

Biloxi Public Schools Campus Police Officer

The Officer shall be responsible to the Chief for the effective operation of his/her command in conformity with the established policies and procedures. The Officer's duties and responsibilities include, but are not limited to the following:

1. He/She shall be subject to recall at all times in case of special needs or emergency.
2. He/She shall familiarize himself/herself with and enforce all department policies, procedures, rules and regulations.
3. He/She shall report for duty physically fit, mentally alert, neatly and properly groomed, with the prescribed uniform and equipment.
4. He/She during briefing must acquire and record information concerning events that have taken place since his/her last briefing.
5. He/She shall, during his/her tour of duty, use the vehicle assigned to him/her in the most safe and economical manner, avoiding hazardous or careless operation, as prescribed elsewhere in this manual.
6. He/She shall devote the maximum possible time to the performance of his/her basic duties.
7. He/She shall complete and submit reports of crimes, motor vehicles accidents, and other incidents in conformity with established procedures.
8. He/She shall enforce traffic laws and ordinances and seek to eliminate conditions interfering with the safe and expeditious movement of vehicles and pedestrians.
9. He/She shall ensure civil treatment and the protection of rights of all persons within the scope of his/her authority.
10. He/She shall confine his/her basic police efforts to their schools of assignment. If required to leave their area for any reason he/she should obtain permission from the supervisor, or notify him/her as soon as possible.
11. He/She shall take appropriate police action whenever circumstances dictate whether in or out of their assigned work area within the jurisdiction of this agency.

12. He/She shall answer all calls promptly and shall ensure that the correct action is taken according to department policy.
13. At the beginning and end of his/her tour of duty, the Officer shall inspect the vehicle for damage, contraband, litter, and report this to the supervisor.
14. He/She shall, at all times, exemplify those standards of appearance, conduct and professionalism associated with Police Officers.

Rules of Conduct and Regulations

I. Purpose

- A. State department policy and procedure concerning disciplinary action taken against an employee of the Biloxi Public Schools Campus Police
- B. Define conduct unbecoming of an Officer or Employee

II. Policy

- A. Disciplinary action resulting from any violations of policy, procedure, rules of conduct and regulations which are covered in this manual shall be governed by and through the Office of Chief of Police in accordance with the rules and regulations of the Biloxi Public Schools Campus Police.

III. Procedure - Any member who violates any policy, procedure, rules of conduct or regulation in this manual may be disciplined as follows:

- A. Disciplinary Action 1 – A member, at the discretion of his/her supervisor, shall be called in for a consultation with his/her supervisor or his/her designee. Over a period of time, if the same officer is called in for the same related infraction, the counseling forms shall be presented to the Chief of Police as a record of the officer's general performance. Continued violations by the same officer could lead to an imposing of more stringent disciplinary action.
- B. Disciplinary Action 2 – An officer, at the discretion of his/her supervisor, can receive a letter of reprimand to be placed in his/her personnel file. Continued violations could lead to more stringent disciplinary action.
- C. Disciplinary Action 3 – An officer shall, at the recommendation of the Superintendent of Schools, receive a one (1) to five (5) day suspension without pay and a letter of reprimand to be placed in his/her personnel file.
- D. Disciplinary Action 4 – An officer shall, at the recommendation of the Superintendent of Schools, receive a mandatory ten (10) day suspension without pay, a letter of reprimand, and be placed on six (6) months probation. A subsequent violation involving the same related infraction during the

probationary period could be cause for dismissal. This action must be recommended by the Director of Personnel and approved by the Superintendent and School Board.

- E. Disciplinary Action 5 - An officer shall, at the discretion of the Superintendent of Schools, may be dismissed for causes as outlined in this manual, policies and procedures of the Biloxi Public Schools, Biloxi Public Schools Campus Police, and the laws of the State of Mississippi. This action must be recommended by the Director of Personnel and must be approved by the Superintendent of Schools and the School Board.

IV. Conduct unbecoming of an Officer or Employee

- A. Unbecoming conduct of an officer of the police department is any conduct or action which adversely affects the morale and confidence in the operation of the department and its services. Such conduct is not restricted to that which is criminal in nature.
- B. Unbecoming conduct of an officer is also any action which has a tendency to destroy public respect for officers and confidence in the operation of the department and its services. Such conduct is not restricted to that which is criminal in nature.

V. Rules of Conduct and Regulations

- A. Lawful orders and regulations
 - 1. An officer shall promptly obey all lawful and proper orders and instructions issued by a superior officer or a recognized higher authority, however transmitted or received. Lawful and proper orders and instructions are those which conform to the policies and procedures set forth by the Chief of Police.
 - 2. An officer shall obey all municipal ordinances and all State and Federal laws, and no command or supervisory members shall issue orders contrary to such laws which will obviously result in illegal action by subordinates, except where necessary to effect the saving of human life.

B. Acceptance of Gratuities

1. An officer shall not, under color of office or by reference to the Biloxi Public Schools Campus Police, or any entity thereof, solicit services or anything of value, intrinsic or otherwise from anyone without prior approval from the Chief of Police.
2. An officer shall not accept gratuities as payment for favors or services rendered in connection with his/her official duties.
3. An officer shall not accept, solicit, or knowingly cause to be procured, a testimonial of any kind relative to his/her performance of police duties.

C. Profanity, Abusive Language

1. The use of profanity will be avoided by all members while on duty with this department.

D. Tardiness, Late for Duty

1. Any officer who is detained and will be late for work must notify his/her supervisor on duty as soon as possible.

E. Recommendations – Referrals for Legal Services, Wrecker Services and Bonding Agencies

1. An officer shall not recommend or suggest to any citizen the service of any lawyer, bail bondsmen, or wrecker service.

F. Court Appearances

1. An officer, when called or summoned to appear in any court will do so, as needed, when needed.
2. All court appearances or conflicts shall be coordinated with the member's commanding officer.

3. Officers will be compensated for court time governed by the Biloxi Public Schools guidelines.

G. Personal Business During Duty Hours

1. Officers will not conduct private or personal business while on duty except in urgent matters, and then only with the approval of his/her supervisor.

H. Political, Social, and Fraternal Affiliations

1. Officers shall not join or associate with any organization designed to interfere with the orderly process of justice or government.
2. Officers shall not aid in assessment or collection from any Biloxi Public School employee for the purpose of securing the nomination or election of any person to municipal, county, state, or federal office.
3. Officers, while on duty, shall not engage in any form of political activity calculated to favor or improve the chances of any candidate seeking or attempting to hold public or party office.

I. Intoxicating Beverages and Intoxicating Drugs

1. An officer found to be reporting for duty under the influence of intoxicants shall be considered unfit for duty.
2. An officer in uniform or while wearing any part of the uniform shall not:
 - Purchase any intoxicating beverage.
 - Consume any intoxicating beverage.
 - Have on his/her person or under his/her control, any intoxicating beverages, except for evidential purposes.
 - Have in or on any Biloxi Public School property any intoxicating beverages, except for evidence.
 - Use any narcotics, hallucinatory, stimulating or dangerous drugs on or off duty, except as prescribed by a physician.

3. Non-uniform (plain clothes) officers shall not:

- Use any narcotic, hallucinatory, stimulating or dangerous drug on or off duty, except as prescribed by a physician.

J. Police Uniform and Personal Appearance

1. The police uniform will be worn in accordance with established procedural instructions.
2. When the uniform is worn, it shall be clean and neat in appearance. This rule applies anytime the uniform is worn, when the member is on or off duty.
3. When the uniform is worn, whether on or off duty, it shall be worn in its entirety. No portion of the uniform shall be worn separately.
4. No blue jeans, shorts or athletic shoes shall be worn while on duty without prior approval from the Chief, his/her designee or the Superintendent.
5. Officers shall adhere to the following regulations concerning personal appearance and hygiene:
 - Male officers shall wear their hair neat and trimmed so that it does not come below the top of the collar and does not cover any part of the ear. Sideburns shall not be longer than approximately three-fourths of the length of the ear, nor shall there be any horizontal extension onto the face. Mustaches shall be neat and closely trimmed and shall not extend over the upper lip or below the corners of the mouth.
 - Male officers, while on duty, will have their face cleanly shaven, and mustaches, if applicable, neatly trimmed in accordance with department regulations. Goatees may be worn, but will be neatly trimmed and groomed with the approval of the Chief or his/her designee.
 - Female officers shall wear their hair neatly and closely arranged so it does not come below the top of their shoulders.
 - No visible jewelry shall be worn with the exception of one wrist watch and rings. Earrings, stud in nature, may be worn only by female officers.

Use of Force

I. Purpose

The need for law enforcement officers to use force will exist as long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly and non-deadly force.

II. Policy

The Biloxi Public School District recognizes and respects the special value of human life. In vesting our peace officers with the authority to use force, a careful balancing of all human interests must be required. It is therefore the policy of the Biloxi Public School District that only the minimum force reasonably necessary to effectively bring an incident under control, while protecting the lives of students, school staff, the public, and the officer shall be used. Control is obtained through many methods: advice, persuasion, warnings, or the use of physical force. While the use of reasonable physical force may be necessary where situations cannot otherwise be brought under control, force may not be resorted to unless other reasonable alternatives have been exhausted or would be obviously ineffective under the particular circumstances involved. Peace officers are authorized to use whatever force necessary to protect others and themselves from bodily harm. The use of excessive, unwarranted force or brutality, however, shall not be tolerated under any circumstances.

III. Definitions

- A. Deadly Force: Any use of force that is likely to cause death or serious bodily harm.
- B. Non-deadly Force: Any use of force other than that which is considered as deadly force.

IV. Procedures

Whenever possible, officers shall exhaust every other reasonable means of defense before resorting to the use of their firearms. Justification for the use of deadly force shall be limited to the fact known to the officer at the time the officer decides to use deadly force. Facts unknown to the officer shall not be considered in a later determination of justification of the use of deadly force by a peace officer or as mitigating factors in determining post deadly force disposition of the incident.

A. Parameters for the use of non-deadly force

1. Where deadly force is not authorized, officers shall assess the incident in order to determine which non-deadly force technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
2. Peace officers are authorized to use department authorized non-deadly force techniques and issued equipment for resolution of incidents as follows:
 - To protect themselves or others from physical harm.
 - To restrain or subdue a resistant individual.
 - To bring an unlawful situation safely and effectively under control.

B. Parameters for the Use of Deadly Force

1. Peace officers are authorized to fire their weapon in order to:
 - Protect the officer or another from what is reasonably believed to be an immediate threat of death or serious bodily harm.
 - Prevent the escape of a fleeing felon who the officer has probable cause to believe will pose a significant threat to human life should the escape occur.
2. Before using a firearm, peace officers shall identify themselves and state their intent to fire, where feasible.
3. A peace officer may also discharge a firearm under the following circumstances:
 - During range practice

- To destroy an animal that represents a threat to public safety, or in unusual circumstances as a humanitarian measure where the animal is seriously injured. Prior to using a firearm, the officer shall contact the Biloxi Police Department Animal Control Officer for assistance.
4. Peace officers shall adhere to the following restrictions when their firearm is exhibited:
- Except for maintenance, inspection or training, officers shall not draw their firearms unless circumstances create reasonable cause to believe that it may be necessary to use the firearm in conformance with this policy.
 - Warning shots are prohibited.
 - Police officers shall not fire their weapons from a moving vehicle.
 - Firearms shall not be discharged when it appears likely that an innocent person may be injured.
 - Firearms shall not be loaded or unloaded in any school building except when such is ordered by a superior officer. Firearms shall not be dry-fired in any school building for any reason.
 - Officers of the Biloxi Public Schools Campus Police shall never use a firearm to warn, threaten, bluff or otherwise supplement a verbal command except as authorized previously in this policy. The use of a firearm to strike a blow shall be considered as the use of deadly force and is not authorized except as within the parameters of this policy.
 - Firearms are never to be discharged in an attempt to arrest for any misdemeanor offense or lesser as enumerated in municipal ordinances or policies of this school district.
5. Because of situations, the Biloxi Public Schools Campus Police may employ a variety of firearms. These firearms are intended to be used in a defensive or controlling posture and require the individual to be qualified with their individual use.

V. Training and Qualifications

A. Deadly Weapons

1. The Biloxi Public Schools Campus Police shall schedule regular training and qualifications sessions for duty, off-duty and specialized firearms. Training will be graded on a pass/fail basis.
2. Police officers who fail to receive a passing score with their duty firearm in accordance with departmental testing procedures shall be relieved of their police powers. Repeated failure to pass may result in termination of employment.
3. A police officer shall not be allowed to carry any firearms for which they have not been able to qualify during the most recent qualifying session.
4. A police officer who has taken an extended leave of absence or suffered a severe illness that could affect his/her ability to safely operate a firearm may be required to qualify before returning to full duty.

