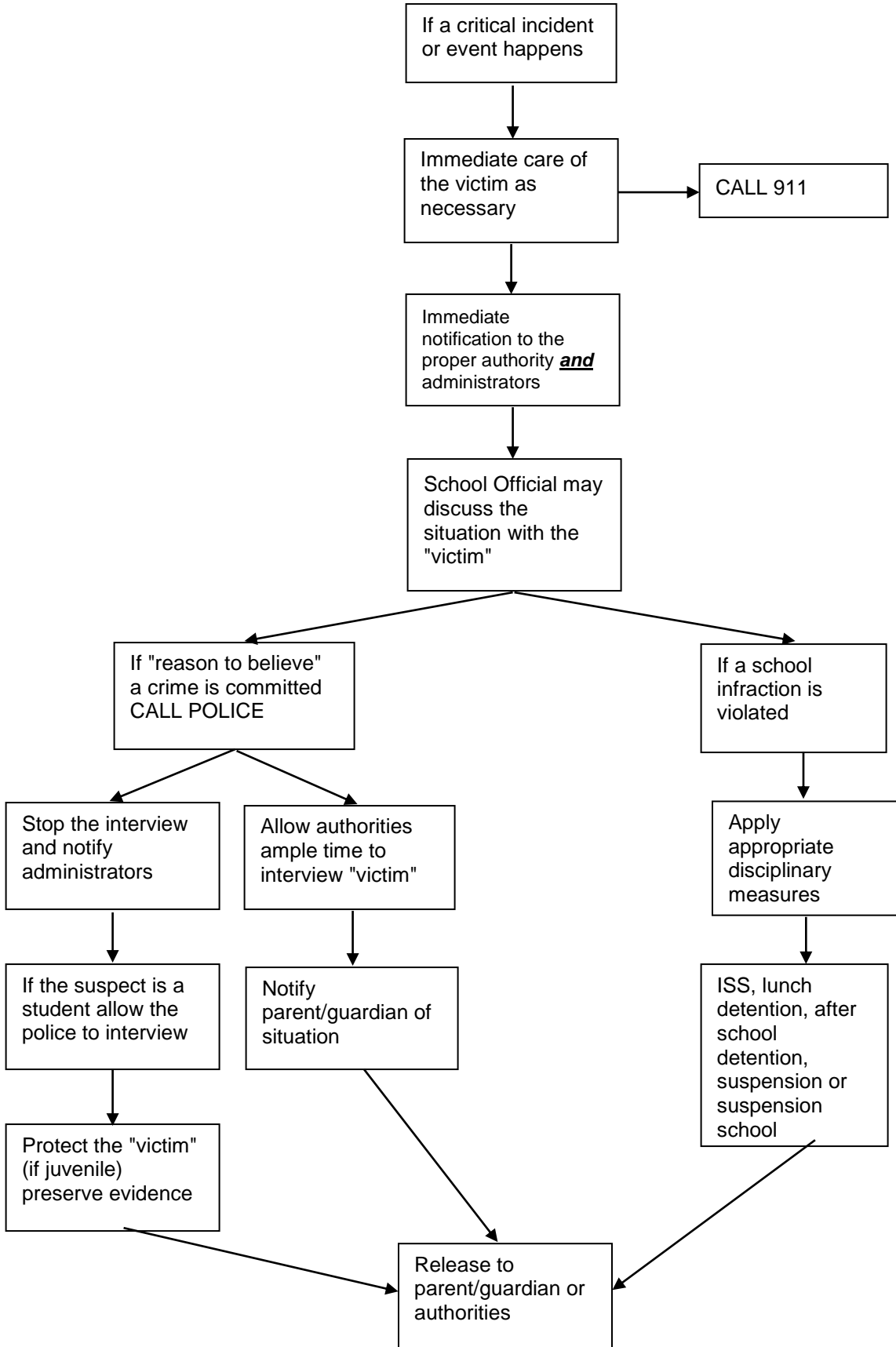




# Muncie Community Schools

## Action Plan for Security Enhancement

Date of Implementation — March 1, 2011  
Revised June 2014



## Critical Incident Reporting Guidelines

Immediate care to the victim as well as immediate notification to the police is the building level administrator's first obligation in reporting a serious crime or event. If a member of the student body, faculty, or staff reports that a crime or serious incident has been committed against them personally, either in written or verbal form, school administrators will immediately *call the police and Child Protective Services if a juvenile student is involved*. After the police and Child Protective Services have been contacted the building level administrators will facilitate the ability for the victim to make a case (police) report. Allow the victim and witnesses time to be interviewed and begin the reporting process with the appropriate authorities.

