



# 4021 A Procedures

## *Regulation 4021 A*

Original Adoption: 05/27/2008 (as Regulation 4025 A)  
Revision Dates: 03/11/2014  
Review Dates:

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### **I. PURPOSE**

The purpose of this regulation is to establish the appropriate procedure to follow in the event of a suspected weapons violation by an adult non-student, employee, contractor, volunteer, or other District personnel.

### **II. GENERAL STATEMENT OF REGULATION**

- A. Any person who knows or has reason to believe that a non-student has violated the district policy regarding possession or use of a weapon must report their knowledge or suspicion to the appropriate principal or site administrator at the facility where the violation occurred.
- B. The principal or site administrator shall immediately assess whether a present threat exists, and if a threat exists shall activate the emergency response plan for the facility. Once the threat is over, the principal or site administrator shall make the reports required by ¶II. C. 3, below.
- C. If no present threat exists, the principal or site administrator shall conduct an investigation, if safe and prudent to do so, or refer the matter to the SRO or local law enforcement officers if the principal or site administrator deems it appropriate, and make reports:
  1. immediately to the Site Resource Officer (SRO) or local law enforcement agency in the absence or unavailability of a SRO;
  2. to the District Office of Emergency Management, Safety and Security;
  3. to the State Department of Education upon the forms provided by the Department. Such report shall include at least the following information:
    - a) A description of the incident, including location, time and other circumstances surrounding the incident;
    - b) A description of the dangerous weapon involved;
    - c) Information about the offender including:
      - [1] the offender's age;
      - [2] the offender's status as student or non-student;
      - [3] the offender's school of enrollment, if a student;
      - [4] whether or not the offender was, at the time of the incident, under school expulsion or suspension;
      - [5] whether or not the offender was an employee of the District.
    - d) Information about the victim(s), if any, including:
      - [1] age(s) of the victim(s);
      - [2] the victim(s)'s status as student or non-student;
      - [3] the victim(s)'s school of enrollment, if a student;
      - [4] whether or not the victim(s) is/are employed by the District;
    - e) the cost of the incident to the school;
    - f) the cost of the incident to the victim(s);



- g) the action(s) taken by the school administrator or principal to respond to the incident.
- 4. To the appropriate Associate Superintendent or Chief Officer.
  
- D. The principal, site administrator, shall work with the appropriate Superintendent, Chief Officer or Superintendent's Designee and the District Communications Department to communicate appropriately about the incident with the student body, parents, employees and the school or facility community.

### III. FURTHER DISTRICT ACTION

- A. In the event of a violation of this policy by an employee, the employee's supervisor shall work with the Human Resources Department to take disciplinary actions.
  
- B. Evidence of weapons related crimes committed on district grounds will be reported to the local law enforcement agencies.
  
- C. In the event of a violation of this policy by a volunteer, the volunteer's certification shall be cancelled for at least the remainder of the school year. Further action may be taken to deny the volunteer access to district facilities in the future.
  
- D. In the event of a violation of this policy by a contractor, the offending person shall be reported to the contracting organization, or the person's supervisor. Further action may be recommended by the General Counsel as to the termination of the contract, prohibition of access by the offending person, or other actions to respond to the violation and restore the safety of students, parents, other employees and the school or work communities.

#### ***Legal References:***

18 U.S.C. § 921 (Definition of firearm)  
20 U.S.C. §§ 7101 – 7165 (Safe and Drug-Free Schools and Communities Act)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

#### ***Cross References:***

MPS Policy 5221 (Weapons Free Schools)  
MPS Policy 6680 (Safety, Security and Emergency Management)