

 <p>CHAMPLIN POLICE DEPARTMENT POLICY AND PROCEDURES</p>	<p>Segment: 4 – Operations and Procedures White Section</p>	<p>Section: 409</p>
	<p>Section Title: Criminal Incidents on School Buses</p>	<p>Total Pages: 2</p> <p>Revised Date:</p>

PURPOSE

It is the purpose of this policy to provide for an orderly and consistent response to calls involving criminal activity on school busses and to provide guidelines for the handling of such reports.

It is also the intent of this policy to promote cooperation and understanding between the police, transportation companies, schools, parents and students which is intended to result in helping to provide safer passage for students, drivers, instructor/teachers and chaperons.

409.01 REQUIREMENTS AND GUIDELINES

- 1) Response is expected to be in a timely manner by officers dispatched to the scene of criminal conduct or other incidents on school busses. Officers are expected to handle these calls/complaints as they would any other, while recognizing the unique nature of transportation scheduling and prioritizing accordingly.
- 2) On scene, officers are expected to thoroughly investigate complaints and when necessary, refer information to other agencies such as the schools, transportation companies, etc. for follow-up or other action.
- 3) Discretion must be used by officers handling incidents on school busses, taking into account all available information and circumstances and dealing with the situation as reported accordingly. Officers should also be aware that individual transportation companies and/or schools have policies unique unto themselves that provide for disciplinary procedures to regulate behavior on conveyances. Officers should never enforce these policies as if they were law, or as having the authority to enforce them. When citizen arrests are made by drivers or other officials relating to an incident, they must be made aware of what will be expected of them to complete the charging process.
- 4) In all instances where students are questioned as witnesses or suspects, officers must use care to obtain name of the school attended, what grade they attend and names of parents, parent phone numbers and parent

addresses in addition to the other standard information needed.

- 5) In every event officers should conduct their investigations so as to minimize impact on innocent students and others and to provide for the return of the bus to the bus route as soon as is possible.

Date Implemented: March 1, 2002