B. Non-deadly-force Weapons

1. A police officer is not permitted to use a non-deadly-force weapon unless qualified in its proficient use as determined by the training procedures.
2. The following non-deadly-force weapons are authorized for Biloxi Public Schools Campus Police:
 - Oleoresin Capsicum "Pepper Spray"
 - Police Baton

C. Weapon Maintenance

1. All weapons utilized by Biloxi Public Schools Campus Police shall be maintained in perfect conditions at all times. They shall be cleaned, oiled

and free from rust and corrosion. Carelessness and/or negligence will not be tolerated.

2. All firearms utilized by the Biloxi Public Schools Campus Police shall be inspected for serviceability, fired and cleaned minimally every six months. This inspection shall be conducted by the department's armourer and/or an outside certified armourer from a local law enforcement district and/or an outside certified armourer from a local law enforcement agency.

VI. Use of Force Continuum

The following is a guide for the Biloxi Public Schools Campus Police in the implementation of force as may be necessary. The use of force continuum shall guide officers on when to apply types of "continuing force" in a situation based on a subject's actions, referred to as "levels of resistance." The higher the level of a subject's resistance, the higher the level of force that the officer may use. As the situations either escalate or come under control, levels of force used by the officers should be commensurably adjusted so that no more force than necessary will be used. Although levels of force may be skipped over as a particular situation dictates, whenever possible, officers shall first utilize the lower levels of force option.

A. Verbal and Nonverbal Communication

1. When faced with an arrest situation, civil disorder or other form of confrontation, verbal commands usually accompanied by nonverbal communication gestures will act as the officer's first request for compliance and control.

B. Oleoresin (OC) and Other Chemical Agents

1. OC spray may be employed whenever a police officer is confronted with refusal by an individual to comply with legal commands during an arrest. In the use of force continuum, the chemical agent falls between the use of "verbal commands" and "hands on" use of force when resistance is encountered. The timely and appropriate use of chemical agents can help

to minimize injuries to both the officer and the suspect. Their use may also reduce the need for further escalation of force.

2. OC spray may be utilized on a suspect, previously under control, who suddenly reacts violently during the post arrest.
3. OC spray is intended to be used solely as a control device to enable officers to carry out their duties in the safest, most efficient and most professional manner with the least chance of injury or harm to either the officer or the suspect.
4. Chemical agents under no circumstances shall be used as punishment or as a coercive tool once an individual is under control and/or custody.
5. OC spray when deployed should be aimed directly into the suspect's face and a one to two second burst shall be fired by the officer. Incapacitation can result for fifteen to twenty-five minutes. To expedite the process of gas clearance or to diminish the effect, the suspect may be exposed to a cool direct breeze blowing directly into his/her face.
6. The larger use of chemical agents for crowd dispersal must be used under the guidance of the supervisor.
7. Decontamination of the suspect shall start as soon as possible.

C. Use of Police Baton

1. The official police baton authorized by the Biloxi Public Schools Campus Police is the ASP baton.
2. The ASP baton is optional equipment and shall be carried and/or used only by officers who have received prescribed training in the use of the ASP baton.
3. No other baton, club, nightstick, billy club, slapjack, metallic knuckles, or other striking instrument shall be carried or used by officers while on duty, except with the approval of the Chief of Police.
4. Officers who have been authorized to carry the ASP baton shall adhere to the philosophy that the use of the ASP baton is for defensive and control

purposes only, that is, for non-deadly force. The ASP baton shall be used only to defend the officer or other citizens when under attack or to control the aggressive individual when he/she is being subdued.

5. Prescribed training shall consist of:

- Training administered by a certified ASP baton instructor. Each officer must demonstrate the acceptable skill on a particular examination upon completion of said training.
- Complete recertification training, as prescribed by ASP, in the use of the ASP baton administered by a certified ASP baton instructor.

D. Passive Control

1. To be used when the suspect continues resistance to officer's control or arrest. Passive resistance is generally characterized by non-compliance with verbal command but has not resorted to physical resistance.
2. This measure employs the use of pain compliance, pressure point control techniques, (PPCT), escort techniques and light physical control of the individual.

E. Decentralization

1. To be used in response to active aggression and/or resistance. Acts of active aggression and/or resistance include such acts as pulling away or fleeing and attempts to grapple with an officer.
2. These measures employ heavy techniques of control including empty hand impact and defensive tactics with or without the use of a baton.

F. Intermediate Force

1. To be used in response to continued active aggression. At this point, threats of bodily injury to the officer or others exist.
2. The baton or other defensive weapons is employed. Police officers shall strike only on the arms, legs, and torso areas of the suspect when using

the intermediate force. The head and neck region is to be targeted only when lethal force is warranted.

G. Lethal Force

- I. To be used in response to lethal aggression. Deadly force is viewed as the last resort an officer has. It is to be employed only when conditions exist that meet the criteria where deadly force may legally be employed.

H. Reporting Use of Force

- I. A comprehensive written report prepared according to departmental rules shall be required in the following situations:
 - When a firearm is discharged.
 - When a use of force results in a serious injury or death.
 - When a non-lethal weapon is used on a person.

VII. Departmental Response

A. Deadly Force Incident

1. Where a police officer's use of force causes death, the officer shall be placed on administrative leave after completing all internal investigative requirements and until it is determined by a mental health professional that the officer is ready to return to duty.
2. The Biloxi Public Schools Campus Police shall conduct an administrative investigation of all incidents where deadly force is used. A criminal investigation shall be conducted by an outside agency as per the Harrison County District Attorney's Office.
3. A board of review shall be convened whenever a firearm has been discharged by a member of the Biloxi Public Schools Campus Police staff. The board of review is one of inquiry and may conduct its own independent investigation into the matter at hand. The board shall include but not limited to the following:
 - The Personnel Director.
 - The Chief of Police for the Biloxi Public Schools Campus Police.
 - Biloxi Public Schools Administrator to be appointed by the Superintendent of the Biloxi Public Schools.

- The attorney for the Biloxi Public Schools Campus Police.
- A representative from the Biloxi Police Department

The board shall convene within two days of the incident, excluding weekends and holidays, and determine what recommendations should be made to the Superintendent of Education.

B. Administrative Review of Critical Incidents

1. All reported use of force shall be reviewed by the appropriate authority to determine whether:
 - Biloxi Public Schools Campus Police rules, policies and procedures were violated.
 - The relevant policy was clearly understandable and effective to cover the situation.
 - Departmental use of force training was adequate.
2. All findings of policy violation or training inadequacies shall be reported to the appropriate authority for resolution and/or discipline.
3. All use of force incident reports shall be retained as required by departmental policy and/or law.
4. There will be a regular review of use of force incidents by the appropriate authority to ascertain training or policy needs.

