?

1. What were you searching for? _____
2. Sex of the student: _____
3. Age of the student: _____
4. Urgency of the situation: _____
5. What type of search was conducted? _____

6. Who conducted the search and his/her title and sex: _____

7. Witnesses and titles: _____

Explanation of the search.

1. Time and location of the search: _____

2. Describe exactly what was searched: _____

3. What did the search yield? _____

4. What was seized? _____

5. Was any evidence turned over to law enforcement? _____

6. Was a parent/guardian notified of the search, including the reason for it and the scope?

7. If parent/guardian was not reached, document efforts to do so: _____