This guideline is not an all-inclusive listing of offenses possible in the event that a serious criminal incident has occurred. Crimes such as committing serious bodily harm to a person, assault of a person, possession of a weapon, possession of drugs or alcohol or being under the influence of drugs or alcohol while on Muncie Community Schools' property will be reported to the police. Notification of the administration in these cases will be as follows:

#1	Chief Academic Officer	(747-5207)
#2	Chief of Security	(254-4802)
#3	Director of Human Resources	(254 4842)
#4	Chief Financial Officer	(747-5222)
#5	Director of Secondary Education	(747-5345)
#6	Director of Elementary Education and High Ability	(747-5203)

The building administrator (or their designee) *will be responsible* to make the initial notification to the first person that can be contacted on the list. Once a person has been reached, that person will continue with the notifications. Make a person-to-person contact. Don't rely on voice mail or e-mail.

In case a victim may need immediate medical attention, personnel will summon the nurse and call 911 and request for aid and assistance. Remember the victim is also considered evidence and must be attended to with care. Do not attempt to move or remove a victim who is incapacitated or unconscious. Allow the victim to remain where they are (unless there is imminent danger in doing so) and reassure them that the necessary emergency service is en route. Help to provide adequate, accessible space surrounding the victim and assist in keeping onlookers away from the immediate area.

If the situation mandates, school administrators should secure the area where evidence of a crime might be retrieved or preserved, allow authorities access to any such area(s), and give assistance to preserve the location until such time as the investigating authorities allow the area(s) to be reopened and accessible. When pertinent evidence regarding the situation being investigated is received by any person, that evidence *must* be preserved and custody of such items or materials will be given to investigating authorities for preservation.

Once a complainant conveys either in writing or verbally that a crime against them has been alleged, any further questioning by school administrators should cease and an administrator will

immediately *call the police and Child Protective Services if a student is involved*. The person who received the complaint or report may then be considered a witness for statement purposes. A witness may be asked to give a written statement to investigating authorities as a necessary step to aid in the course of an investigation.

Any media questions, comments, or remarks, should be referred to the Superintendent's office.

## **Action Plan for Security Enhancement by the Muncie Community Schools**

### **I. MUNCIE COMMUNITY SCHOOLS' POSITION STATEMENT**

#### **A. Administrative Endorsement**

The mission of the Muncie Community Schools is to provide a quality educational environment that allows every student to maximize his or her potential and, upon graduation, possess the basic skills necessary to be a positive, productive, contributing member of society.

We recognize the safety of staff, students and parents will be our highest priority. Students should show courtesy, dignity and respect for all school faculty, staff and each other throughout the school year promoting a safe and secure learning atmosphere.

#### **B. Faculty and Staff Involvement**

Faculty and staff will continue to be included as a vital and necessary component for a continuing sense of a safe school environment. In-service presentations, workshops, and peer group information-sharing sessions will include security officers.

#### **C. Parent and Student Acceptance**

Community outreach invitations will be extended so that parents and students may offer thoughts and suggestions for improving a safe school environment. Efforts will be made to partner with local law enforcement agencies, community organizations, and local youth services to constantly nurture a wholesome and secure learning environment.

### **II. ROLE OF SECURITY OFFICERS IN THE MUNCIE COMMUNITY SCHOOLS**

#### **A. Officer Presence**

Security officers will be liaisons between the Muncie Police Department and school principals, faculty, and students. Security officers may work closely with parents, students, and members of the community to enhance a sense of safety, order, and manageability in the buildings. Security officers establish a police

presence in schools to deter acts of terrorism, violence, or vandalism in the schools. Officers will provide law enforcement and police services. Officers may be requested to investigate allegations of criminal incidents according to their individual department guidelines and make appropriate referrals to juvenile authorities, governmental agencies, and youth service organizations.