C. Discipline

1. Officers of the Biloxi Public School Campus Police are subject to disciplinary action, up to and including dismissal, if their use of force, deadly or non-deadly, involves the following:
 - A violation of the law.
 - A violation of the department's use of force policy.
 - Poor judgment involving a wanton disregard for public safety.
 - An accidental discharge of a firearm through carelessness.
 - Misconduct, including drinking of intoxicating beverages, unjustified display of authority for personal advantage, or other clear misconduct which involves a firearm.

D. Use of Force Continuum Scale

Levels of Resistance

1. Psychological Intimidation

2. Passive Resistance

3. Verbal Threats

4. Active Aggression

5. Aggravated Aggression

6. Lethal Force

Levels of Control

Verbal Commands
Nonverbal Communication

Passive Control Techniques
Pain Compliance
PPCT
Escort Techniques
Light Subject Control
(with or without baton)

Oleoresin Capsicum

Decentralization
Heavy Techniques of Control
(empty hand, baton)

Defensive Tactics
Intermediate Force (baton)

Deadly Force
Firearm, Baton

General Policy Section

This section states departmental policy regarding police operations and practices not covered specifically in other sections of this manual.

I. Addressing Officers by Proper Title

A. Officers, while on duty or conducting official police business, shall address other members by proper title/rank, grade, position, etc.

B. Examples: Chief, Captain, Patrolman, Officer, Detective, Mr., Mrs., etc.

II. Breaks - Meal/Coffee

IX. Meal and/or coffee breaks, during a tour of duty, will be granted dependent upon availability of manpower.

X. While on a meal and/or coffee break, officers are subject to call and will give the radio dispatcher, or Chief of Police, the location where they may be reached and/or telephone number.

XI. Officers will take a minimum time off for meals, approximately one hour maximum. Coffee breaks will be approximately fifteen minutes.

III. Escorts

A. Officers may provide escorts only for medical reasons. If time is not a critical factor, an ambulance will be summoned by the officer if deemed necessary.

B. Officers will contact the Biloxi Police Department for additional escort assistance for faculty while they conduct a home visit if the faculty member has specifically requested police assistance.

C. Officers shall not provide escorts for individuals or private businesses without prior approval from the Chief of Police or his designee.

IV. Use of Handcuff

- A. All arrested persons shall be handcuffed.
- B. Officers may exercise their own judgment, in light of existing law, to handcuff any other prisoners they deem necessary to restrain.
- C. Officers may exercise their own judgment, in light of existing law, to handcuff persons that may cause harm to themselves, the officer or others around them.

V. Media/News Release

- A. Media members will be denied access to information concerning police matters unless it is approved by the Superintendent, Chief of Police or his designee.

VI. Guidelines at Scenes of a Crime or an Emergency

- A. Media members will be denied access to crime scene areas. The ranking officer will determine if their presence will interfere with the department's ability to operate unimpeded, i.e., following officers into a structure to photograph an arrest, etc.
- B. All members of the news media shall be treated on an equal basis. Under no circumstances will any media representative be allowed access to any emergency scene unless all media representatives present are afforded the same opportunity.
- C. The Biloxi Public Schools Campus Police assumes no obligation to notify any agency of the media of current, potential, or past emergency visits.

VII. Patrol Operations Procedures

- A. Except for those procedures specifically covered in the manual, all other general patrol operation procedures, including officer survival tactics, traffic direction and control, etc., are covered during a certified Basic Academy and In-service training.

- B. The procedures taught during a Certified Basic Academy and approved In-service training programs will be adhered to unless otherwise directed by the Chief of Police.

VIII. Reports – Reporting

- A. All reports will be prepared in accordance with guidelines set forth by the Chief of Police.
- B. All reports will be typed or neatly handwritten by the officer. Officers will be responsible for accuracy, spelling and the content of each report.
- C. All evidence, found property, and any other item will be tagged and written up on a complaint sheet, or chain of evidence sheet, telling the circumstances (where, when, why, how and by whom). Any item left in the station must be tagged.
- D. All reports/charges will be delivered to appropriate courts in a timely manner.
- E. A hard copy of all reports/charges will be kept by the Chief of Police in the department.

IX. Residence address – Officers

- A. Officers are required to reside within the area that requires a reasonable response time in case of an emergency call out, unless approved by the Superintendent or Chief of Police. Response time should be approximately twenty minutes.

X. Searching Prisoners

- A. Officers shall search all prisoners for weapons and contraband prior to transport, to ensure the safety of the arresting officers(s) and the prisoners.
- B. Methods used by officers to search prisoners will be in accordance with existing law and techniques taught during approved training programs.

XI. Telephones

- A. All officers shall have, and maintain at their residence, a working telephone.
- B. Officers may have unlisted telephone numbers provided that the Chief of Police and radio dispatchers have the unlisted numbers.

XII. Training

- A. All new officers must complete the Basic Police Academy training in accordance with State Minimum Standards of Law Enforcement Training.
- B. It shall be mandatory for officers to attend in-service trainings unless otherwise directed by the Chief of Police or his designee.
- C. Firearms training and qualification shall be set and conducted by a firearms training officer a minimum of three times per calendar year. The dates of training will be forwarded to the Superintendent's office.

XIII. Firearms Training and Qualification Requirements

- A. Firearms training and qualification is mandatory for all officers who are authorized to carry firearms in the performance of duty.
- B. Officers failing to attend a scheduled firearms training/qualification session without an approved absence shall attend a makeup prior to the next regularly scheduled qualification. Approved absences have to be approved by the Chief of Police.
- C. Any officer who fails to attain a qualifying score of 80% or higher will be required to fire the course again the same day. If the member fails to qualify after the second attempt, he/she will be required to undergo firearms retraining approved by the Chief of Police.
- D. All training will be forwarded to the Superintendent's office with dates and locations that personnel will be located.

Police Service Dogs

Purpose

The purpose of this policy is to establish guidelines for the organization, selection of handlers, and the selection of police service dogs, utilization, supervision and operation of the department's K-9 unit. Like other highly specialized pieces of equipment, police service dogs supplement and enhance the capabilities of police personnel. When integrated into existing police forces, Biloxi Public Schools Campus Police Teams enable those personnel to perform their mission more effectively and, in many cases, with significant savings in manpower, time and money. Also Biloxi Public Schools Campus Police Teams provide a powerful psychological deterrent to potential offenders. These specialized capabilities make the Biloxi Public Schools Campus Police Teams one of the most effective tools available to the department. When used as an integral part of the police function, the potential success of the entire police effort is significantly increased.

Definitions

Police Service Dogs: A working dog, which has been procured and trained to execute a number of specific law enforcement related tasks, which utilize the dog's agility and sense of smell.

