

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 882.1 - POLICE/SCHOOL LIAISON PROGRAM**

- A. School officials will attempt to resolve inappropriate student behavior and/or actions absent a real and immediate threat to student, teacher or public safety. In the case of a student being a repeat offender, the building principal or designee may request police involvement to address the incident.
  
- B. Role in the school.
  - 1. The Police/School Liaison Officer will be scheduled in the district buildings on a daily basis.
    - a. The Police/School Liaison Officer will provide, reinforce, and initiate programs and services that will benefit both school and community.
    - b. Regular office hours will be scheduled.
    - c. Student interviews will be scheduled as required by referrals, both professional and self.
    - d. General visibility within the building(s) is expected.
    - e. The Police/School Liaison Officer would normally provide his/her services in plain clothes.
  - 2. While in the building(s), the Police/School Liaison Officer will be under the general supervision of the Building Principal(s). The Police/School Liaison Officer will NOT assume the role of school disciplinarian. Enforcement of school rules rests with the administration. The Police/School Liaison Officer, as a police officer, is sworn to uphold the law and will exercise his/her duties as circumstances dictate.
  - 3. School meeting space will be provided.
    - a. Office hours will be announced and posted.
    - b. Students may schedule appointments with the Police/School Liaison Officer.
    - c. The Police/School Liaison Officer will have access to students during the school day, subject to the same restrictions as the school staff.

C. Confidentiality of information and records.

1. Adult students and parents or guardians can authorize the release, to the Police/School Liaison Officer, of any information contained in the pupil records.
2. Pupil records will be available to the Police Liaison Officer in accordance with School Board Policy No. 347. Police/School Liaison Officer is encouraged to have records interpreted by a qualified person.
3. All disclosures of pupil records and information will be on a "need-to-know" basis as per School Board policy. A log will be kept of all school records and information disclosed to the Police/School Liaison Officer.
4. The school may obtain pertinent information available to the Police/School Liaison Officer, again on a "need-to-know" basis and in accordance with School Board policy on confidentiality.

D. In-school referrals.

1. The official police contact person will be the Police/School Liaison Officer.
2. Parents or guardians of juveniles involved (i.e, student suspect, victim, witnesses) shall be contacted by the Police/School Liaison Officer and/or school authorities.
3. Contact and interviews can be conducted at the school(s).

E. Out-of-school referrals.

1. Contact and interviews may be permitted at school(s) for non-school incidents. A school official will be present during the interview.
2. Parents or guardians of juveniles involved (i.e, student suspect, victim, witnesses) shall be contacted by the Police/School Liaison Officer and / or school authorities.
3. Contact and interviews can be conducted at the school(s).

F. Definitions of student and police/school liaison officer interviews where parent permission may be required.

1. A student suspect interview - a student who is suspected of some violation of the law.

2. A student witness interview - a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime.
3. A student victim interview - a student who is the victim of a crime, unless the parents are involved in the crime.

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REVISION DATE(S): May 9, 2005; June 21, 2023

REVIEW DATE(S): December 8, 2022; June 21, 2023

CROSS-REFERENCE: Policy 882.1 Police/School Liaison Program  
Policy 347 Control, Maintenance, and Confidentiality of Student Records  
Policy/Administrative Guideline 445 Interrogations - Student  
Policy/Administrative Guideline 445.1 Student Interviews by Police

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes