

Administrative Procedures for Relations with Law Enforcement Agencies
(Attachment for Policy No. 805.1)

Purpose

The Board of Education recognizes that cooperation with law enforcement agencies is a layer of support for protecting students and staff. The purpose of these Administrative Procedures is to effectuate Policy 805.1 - Relations with Law Enforcement Agencies and outline how the Office of School Safety works with the City of Philadelphia's Police Department to maintain safe and welcoming environments in School District of Philadelphia ("District") schools.

Definitions

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 property; or conduct that constitutes an offense listed under the Safe Schools Act.

Procedures

The District will comply with all legally appropriate orders from law enforcement agencies, to the extent required by law. District personnel shall follow the [Board Protocols for Welcoming Sanctuary Schools](#) when handling requests from Immigration and Customs Enforcement (ICE).

In addition, in conformity with state law and regulation, the Superintendent shall enter into a Memorandum of Understanding (MOU) clarifying the District's partnership with the local law enforcement agency, the City of Philadelphia's Police Department (PPD).

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a MOU with the PPD. The MOU shall be signed by the Superintendent and Chief of the PPD, and be filed with the Office of Safe Schools at the Pennsylvania Department of Education. In developing and updating the MOU, the District shall consult and consider the State Board of Education [model memorandum of understanding](#).

The current version of the MOU can be found here: [Current MOU between SDP and PPD](#)

In addition to the MOU required under the School Code, the Office of School Safety shall support the local law enforcement agency implementing their policy related to diversionary programs. The District does not make decisions regarding whether to charge an individual with a crime. Nothing in these Administrative Procedures affects an individual's rights to pursue redress for alleged criminal acts.

Students with Disabilities

The District will share the Special Education Plan with the PPD.

Visits to Schools for Positive School Programming

The Office of School Safety shall coordinate with representatives of the PPD to participate in visits to schools related to PPD Community Relations programs and initiatives to foster positive engagement and relationships between students and law enforcement.

Training

The Office of School Safety shall invite representatives of the PPD to participate in District training on the use of positive behavior supports, de-escalation techniques, and appropriate responses to student behavior that may require intervention.

Referral to Law Enforcement

The Office of School Safety shall report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the PPD, in accordance with state law and regulations, under the procedures set forth in the MOU with local law enforcement and Board of Education policies.

Safe Schools Report

Prior to submitting the Safe Schools report to the Office for Safe Schools at the Pennsylvania Department of Education, the District and PPD are required to:

1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school 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 Superintendent to submit the report to the Office for Safe Schools, the police department is required to notify the Superintendent, 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 is required to sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department is required to indicate any discrepancies between the report and police incident data. [1]

3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

Maintenance Schedule

These Administrative Procedures shall be reviewed upon review of the Policy or upon the occurrence of a triggering event, such as the execution of a new MOU.

Legal References

1. 22 Pa. Code § 10.11

Related Information:

[Philadelphia Police Department: School Diversion Program](#)

[Policy 113.1 - Discipline of Students with Disabilities](#)

[Policy 218 - Student Conduct and Discipline](#)

[Policy 218.1 - Weapons](#)

[Policy 805 - Emergency Preparedness](#)