Handler: An officer educated in the care, handling and training of the dogs.

Team: An officer and assigned dog.

Usage Reports: Documentation of use and results of the Biloxi Public Schools Campus Police.

Police Service Dogs

K-9 Units

A. Objectives

K-9 units will be used for narcotics enforcement, public relations and Drug Awareness Classes.

B. Instructions, Conditions, and Limitations

1. As a safety to the public, K-9's are not allowed to be left in an unattended vehicle with the windows down or otherwise open.
2. Passengers are allowed only as follows:
 - The passenger is also a K-9 handler.
 - If the passenger is not a K-9 handler, then the divider or safety barrier must be in place to separate the K-9 from the occupants.

C. Authorization

1. The Chief of Police is the final authority on the operation, deployment and/or policies concerning K-9 units.
2. When the Biloxi Public Schools Campus Police Team is in service or off duty, the handler has authority over the operation, deployment and/or policies concerning K-9 units with regard to school policy and safety of the Biloxi Public Schools Campus Police Team.
3. A Biloxi Public Schools Campus Police dog may be used under any of the following circumstances:
 - Narcotics searches
 - Public relations/Drug Awareness Presentations

Narcotics Searches

Narcotics searches will be conducted at the request of educators, administrators, and officers with the Biloxi Public Schools Campus Police. The Biloxi Public Schools Campus Police Team will follow state and federal laws, as well as school policy, prior to, during and after completing a search.

Public Relations/Drug Awareness Presentations

The Biloxi Public Schools Campus Police Team can participate in public relations and drug awareness presentations at the request of educators, administrators and officers with the Biloxi Public Schools Campus Police. Participation of such programs outside of the Biloxi Public Schools Campus Police must be approved by the Chief of Police.

General Instructions

The Biloxi Public Schools Campus Police handlers are responsible for the actions of their K-9. The safety of the public and the performance of the K-9 are the first priorities of each handler. Accordingly, the Biloxi Public Schools Campus Police handler shall adhere to the following instructions:

1. Biloxi Public Schools Campus Police handlers will not involve themselves in any outside activities with their K-9 unless authorized by the Chief of Police.
2. Under normal circumstances, no one but the Biloxi Public Schools Campus Police handler shall handle, feed, exercise, or give commands to the K-9.
3. The handler shall carefully weigh the appropriateness of taking the K-9 on personal or family outings and shall maintain strict control and security of the K-9 on any such outings.
4. Members of the department shall not tease or agitate the K-9 under any circumstances. Employees shall not pet or coax any department K-9 unless the handler gives his/her permission and has physical control of the K-9 at all times.

Usage Reports

The Biloxi Public Schools Campus Police handler will be responsible for the completion of a Biloxi Public Schools Campus Police usage report in all the following situations in which a Biloxi Public Schools Campus Police K-9 is utilized.

1. To conduct a search whether or not a find is made by the Biloxi Public School Campus Police.
2. To conduct a narcotics search.

3. When the Biloxi Public Schools Campus Police K-9 is used for educational purposes.

The Biloxi Public Schools Campus Police usage report will be turned in to the Chief of Police on the last day of each week.

Qualifications and Training

- A. Biloxi Public Schools Campus Police handlers can be viewed as officers who have been trained to use a specialized piece of equipment. Persons selected for Biloxi Public Schools Campus Police K-9 duties must attend an accredited training course.
- B. The investigation of selecting a Biloxi Public Schools Campus Police handler shall explore the following area:
 - 1. Whether the officer has adequate facilities for the housing of a Biloxi Public School Campus Police K-9.
 - 2. Must be willing to make necessary alterations to yard or residence for the K-9.
 - 3. Must be willing to possess a willingness to provide the time necessary to train and care for the K-9.
 - 4. Must recognize that the position may require unusual working hours.
 - 5. Must possess a willingness to participate in speaking engagements and demonstrations.
 - 6. Must have a good attendance record.
 - 7. Must have a good working relationship with fellow officers, faculty, staff and administrators.
 - 8. Must not have received a substantial complaint of excessive use of force.
 - 9. Must be physically fit and able to perform the duties of a K-9 Handler.

10. The final selection of officers assigned as Biloxi Public Schools Campus Police handlers will be made by the Chief of Police.

C. Selection of a dog for the department's Biloxi Public Schools Campus Police K-9 Handlers will be made on a case-by-case basis using the following criteria:

1. Biloxi Public Schools Campus Police K-9's used by the department must be the property of the department/school district without legal ties to any other party
2. Biloxi Public Schools Campus Police K-9 must be approximately fifteen to thirty-six months of age in order to provide an available length of service to the department for seven to eight years or as long as the dog is performing effectively.
3. When a donated K-9 is received, the donor must sign a departmental agreement relinquishing ownership of the K-9. The agreement must be sworn, notarized and then sent through channels to the Board of Education for acceptance.
4. When a K-9 is no longer suitable for service, the animal will be removed from inventory.
5. Upon the K-9's retirement from service, ownership of the K-9 may be transferred to the handler.

D. Training- The following is recommended for all K-9 handlers:

1. One eight-hour structured in-service training day per month.
2. As assigned to correct any specific problems.
3. Annual certification.

E. Responsibilities of the K-9 Handlers:

1. K-9's entrusted to a Biloxi Public Schools Campus Police handler are the sole responsibility of the handler for keeping the K-9 clean, for feeding, grooming, training and maintenance of performance standards.
2. K-9's shall be groomed, inspected and worked daily.
3. K-9's shall be fed only the prescribed diet and on a schedule established by the veterinarian.
4. K-9 food, supplies and equipment are to be procured and secured by the department.
5. Services of a local veterinarian shall be obtained and paid by the department.
6. The K-9 handler is to be responsible for the administration of any medication prescribed by the veterinarian.
7. The K-9 handler is responsible for maintaining current vaccinations records and forwarding a copy to the Chief of Police.
8. A complete medical check-up will be conducted every twelve months. Teeth are to be cleaned as needed.
9. K-9 handlers will be responsible for the care and upkeep of all equipment issued to them for training and control of the K-9.
10. K-9 vehicles are to be maintained in good working order and kept as clean as possible.
11. When not on call for service, K-9 vehicles are to be locked and secured when the K-9 is left in the unit and the handler is not present.
12. The K-9 shall not be left unattended in a vehicle when the vehicle is unsafe because of cold, heat or other conditions.

13. K-9 Handlers will be responsible for all training aids and will see that they are under proper lock and key. If any narcotics training aids become lost or stolen, an incident report will be completed with a statement forwarded to the Chief of Police.
14. The K-9 must not create any problems in the neighborhood such as running loose.

