



TITLE: Supervision of Campus Police Officers

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ISSUER: Lawrence E. Manion, Chief of Police
School Police Department

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POLICY: The purpose of this Bulletin is to provide schools with the District's policies and procedures governing Campus Police Officers and defines the:

ROUTING
Local District
Superintendents
Administrators
Principals

- District's Campus Police Officer Program
- School site partnership of Campus Police Officers and administrators
- Responsibility for the supervision of Campus Police Officers

The criteria for the assignment, reassignment and deployment of Campus Police Officers shall be the responsibility of the Chief of Police.

MAJOR CHANGES: Village Policing no longer exists.

GUIDELINES: I. THE CAMPUS POLICE OFFICER PROGRAM

The purpose of the Campus Police Officer Program is to assist school site administrators, staff, and community in creating a safe and secure school environment in order to promote a safe educational environment by promoting partnerships and providing professional police services.

Campus Police Officers are peace officers and are expected to do whatever is necessary to discourage potential law violations and head off potentially threatening situations. Their primary function is to protect students, staff, and community from physical assault, and property from theft and destruction.

II. CAMPUS POLICE OFFICER'S DUTIES

A. General Duties

In general, a Campus Police Officer performs journeyman level law enforcement in the prevention, control, and investigation of crimes against District facilities, personnel, and pupils; the protection of District property; the apprehension of suspects; the completion of necessary reports; and makes legal disposition of property, contraband, and evidence that comes into the officer's custody.



Whereas a police sergeant provides the daily supervision of the officer and the School Safety Officer, a close partnership must exist between the principal, administration, faculty, and the Campus Police Officer to identify problems impacting the school site, both on and off the campus, to provide a safe learning environment.

It is essential that there be a uniform, District-wide policy that ensures that law enforcement and legal decisions are made by police officers. While most situations are obvious, the final decision of law enforcement options is at the discretion of the officer.

B. Specific Duties

As directed by a police sergeant, and in partnership with the school administration, Campus Police Officers will:

1. Conduct surveillance and patrol of the school premises, the prime objectives being the protection of students, staff, and community; the prevention of theft and vandalism to District and personal property; and the enforcement of applicable codes of law.
2. Investigate incidents involving suspicious or criminal activity that occur at any location that impacts the school and affects the orderly conduct of its operation.
3. Follow all procedures consistent with established California law, District policies, Police Department policies, Police Department directives, and work in partnership with the school principal and administration.
4. Advise and determine the need to involve outside agency resources on the campus.
5. Assist in the preparation of the Safe School Plan.
6. Patrol extracurricular events when assigned.
7. Advise the principal or his designee of any criminal activity that may affect the orderly conduct of school business.
8. Notify the school administration of advanced knowledge of the officer's expected absence from the school site.



III. SCHOOL PRINCIPAL'S RESPONSIBILITIES

The school principal is responsible for the proper functioning of the school and has primary responsibility for the supervision of all non-sworn, non-school police personnel assigned to the school location. The principal and the campus-based officer are expected to form a working relationship to reduce crime on and within the school community.

The principal may designate another administrator as the primary contact with the Campus Police Officer. The principal, or his designee, is expected to:

1. Develop a working relationship with the officer and division sergeant to provide the best service possible to the students, staff, and community.
2. Confer with the officer and his sergeant to review the school safety plan, campus safety goals, and discuss strategies for providing a safe learning environment.
3. Meet with the officer regularly to ensure that each is aware of current campus conditions. Regularly scheduled weekly meetings with the principal are advised as well as regular attendance at staff and safety collaborative meetings.
4. Meet as often as necessary with the officer and division sergeant to discuss the school site safety climate and strategies for problem solving.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED

RESOURCES: None

ASSISTANCE: For assistance or further information, please contact Lawrence E. Manion, Chief of Police at (213) 742-8219.