

Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
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Purpose

The Joint Operating Committee recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment, and safeguarding school (center) property.

Authority

It shall be the policy of the Joint Operating Committee to establish and maintain a cooperative relationship between the school (center) and local police departments in the reporting and resolution of incidents that occur on school (center) property, at any school (center)-sponsored activity, or on any conveyance providing transportation to or from school (the center) or a school (center)-sponsored activity.[\[1\]](#)[\[2\]](#)

The Joint Operating Committee directs the Administrative Director to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school (center) property in accordance with state law and regulations.[\[1\]](#)[\[3\]](#)

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on school (center) property; or conduct that constitutes an offense listed under the Safe Schools Act.[\[1\]](#)[\[4\]](#)[\[5\]](#)

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Administrative Director shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school (center) property. The memorandum of understanding shall be signed by the Administrative Director, police chief and building administrator of each building, and be filed with the Office for Safe Schools.[\[1\]](#)[\[3\]](#)

In developing and updating the memorandum of understanding, the school (center) shall consult and consider the State Board of Education model memorandum of understanding. If the school's (center's) memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education model memorandum of understanding, the Administrative Director shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.[\[1\]](#)[\[3\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Administrative Director and the local police department that has jurisdiction over the school (center) property.[\[1\]](#)

Students With Disabilities

The school (center) shall provide a copy of its administrative regulations and procedures for implementing behavior support plans to each local police department that has jurisdiction over school (center) property. Updated copies shall be provided each time the administrative regulations and procedures are revised by the school (center).[\[11\]](#)[\[12\]](#)

The school (center) shall invite representatives of each local police department that has jurisdiction over school (center) property to participate in school (center) training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention.[\[11\]](#)[\[13\]](#)[\[12\]](#)

Referral to Law Enforcement

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on school (center) property, at any school (center)-sponsored activity or on a conveyance providing transportation to or from school (the center) or a school (center)-sponsored activity, to the local police department that has jurisdiction over the school's (center's) property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[\[14\]](#)[\[1\]](#)[\[4\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[12\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

Safe Schools Report

Annually, by July 31, the Administrative Director shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.[\[1\]](#)

Prior to submitting the Safe Schools report, the Administrative Director and each police department having jurisdiction over school (center) property shall do all of the following:

1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Administrative Director shall submit the report to the police department with jurisdiction over the relevant school (center) property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects

police incident data.

2. No later than fifteen (15) days prior to the deadline for the Administrative Director to submit the report to the Office for Safe Schools, the police department shall notify the Administrative Director, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Where a police department fails to take action as required above, the Administrative Director shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

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Legal	1. 24 P.S. 1303-A
	2. 22 PA Code 10.1
	3. 22 PA Code 10.11
	4. 22 PA Code 10.2
	5. 35 P.S. 780-102
	6. Pol. 218
	7. Pol. 218.1
	8. Pol. 218.2
	9. Pol. 222
	10. Pol. 227
	11. 22 PA Code 10.23
	12. Pol. 113.2
	13. 22 PA Code 14.133
	14. 24 P.S. 1302.1-A
	15. 22 PA Code 10.21
	16. 22 PA Code 10.22
	17. Pol. 103.1
	18. Pol. 113.1
	19. Pol. 323
	20. Pol. 351
	21. Pol. 904
	22 PA Code 10.24
	Pol. 113
	Pol. 805