F. Equipment

Each Biloxi Public Schools Campus Police K-9 Team will be issued the following equipment:

1. One choke chain.
2. One seven-foot leather police.
3. One thirty-foot tracking lead.
4. One K-9 first aid kit.
5. One K-9 badge.
6. One muzzle,

G. Training Aids

1. Establish specific control procedures for issuance, use, accountability and disposition of narcotics training aids utilized by the Biloxi Public Schools Campus Police.
2. It shall be the responsibility of each handler to comply with the letter and intent of this section.
3. All drugs which are to be used as training aids by the handlers shall be obtained from the Chief of Police. The appropriate forms shall be signed and copies filed with the issuing authority.
4. Training aids used:
 - a. Cocaine, to include crack
 - b. Marijuana
 - c. Crystal Methamphetamine

Enforcement of Parking Permits

Purpose

Faculty, staff and students are required to have parking permits in their vehicles in order to park on the high school campus. The following are procedures for monitoring and enforcing parking permits.

Procedure

1. At the beginning of each school year, an announcement will be made to advise faculty, staff and students that the parking lots will be patrolled by the Biloxi Public Schools Campus Police for the purpose of checking for parking permits.
2. It will be at the Principal's discretion as to the enforcement of parking permits.
3. Checks of the parking lots will be conducted twice a month.

General Procedures Section

This section states department procedures regarding police operations and practices not covered specifically in other sections of the manual.

I. Arrest Procedure Warrants

A. Arrest by Felony Warrant

- To make a felony warrant arrest resulting from an on-view contact, the officer will first verify the existence of an outstanding warrant and the identity of the person to be arrested. If another agency has issued the warrant, officers will verify the information. Upon verification of the warrant and positive ID of the subject, the person will be arrested and booked into jail.

B. Arrest by Misdemeanor Warrant

- Officers will verify with the proper court all active warrants. Officers will properly identify the person to be arrested as the one for whom the warrant was issued. In cases where identification is inconclusive, the person will be released and a report will be completed with information so that he/she might be located at a later date.

C. Arrest by Warrant – General

- An officer making an arrest by warrant will complete the return on the original arrest warrant.
- It is not necessary to obtain a photocopy of a warrant prior to arresting a subject if it is known that a warrant is outstanding. However, if the suspect requests to see a copy, the arresting officer will advise the suspect that a copy of the original warrant will be presented to him/her upon arrival at the police department. Upon arrival, the arresting officer will provide the suspect with a copy of the warrant, if requested. When the service of a warrant is preplanned, the officer will secure a copy of the warrant for service upon request.

II. Arrest Procedures Without a Warrant

A. Officers may arrest without a warrant under the following circumstances:

- When an officer has probable cause to believe that the person to be arrested has committed a felony or misdemeanor in his/her presence.
- When a felony has in fact been committed, and the officer has probable cause to believe that the person to be arrested has committed it and where exigent circumstances exist.
- When an officer has personal knowledge that a warrant is outstanding on the subject to be arrested.
- When an officer is required to do so by an administrator of the Biloxi Public School District based on sufficient evidence obtained by the administrator that a crime has been committed.
- When an officer is transporting a prisoner to jail in a police vehicle, the officer shall advise the radio dispatcher of his/her location and the situation, give odometer mileage at the starting and again at the end of the trip.

Arrest Procedures – Female Prisoners

B. Arrest by Male Officer

- With the exception of body searches and transportation, the arrest procedures shall be handled in accordance with existing law and approved training techniques.
- Male officers are permitted to make “pat down” or “frisk” searches of female suspects being arrested. Complete “body” or “strip” searches shall be made at the station/jail in a private area by a female member of the police department or a female jail officer.

III. Explosives – Bombs, Incendiary Devices, Etc.

A. Procedures

- Officers should not transmit over their radio or cell phone within 300 feet of an explosive device, since high frequency radio waves will sometimes cause the detonation of some explosives.
- Do not touch, disturb, or pick up the item unless the officer is certain that it is safe to handle. Officers should be cautious of booby-traps, as this is a popular trick used by many terrorist groups.
- If for any reason an officer feels he/she is not qualified to identify or handle the device, then clear and secure the immediate area until qualified personnel arrive.
- Officers will not, under any circumstances, transport any bomb, explosive, incendiary device, nor will any officer bring such device inside the police department without the approval of the Chief of Police or his designee.
- Persons to be contacted for proper disposition of any bomb, explosive, incendiary device are:
 1. Explosive Operations Division Team from Camp Shelby
 2. The Biloxi Police Dept. Bomb Squad

IV. Bomb Threats

Instructions contained in this section apply to all police personnel responding to a reported bomb threat. The purpose of this section is to provide "general" guidelines for the safe and efficient handling of bomb threats. Police personnel shall not unnecessarily or unreasonably endanger themselves or others to conform to these procedures.

- Locate the person in charge of the facility where the bomb threat was reported.
- Make a conscious effort to avoid panic and alarm.
- The responsibility for conducting any search, evaluation, etc., will rest with the officer in charge and the person in charge of the facility.
- Officers on the scene will act as advisors, unless a situation develops which requires their immediate and actual participation in the search.
- If there is sufficient reason to believe a bomb or explosive device has been planted, or if an object believed to be a bomb or explosive device is found, summon the fire department and local E.O.D. personnel.
- If an evacuation is ordered, officers at the scene will assist in the evacuation, attempting to lower panic reactions and help keep the flow of people orderly.

V. Vehicle Operation Procedure

A. Special Instructions

The purpose of this section is to provide "general" guidelines for the safe and efficient operations of police vehicles. Instructions contained in this section apply to all police personnel who drive police vehicles. Police personnel will not unnecessarily or unreasonably endanger themselves or others to conform to these procedures.

- Each officer assigned a police vehicle shall ensure that said vehicle is safe for operation and all equipment is functioning properly at the start of his/her tour of duty.
- Officers driving a vehicle shall be responsible for performing safety checks on tires, oil, coolant, belts, transmission fluid, power steering fluid, master cylinder, and battery. This will be done by personnel at the Biloxi Public Schools Transportation Department.
- All officers will check their vehicle at the beginning of each tour of duty for contraband inside the trunk, loose items in the trunk, steering, brakes, headlights, brake lights, turn signals, parking lights, etc., emergency lights/sirens and communication equipment.

B. Normal/Routine Driving Conditions

These are the conditions other than pursuit or emergency driving associated with police vehicle operation:

- Obey all traffic laws and drive within the posted speed limits.
- Drive defensively and wear the seat belt.

