



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 40.05

**TITLE:** School Liaison

**SERIES NUMBER:** 40

**SERIES TITLE / SUBJECT:** Law Enforcement Operations

**TOPICS/ REFERENCE:** Juvenile, School, Student

**APPENDICIES:** None

**ORIGINAL / EFFECTIVE ISSUE DATE:** February 13, 2008

**DATE OF LAST REVISION:** May 01, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RECINDED**

**CALEA STANDARDS:** 44.2.4

### Policy:

It is the policy of the Rockford Police Department to maintain a School Liaison Unit that places sworn police officers into the schools of Rockford School District #205. The School Liaison Unit has been developed to establish positive working relationships between police, school administration, educators, service agencies, parents, and students. The goal of the School Liaison Unit is to maintain a safe, secure environment, free of violence and fear, which will allow the educational process to occur in a natural and uninhibited manner.

### Purpose:

The purpose of this Order is to establish policy and procedure for the School Liaison Unit program. This unit is established through a cooperative agreement between the Rockford Police Department and the Rockford School District Unit #205.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. DUTIES AND RESPONSIBILITIES
- III. ASSIGNMENT / HOURS
- IV. PROCEDURES
- V. EFFECTIVE DATE
- VI. REVIEWS, REVISIONS AND CANCELLATIONS

### I. Definitions:

- A. School Liaison Officer: A sworn member of the Rockford Police Department holding the rank of patrol officer who is primarily assigned to work in the school buildings of School District #205.

- B. Intergovernmental Agreement: A document signed by authorized authorities that creates and establishes the respective responsibilities of the Department and participating school districts pursuant to the Illinois Government Cooperation Act (5 ILCS 220/1 *et. seq.*) and Section 10 of Article VII of the Constitution of the State of Illinois.
- II. Duties and Responsibilities:
- A. Officers will report for duty at their assigned times in full duty uniform and prepared to immediately begin their school assignment after roll call. Officers' responsibilities include, but are not limited to, the following activities during the course of their shift:
1. Fostering a peaceful learning environment in the schools through the presence of law enforcement officers.
  2. Responding to emergency situations without unnecessary delay.
  3. Conducting preliminary investigation and, when applicable, follow-up investigations in their designated buildings.
  4. Daily monitoring of problem areas within the school building and grounds.
  5. Attending large school functions that require police presence (e.g., sporting events, dances, etc.) as authorized by their supervisor.
  6. Advising and answering questions of students and parents on law enforcement related problems.
  7. Referring violations of school rules to appropriate authorities, but is not responsible for the enforcement of school rules.
  8. Enforcing state laws and local ordinances and makes arrests as necessary.
- B. School Officers will:
1. Coordinate law enforcement efforts involving their assigned schools.
  2. Serve as liaison between the school and other agencies involved in the administration of justice as well as other law enforcement officers investigating allegations of criminal behavior involving students at their assigned school.
  3. Represent the police as a consultant to the schools in matters of law enforcement and juvenile procedure.
- C. The Sergeant of the School Liaison Unit will:
1. Supervise personnel assigned to the School Liaison Unit and officers working extra duty employment for District #205, make assignments, conduct scheduling and evaluation of personnel.
  2. Maintain compliance with Departmental directives and ensure the goals and objectives of the Department are being pursued.
  3. Ensure completion of related work as required.
- III. Assignment / Hours:
- A. Assignment to the School Liaison Unit will be made in accordance with the current collective bargaining agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.
- B. Officers will work Monday through Friday while assigned to the School Liaison Unit. Officers may also work weekends or holidays for other school events. Hours and holidays will be in accordance with the current collective bargaining

agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.

- C. School Liaison Unit Officers are employees of the City of Rockford on assignment to the school district for the school year.
- D. School Liaison Officers must adhere to all Department general orders and all applicable District #205 policies. If District #205 policies conflict with Department general orders, the general orders will take precedence. Additional guidance from the School Liaison Unit Sergeant or when not available any supervisor may be sought to clarify the conflict.

#### IV. Procedures:

##### A. Interviewing / Interrogation of Students

- 1. Except in exigent circumstances or in arrest situations as outlined in this policy, officers who wish to detain or question youths on school property shall first contact the school principal or his/her designate. The principal or designee will assist the officer with contacting the parent. To the degree possible, officers shall explain the nature of their business and the need to meet with the youth(s) in question.
- 2. Generally, students should not be publicly contacted by officers in the school setting for the purpose of questioning unless an arrest is anticipated or reasonably possible. Youths should be summoned by school officials to a private interview room or other appropriate area for purposes of questioning.
- 3. School officials may be present as observers during interviews or questioning of students if the school official requests.
- 4. Officers shall not enlist school officials or employees to conduct interviews, inquiries, or similar fact-finding activities regarding students as part of an investigation.
  - a. School officials who act at the direction of or on behalf of the interests of the police constructively become police officers, and, in so doing, must abide by the legal provisions pertaining to a police officer.
  - b. Police officers are not precluded from questioning school officials with regard to their knowledge of youths in their charge, their activities, and similar matters.

##### B. Arrest/Removal of Students

- 1. Students shall not be removed from school property without notifying the school principal or his/her designate. Officers are responsible for ensuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal irrespective of the responsibility of school officials to make such notification.
- 2. Officers should notify the principal or his/her designate before making an arrest of a student during class hours on school property unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest.
- 3. Officers should use handcuffs or other restraining devices when making arrests in schools whenever deemed necessary to ensure the security of juvenile arrestees and the safety of the officers and others.

4. Arrest of students on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities and functions.
  5. When a warrant exists, either school related or not, the principal shall release the student into officer's custody without delay.
- C. Searching students and property
1. Police searches of students and their property on school premises are generally subject to the same legal requirements for a search warrant and probable cause as other searches.
    - a. Exceptions to the search warrant requirement (e.g., consent to search, emergency situations) that apply to non-school searches also apply to school searches.
  2. School officials may conduct searches of students and their property without a warrant but with reasonable suspicion.
    - a. Searches conducted by school officials upon the request of, or with the active participation of the police, require a search warrant.
    - b. Officers may only accompany school officials who are conducting a search without a search warrant, but may not participate with school officials in the search either directly or indirectly.
- V. Effective Date:
- A. The effective date of this General Order is February 13, 2008
- VI. Reviews, Revisions And Cancellations:
- A. This General Order will be reviewed annually by the School Liaison Unit Supervisor and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
  - B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Field Services Bureau.

BY ORDER OF

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Chet Epperson  
Chief of Police