



5620 A Procedures

Regulation 5620 A

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I. PURPOSE

Clarity of roles for principals, site administrators, School Resource Officers, and law enforcement agencies and their officers contributes to the cooperation between these persons and improves the likelihood that interactions will not disrupt the educational process of Minneapolis students. These procedures are designed to clarify roles, provide guidance for interactions, and assure that interactions with law enforcement needs do not unduly disrupt the educational environment for students and staff.

II. DEFINITIONS

A. “law enforcement officer(s)” shall mean

1. employees or an elected or appointed official of a political subdivision or law enforcement agency who are licensed by the Minnesota State Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of the general and criminal laws of the state and who have the full power of arrest; or
2. employees or elected or appointed officials of the Federal Bureau of Investigation, United States Treasury or Federal Department of Homeland Security who are charged with the prevention and detection of crime and the enforcement of the general criminal laws of the federal government and who have the full power of arrest.
3. For the purpose of this regulation “law enforcement officer” does not include a School Resource Officer, unless specifically noted.
4. Any question regarding the legitimacy and authority of a peace officer presenting at a school shall be resolved by the School Resource Officer for the school, or his or her supervisor.

B. “reasonable attempts” with regard to contacting a parent, guardian or individual named on a student’s emergency card shall mean:

1. at least one attempt to reach the person at each telephone number supplied for the person; and
2. an attempt to reach the person at any electronic address supplied by the person for emergency contact purposes; and
3. the contacted person given a reasonable opportunity to respond to the contact made.

C. “School Resource Officer” means a law enforcement officer who has been specially trained and assigned to work with school administrators and work with students under a contract with the school resource officer’s employer.

D. “School administrator” or “School Administration” shall mean the school site’s principal or site administrator.



III. PROCEDURES FOR INTERVIEWS OF STUDENTS

- A. Law enforcement officers may seek to interview students due to their status as suspects, witnesses or victims. Unless the interview concerns a crime that was committed at school, officers must obtain permission from the principal or site administrator, or their designee, to interview a student at school, unless otherwise required by law.
- B. Principals, site administrators or their designees shall permit interviews of students at school only when:
1. The principal or site administrator is convinced that reasonable attempts have been made in advance of the request to interview the student away from school, before or after school hours, or that the situation requires immediate attention due to the severity or volatility of the case; or
 2. The requesting officer is investigating a crime that occurred during school hours at school, or
 3. The requesting officer is investigating a report of maltreatment or abuse of a student or vulnerable adult and provides the written notification of intent to interview the student on school property on the form provided by the district for this purpose.
- C. The time and location of the interview is determined by the principal, site administrator or designee, unless the interview concerns a report of maltreatment or abuse of a student or vulnerable adult by an employee of the district.
1. The time of the interview shall be on a regular school day within 24 hours of the request and shall consider the student's schedule of classes in an attempt to minimize the disruption of the student's academic day as well as any safety concerns under the circumstances.
 2. The location of the interview shall be in a private room in the administrative offices or other private areas of the school as designated by the principal, site administrator or designee.
 3. In the event that the alleged perpetrator of maltreatment or abuse of a student or vulnerable adult is a district employee, the requesting officer shall determine the time and place of the interview, in consultation with the principal, site administrator or designee.
- D. If law enforcement officers request to interview a student the principal, site administrator or designee shall make a reasonable attempt to notify the parent or guardian and seek permission for the interview except in cases of suspected maltreatment or abuse involving the parent or guardian. A reasonable time shall be granted the parent or guardian to respond to the attempt at notification.
1. If the parent or guardian permits the interview without their presence the interview may be held;
 2. If the parent or guardian refuses to permit the interview without their presence, the interview may not be held at the school unless and until the parent or guardian arrives at the school;
 3. If the parent or guardian cannot be reached and means to leave a message for them exists, the principal, site administrator or designee shall leave an



appropriate message for the parent or guardian. The principal, site administrator or designee shall make a similar attempt to reach any other individuals named on the student's emergency information card.

4. If attempts to reach parent, guardian or other individuals named on the student's emergency card do not obtain a response within a reasonable time, the interview may take place and the principal, site administrator or designee shall be present during the interview.
- E. If law enforcement officers request to interview a student age eighteen (18) or over, the principal, site administrator or designee shall honor any adult student's request that parents or guardians not be contacted.
- F. If a parent, guardian or an individual named on the student's emergency card comes to school they shall be brought to attend the interview.
- G. The student shall be collected by the principal, site administrator or designee and escorted to the location of the interview unless that person is a suspect in an allegation of maltreatment or abuse of the student, in which case another employee shall collect the student. Law enforcement officers may not collect students for interviews.
- H. District employees present during law enforcement interviews of students shall not take part in the questioning of the student.
- I. District employees shall not search a student or the student's belongings at the request of a law enforcement officer.
- J. At the end of the interview the student shall be escorted back to their regularly scheduled class by a district employee.

IV. PROCEDURES FOR ARRESTS OF STUDENTS

- A. Law enforcement officers must produce a valid warrant or a written verification that they are acting under a probable cause pick up order to arrest a student, or must make a determination during a permitted interview that an arrest of the student is warranted, in order to arrest a student at school.
- B. Whenever possible, considering the safety of the students and staff, all arrests of students shall be made in the principal's or site administrator's private office out of the view of other students or staff.
- C. The student shall be collected by the principal, site administrator or designee and escorted to the principal's office. Law enforcement officers may not collect students for arrest unless exigent circumstances exist that require the officers to apprehend the student to maintain the safety of all students and staff.
- D. The arresting office must execute the District form for removal of the student prior to removing the student from the premises.



- E. The principal, site administrator or designee shall make a reasonable attempt to notify the parent or guardian of the arrest of a student unless an adult student has directed that no contact be made with the parent or guardian.
- F. The principal, site administrator or designee shall notify the appropriate superintendent of the arrest of a student.

Legal References:

Minn. Stat. §642.84 (Peace Officers: Definitions and Scope)
Minn. Stat. §642.841 (Peace Officers: Board)

Cross References:

MPS Policy 1040 (Data Practices Compliance)
MPS Policy 1480 (Visits to Schools)
MPS Policy 1540 (Complaints Concerning School Personnel)
MPS Policy 1541 (Response to Violence and Disruption)
MPS Policy 5200 (Citywide Discipline)
MPS Policy 5621 (Use of Peace Officers and Crisis Management Teams to Remove Students from School Property)
MPS Policy 5631 (Drug-Free Schools, Chemical Health, Chemical Use and Abuse)
MPS Policy 5635 (Reporting Maltreatment of Minors and Vulnerable Adults)
MPS Policy 5680 (Search of Students/Lockers/Desks/Motor Vehicles)
MPS Policy 6680 (Safety, Security and Emergency Preparedness)