VI. Pursuit/Emergency Driving Conditions

A. Members shall drive in accordance with state laws governing emergency vehicle operation and procedures outlined in this manual.

B. State laws governing emergency vehicle operation:

- Section 63-3-315 Mississippi Code of 1972:

“The driver of any authorized emergency vehicle when responding to an emergency call upon approaching a red or stop signal or any stop sign shall slow down as necessary for safety but may proceed cautiously past such red or stop sign or signal. At other times drivers of authorized emergency vehicles shall stop in obedience to a stop sign or signal.”

- Section 63-3-517 Mississippi Code of 1972:

“The speed limitations set forth in this article shall not apply to authorized emergency vehicles when responding to emergency calls and the drivers thereof sound audible signal by bell, siren, or exhaust whistle. This section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for safety of all persons using the street, nor shall it protect the driver of any such vehicle from the consequence of a reckless disregard of the safety of others.”

C. Department Procedure for Pursuit/Emergency Driving

1. Three factors generally dictate the speed at which an officer responds to an emergency call or pursues another vehicle:

- Seriousness of the call or offense.
- Roadway conditions (traffic, weather ,type road, etc.)
- Department procedure and state law.

2. Emergency Calls – Urgent Response:

- Officer assistance calls.
- Accidents with injuries.
- “Crimes in Progress” – life in danger.
- Any call where life or bodily harm is being threatened.

3. Procedure for Answering Emergency Calls – Urgent Responses:

- Speed – Officers may exceed posted speed limits, depending upon roadway conditions, but may not drive so fast as to endanger the safety of others.
- Stop signs/signals – Officers shall slow down or stop at all stop signs or signals, and proceed past stop signs or red signals only when the right of way is safe.

- Blue lights/siren – Officers shall drive with blue lights and sirens on.
- Seat belts – Officers shall wear seat belts. This pertains to the driver as well as the passenger.
- Reducing speed – When the emergency is over, officers shall reduce their speed and proceed with normal/routine driving procedures.

4. Emergency Calls – Normal/Routine Response

- All alarms.
- Accidents without injuries.
- “Crimes in Progress” – Life **not** in danger.

5. Procedure for Answering Emergency Calls – Normal/Routine Response:

- Speed – Officers shall not exceed speed limits by 10 m.p.h. depending upon roadway conditions.
- Stop Signs/Signals – Officers shall slow down or stop at all stop signs and red signals and proceed past stop signs or red signals only when the right of way is safe.
- Blue Lights/Sirens – Officers shall drive with blue lights on. Sirens are optional, but **must** be on when approaching and proceeding past any stop sign or red signal.
- Seat Belts – Officers shall wear seat belts. This pertains to the driver as well as the passenger.
- Reducing Speed – When the emergency is over, officers shall reduce their speed and proceed with normal/routine driving procedures.

6. Pursuit Driving

- Definition of Police Pursuit

An active attempt by an on-duty police officer is an authorized emergency vehicle to apprehend one or more occupants of a moving vehicle, providing that the driver of such a vehicle is aware of the attempt and is avoiding apprehension by maintaining or increasing his/her speed or by ignoring the officer's attempt to stop him/her.

- When to Pursue

- a. Non-hazardous violations such as misdemeanor traffic offenses seldom, if ever, warrant pursuit, especially high speed pursuit.
- b. Hazardous violations and major felonies that present a continual danger to other road users and the police requiring immediate and sometimes aggressive pursuit (i.e., DUI, reckless driving, excessive speed, robbery, rape, murder).
- c. The officer who pursues under any circumstances is neither relieved of the duty to drive with "due regard" for the safety of all persons nor protected from the consequences of any reckless disregard for safety.
- d. To pursue a violator, especially at high speeds, on unfamiliar roadways, compounds the hazards to the officer, the violator and others using the roadway. During periods of congestion and extreme weather conditions, pursuit may be impossible or extremely hazardous.
- e. Unmarked vehicles equipped with either siren or an emergency light not affixed to the roof should pursue traffic violators only under extreme circumstances and then only until such time as assistance can be obtained from a properly marked vehicle.

- f. Time of day and geographic location pursuits engaged in during "rush hour" traffic are extremely hazardous and the potential danger to others may outweigh the benefits of a successful apprehension. Furthermore, night time pursuits present particular problems for the officer, the violator and others using the roadway.
- g. Traffic violator pursuits of lengthy duration are extremely hazardous when assistance is not available or when assisting police units must drive long distances to provide aid.
- h. Units that have prisoners, witnesses, suspects, complaints or other non-police passengers shall not become engaged in pursuit situations.

7. Procedures for Pursuit

- The officer should immediately activate the emergency light and siren and notify the dispatcher, providing his/her specific locations as soon as possible, direction of travel, and reason for pursuit.
- An identification of the driver and vehicle should be transmitted as soon as possible.
- The officer in high speed pursuits should maximize control over his/her vehicle by adjusting his/her speed according to traffic, vehicle, road, and weather conditions. It should be remembered that a police officer has no legal right to drive at **excessive** speeds and has a legal and moral obligation not to endanger the lives of others using the roadways.
- An officer should not ram or bump any fleeing vehicle, or block its path in an attempt to stop it unless a major felony has been committed. These actions are examples of the use of deadly force, which is justified only under very limited circumstances. The fact that a driver flees from an officer never justifies the use of **unreasonable** force to effect capture.

- An officer is justified in firing at or from a moving vehicle during pursuit only to defend himself/herself or another from an attack that he/she has reasonable cause to believe could result in death or serious bodily injury.

8. When to Abandon the Pursuit

- Police officers should not pursue traffic violators outside of their jurisdictional boundaries unless approved by the Chief of Police or his designee.
- The pursuit should be terminated when the hazards are high, exposing the officer and the public to unwarranted risk, especially when the violation is not serious.
- The pursuit should be terminated when conditions such as darkness, road and weather conditions, and distance between officer and violator clearly indicate the futility of further pursuit.
- The pursuit should be terminated if the offense is a misdemeanor and the identity of the violator is known or can be readily determined later.
- The pursuit should be terminated if the pursuing officer knows, or has reason to believe that the fleeing vehicle is operated by a juvenile who has committed a misdemeanor or nonviolent felony, and that the safety factors involved are obviously greater than a juvenile can cope with.
- The pursuit should be terminated when directed to do so by any shift supervisor or others in authority.

