

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 center (school) property.

Authority

It shall be the policy of the Joint Operating Committee to establish and maintain a cooperative relationship between the center (school) and **law enforcement agencies with jurisdiction over center (school) property** in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on center (school) property, at any center (school)-sponsored activity, or on any conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Joint Operating Committee directs the Administrative Director to execute and update, on a biennial basis, a memorandum of understanding with each **law enforcement agency** that has jurisdiction over center (school) property in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[6\]](#)

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 **products** by any person on center (school) property; or conduct that constitutes an offense listed **in the school safety and security provisions of School Code**.[\[2\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Administrative Director shall **form an advisory committee composed of relevant center (school) staff to assist in the development of a memorandum of understanding with law enforcement. The Administrative Director shall** execute and update, every two (2) years, a memorandum of understanding with each **law enforcement agency** that has jurisdiction over center (school) property. The memorandum of understanding shall be signed by the Administrative Director, chief **of police of the law enforcement agency with jurisdiction over the relevant center (school) property** and building administrator of each building, and be filed with the **PA Department of Education**.[\[1\]](#)[\[2\]](#)[\[6\]](#)

In developing and updating the memorandum of understanding, the center (school) shall consult and consider the **model memorandum of understanding, in accordance with applicable law and regulations**.[\[1\]](#)[\[2\]](#)[\[6\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth:[\[1\]](#)[\[2\]](#)[\[6\]](#)

1. **A procedure for law enforcement agency review of the center (school)'s annual incident report required by law, prior to the Administrative Director filing the report with the PA Department of Education.**
2. **A procedure for the resolution of incident data discrepancies in the report prior to filing the report.**
3. **Additional matters pertaining to crime prevention agreed to between the Administrative Director and the law enforcement agency.**

Students With Disabilities

The center (school) shall provide a copy of its administrative regulations and procedures for implementing behavior support plans to each **law enforcement agency** that has jurisdiction over center (school) property. Updated copies shall be provided each time the administrative regulations and procedures are revised by the center (school).[\[17\]](#)[\[18\]](#)[\[19\]](#)

The center (school) shall invite representatives of each **law enforcement agency** that has jurisdiction over center (school) property to participate in center (school) training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention.[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

{X } Training

{X } The center (school) may invite representatives of each **law enforcement agency** that has jurisdiction over center (school) property to participate in training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[\[4\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

Referral to Law Enforcement

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity, to the **law enforcement agency** that has jurisdiction over the center (school)'s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with **law enforcement** and Joint Operating Committee policies. [\[1\]](#)[\[2\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[19\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

School Safety and Security Incidents Report

Annually, by July 31, the Administrative Director shall report on the designated form, to the **PA Department of Education**, all new incidents as required by state law. [\[2\]](#)

Prior to submitting the **incidents** report, the Administrative Director and each **law enforcement agency** having jurisdiction over center (school) property shall do all of the following: [\[2\]](#)

1. No later than thirty (30) days prior to the deadline for submitting the **report** to the **PA Department of Education**, the Administrative Director shall submit the report to the **law enforcement agency** that has jurisdiction over the relevant center (school) property. The **law enforcement agency** shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects **law enforcement** incident data.
2. No later than fifteen (15) days prior to the deadline for the Administrative Director to submit the report to the **PA Department of Education**, the **law enforcement agency** shall notify the Administrative Director, in writing, whether the report accurately reflects **law enforcement** incident data. Where the **law enforcement agency** determines that the report accurately reflects **law enforcement** incident data, the chief of police shall sign the report. Where the **law enforcement agency** determines that the report does not accurately reflect **law enforcement** incident data, the **law enforcement agency** shall indicate any discrepancies between the report and **law enforcement** incident data.
3. **Prior to submitting the report to the PA Department of Education, the Administrative Director and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Administrative Director and the PA Department of Education in writing.**
4. Where a **law enforcement agency** fails to take action as required above, the Administrative Director shall submit the report to the **PA Department of Education** and indicate that the **law enforcement agency** failed to take the required action.

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Legal

[1. 24 P.S. 1306.2-B](#)
[2. 24 P.S. 1319-B](#)
[3. 22 PA Code 10.1](#)
4. Pol. 805
5. Pol. 805.2
[6. 22 PA Code 10.11](#)
[7. 22 PA Code 10.2](#)
[8. 35 P.S. 780-102](#)
9. Pol. 218
10. Pol. 218.1
11. Pol. 218.2
12. Pol. 222
13. Pol. 227
14. Pol. 323
15. Pol. 351
16. Pol. 904
[17. 22 PA Code 10.23](#)
[18. 22 PA Code 14.104](#)
19. Pol. 113.2
[20. 22 PA Code 14.133](#)
21. Pol. 216
22. Pol. 333
23. Pol. 806
24. Pol. 819
25. Pol. 824
26. Pol. 113.3
[27. 22 PA Code 10.21](#)
[28. 22 PA Code 10.22](#)
29. Pol. 103.1
30. Pol. 113.1
[22 PA Code 10.24](#)

