

## Law Enforcement (LE) Contact Checklist

- Contact SRO first in all cases involving LE visits to a School or interview with a student or staff member.
- LE may be called to school by school administrators.
- LE may initiate contact with a school.
- Contact between LE (other than the SRO) shall be made through Central Office.
  - NOTE: This does not apply to exigent circumstances.
- For routine LE matters, LE officers should be encouraged to contact student away from school.
- LE with a warrant for the arrest of a student MUST be permitted to make that arrest.
- LE shall complete the Student Release Form (F-4336/7225) before removing student.
- LE without a warrant shall coordinate contact of student with the administrator as assisted and advised by the SRO.
- Administrator/SRO & LE shall determine the safest manner to remove student.
- When LE questions student it should be done so in a private room in which the interview cannot be observed by faculty or students.
- A reasonable effort to notify parents/guardians should be made (except in suspected Child Abuse/Neglect cases involving the parents/guardians).
  - *NOTE: You do not have the authority to deny access to a student if requested by LE. Contact the SRO as well as make parental contact as stated above.*
- Parent/Guardian should be given the opportunity to come to school.
  - *NOTE: LE may wish to conduct the interview in lieu of parent/guardian arrival and the absence of a parent/guardian does not preclude the LE authority to do so.*
- Attendance of the parent/guardian in the LE interview shall be determined by the age of the student.
- Administrators may assist the student but NOT take part in any LE contact and must remain a “neutral observer” at all times.

### **Source Reference:**

*Policy Code: 4336/7225 Law Enforcement Contact on Campus with Students and Employees*