Objective

The objective of this policy is to implement a procedure that will allow us to protect our students, faculty and staff from persons who exhibit behavior that would constitute an arrest being made based on state law. An example of such behavior would be Public Profanity, Disorderly Conduct, Failure to Comply, etc. This policy would be implemented during school hours, after-school activities and sporting events.

Procedure

A. Observation of the Behavior

1. The behavior mentioned above can be witnessed by faculty, staff and/or school police.
2. If the behavior is observed by the campus police officer, a verbal warning will be issued to the offender, who will be either arrested or escorted off campus.

B. Documentation

1. If the behavior is observed by faculty or staff, a statement is to be obtained and given to the campus police officer.
2. Once all, if any, statements are collected, the campus officer will then complete an incident report.
3. Once the incident report has been completed, a copy will be turned in to the site principal for approval to issue a trespass letter to the offender.
4. If the site principal approves a trespass letter, the campus officer will complete said letter and give it to the site principal for signature and mailing to the offender.
5. A copy of the letter will be forwarded to the Superintendent's office, Chief of Police and District Discipline Officer, as well as maintained at the Biloxi Public Schools Campus Police Department.

Types of Trespass Letters

- A. Letters to offenders with children enrolled – This letter would be discretionary regarding the length of time not permitted on campus, based on the site principal's decision.
- B. Letters to offenders with children no longer enrolled – This letter would be able to extend the length of time to an indefinite amount of time. If the offender does not have children currently enrolled, then there is no need for that person to be on the campus.
- C. Letters to offenders with no legal rights to children – This letter would also be able to extend the length of time to an indefinite amount of time.

Clearing the Trespass Warning

- A. All trespass warnings will be cleared by the site principal based on the site principal's ruling.
- B. A copy of all cleared letters will be forwarded to the Superintendent's office, Chief of Police and District Discipline Officer, and maintained at the Biloxi Public Schools Campus School Department.

Repeat Offenders

- A. Should an offender receive a criminal trespass warning, have the warning cleared and then re-offend, the site principal will be able to issue another trespass warning and start the procedure over again, or follow legal actions against the offender, i.e., arrest or filing charges in Justice Court through Harrison County.

Biloxi Public Schools Campus Police **Rules and Regulations**

1. An officer of this department will not allow his/her decisions or actions to be affected by prejudice in regard to race, color, religion, sex or political belief. Officers shall not refer to any person in a derogatory manner because of his/her race, religion, color, sex or political belief.
2. An officer shall be civil and respectful to officers of superior rank, whether of this department or another. An officer of the department shall be dignified, courteous, and cooperative with other officers of the police department and with officials and officers of other government and law enforcement organizations.
3. An officer shall be honest and truthful at all times. A polite decline to comment shall be used in those cases where an officer should not divulge confidential or critical information.
4. An officer shall not display cowardice in the line of duty or in any situation in which an officer or the public might be subject to physical danger.
5. The use of unnecessary force or abuse to prisoners or other persons is prohibited, but failure to use the proper force when necessary may be considered neglect of duty.
6. An officer shall never brandish a weapon, or fire warning shots, nor shall he/she remove his/her weapon from its holster, other than:
 - To defend himself/herself from death or serious injury.
 - To defend another person unlawfully attacked from death or serious injury.
 - To kill dangerous animals, or to kill an animal so badly injured that humanity requires its release from further suffering.
 - To give an alarm or to call assistance when no other sufficient means can be used.
 - To engage in training or inspection and cleaning of weapon.
7. An officer shall not knowingly associate or have any dealing with criminals or persons engaged in unlawful activities; an officer shall not frequent places of questionable character, either while on or off duty, except when necessary in the official performance of duty.
8. An officer shall not engage in any illegal, immoral, or indecent conduct, nor in any activity which would tend to reflect discredit upon the police department.
9. If an officer becomes involved in a situation requiring police attention, he/she shall contact the chief immediately to advise of the situation.

10. An officer shall not join or associate with any organization designed to interfere with the orderly process or justice or government by illegal means, nor any organization which advocates prejudice against any racial, religious, or other group.
11. No officer shall use any department property for his/her own private benefit.
12. An officer of the Biloxi Public Schools Campus Police shall not communicate to any person any information which may enable a person to escape from the arrest or punishment or that may enable him/her to dispose of or secure any goods or other valuable things, stolen or otherwise unlawfully obtained.
13. All evidence will be secured in the evidence room at the police department. Evidence may be removed by the Chief of Police for the purpose of attending court proceedings and disciplinary or expulsion hearings.
14. All evidence will be properly destroyed by the Chief of Police at the end of each school year and when the court cases and school hearings have reached a disposition.
15. All time off will be approved by the Chief of Police or the Director of Personnel.
16. An officer will use his/her badge number when talking on the radio. On all radio traffic a member will identify themselves and wait for the other party to acknowledge, before giving them his/her message.
17. Officers will not leave their car keys in their vehicle while it is unattended. Lock your vehicle while you are out of the vehicle to protect its contents.
18. Any time an officer is injured or involved in a shooting, he/she must contact the Chief of Police immediately.
19. If an officer responds to a homicide, he/she must contact the Chief of Police.
20. Employees will be held responsible for damaged or lost equipment.
21. All citizen complaints about police officers and department personnel will be forwarded to the Chief of Police during his regular working hours.

Overview of Law Enforcement Officer Roles

I. Law Enforcement Responsibilities

- Differentiating crime from school conduct violations
- School officials should take lead on school violations
- Law Enforcement should take lead on criminal violations
- Establish the incident: crime or school conduct violation
- School officials are required to report certain crimes
- Law enforcement officers are encouraged to involve school officials in crime-related issues – intelligence, possible patterns
- Document all reported criminal offenses
- Victims of school crime require due process – both staff and students
- Suspects in school crime require due process
- School safety and security is more than a standard
- School is a custodial setting based on the attendance mandate
- School is a public building and its occupants are due public safety
- Law Enforcement Officers play a vital role in safety

II. Law Enforcement Officer as Law Related Educator

- Prevention programs
- In-service programs for school staff
- Parent presentations and programs
- Community presentations and programs
- Student assemblies on law-related issues
- Encourage high academic achievement among students

III. Law Enforcement Officer Role as Community Liaison

- Become knowledgeable about school and community resources
- Establish collaborative relationships with school/community resources
- Get to know your students – involve yourself in their lives
- Network with school staff concerning student needs
- Work closely with the school counselors
- Encourage students to use positive alternatives in issues and concerns
- Be accessible to parent and community concerns

IV. The Law Enforcement Officer as Positive Role Model

- Professional in appearance and demeanor
- Approachable for issues and concerns
- Compassionate to students and staff

- Open-minded while dealing with school issues
- Effective communication style