

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 709-AR-5. FUNCTIONS OF SCHOOL POLICE

The district is committed to implementing programs designed to foster safety and security in school buildings and facilities and on district property, including the employment of school police officers.

School police officers are responsible for promoting an effective law enforcement and school-community relations program in the district directed at preventing criminal activity in the schools and students' juvenile delinquency.

School police officers will qualify with a handgun once a year.

The Superintendent or designee will be responsible for supervising school police officers and the law enforcement program in the schools.

School police officers are required to enforce federal and state laws and regulations, local ordinances, Board policy and administrative regulations, and to carry out their duties as police officers, as expressed and interpreted through the Pennsylvania Rules of Criminal Procedure.

Within the district, the functions of a school police officer are as follows:

1. Assist with the development, modification, implementation and evaluation of the district safety program.
2. Coordinate with district administrators, staff, local law enforcement agencies and courts to promote order, safety and security in the district.
3. Provide and coordinate inservice training for designated district staff.
4. Report without delay to the building principal and/or Superintendent or designee any serious or extraordinary event occurring on district property.
5. Maintain the peace on district property and in school buildings and facilities.
6. Conduct criminal investigations of violations of law on district property, on vehicles used for transportation of students, and at school-sponsored events and activities, and immediately notify the principal and/or Superintendent or designee.

7. Provide assistance in civil matters that occur on district property, such as custody disputes, etc.
8. Issue citations or arrest violators of federal, state or local laws or regulations, and provide a copy of the paperwork to the Superintendent or designee, and maintain a copy for record-keeping.
9. Provide quarterly updates of incidents, citations and arrests to the Superintendent or designee.
10. Provide transport to the Juvenile Detention Center and county jail.
11. Secure, handle and preserve evidence and related paperwork.
12. Cooperate with law enforcement authorities regarding investigations relative to incidents occurring in schools or on district property.
13. Appear at magistrate, juvenile and criminal court proceedings.
14. Coordinate transportation of witnesses to and from court.
15. Provide assistance with special truancy investigations.
16. Make referrals to social service agencies when appropriate.
17. Provide counseling to individual students at the request of the building principal or Superintendent or designee.
18. Keep in confidence students' personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
19. Assist in filing required annual state reports on school violence and weapons possession.
20. Speak to classes and/or assemblies on the law, including search and seizure, criminal law, motor vehicle law, metal detectors and other pertinent topics. Lesson plans must be approved by the building principal.
21. Be available as a resource person for classrooms and special subjects throughout the school year, with the teacher present. Lesson plan must be approved by the building principal.
22. Act as a resource person in the area of law enforcement education at the request of a district administrator.
23. Attend required inservice training, as assigned by the Superintendent or designee.

While working as a district employee, a school police officer is prohibited from:

1. Acting as a school disciplinarian; this is the administrators' responsibility.
2. Harassing and discriminating against a student, in accordance with applicable Board policy and administrative regulations.
3. Exploiting a relationship with a student or employee for personal gain or advantage.