#### B. Student / Officer Interaction

Security officers are encouraged to interact with students to develop a rapport and serve as a trusted authority figure with which students might confide valuable information regarding safety and security issues. Officers will be positive role models promoting the profession of law enforcement and police officers. Promoting the school corporation's mission, officers will increase their visibility and accessibility in the individual buildings and the school community.

#### C. Security Officer as Role Model and Mentor

Security officers will be in approved attire while working for the school corporation. Officers will conduct themselves in such a manner as to convey a sense of authority and professionalism enhancing the school staff in situations which may cause legal intervention. Security officers should be approachable, courteous and convey a sense of understanding to students and parents who may need to communicate safety concerns to someone.

#### D. Duties and Responsibilities of Security Officers

1. Officers will routinely patrol the outer perimeter of the school security building and parking lots to ensure outer doors and entrances are secure at all times. Security officers will assist in hallway supervision during passing periods and during class times, assist in dining area security, patrol hallways, restrooms, unoccupied classroom spaces and inconspicuous areas of the building. Security officers may be asked to perform the duties of a police officer regarding report preparation, requesting juvenile probation assistance or other community-based service organization intervention for youth.

The following statements represent expectations/guidelines related to the execution of duties by police officers and deputy sheriffs while working security assignments in the public schools. Officers should help schools maintain a safe environment by providing assistance to make sure students respond appropriately to school officials.

1. Officers are required to follow all guidelines relating to all rules and regulations, policies, and procedures adopted by this action plan.

2. When a suspected crime has been committed on school property, the school security officer has the responsibility to consider all administrative options available to the officer, as well as state statute requirements to then make a decision whether an arrest is appropriate or not.
3. Permission from school administrators to make an arrest is unnecessary when a crime has been committed; however, officers are expected to continue to exercise good judgment prior to placing a student or an adult under arrest. The building administrator(s) will assume a support role once a student or adult is placed under arrest.
4. School administrators may request or offer an opinion regarding a potential arrest; however, the school administrator may not order an officer to make an arrest or not to make an arrest.
  - a. Under Indiana law, a person who obstructs or interferes with a law enforcement officer while the officer is engaged in the execution of his duties commits the crime of Resisting Law Enforcement, a class A Misdemeanor. Therefore, any school administrator, employee, agent, or student who obstructs, interferes with or prevents the arrest of a student or another person, or otherwise obstructs or interferes with a law enforcement officer's duties in any way may be subject to immediate arrest by that officer and formal prosecution by the Delaware County Prosecutor's Office for the criminal offense of Resisting Law Enforcement.
  - b. It is also a criminal offense to aid, induce, or cause another person to commit a criminal offense. Any administrator, employee, agent, or student who aids, induces, or causes a fellow administrator, employee, agent, or student to obstruct or interfere with a law enforcement officer may also be subject to immediate arrest and prosecution for the criminal offense of Resisting Law Enforcement.
5. School administrators should provide the officer with factual information regarding incidents; the officer shall determine whether arrests are to be made.
6. Officers may not question a student once the student becomes a criminal suspect without the permission of the *parent/guardian*. The officer may take statements from witnesses and should obtain written documentation from school administrators as appropriate.
7. When making an arrest, the officer will complete a case report/juvenile referral form. Juvenile Probation must be called for detention approval prior to transport to the Detention Center by the arresting officer.

8. The school security officer will determine whether the student should be:
  - a. released from the school to the parent/guardian;
  - b. transported to the Juvenile Probation Office; or
  - c. detained in the Juvenile Detention Center and then notify the Delaware County Juvenile Probation Department.
9. School administrators may refer parents with questions regarding an arrest to officials at the Juvenile Probation Office or the officer involved in the incident.
10. Officers and school administrators should avoid telling students they have a choice concerning whether the incident will be resolved as a police matter or as a school matter. When a crime is committed, there is no choice.
11. Students involved in a fight on school property should be arrested in any of the following circumstances:
  - a. Determination by an officer that probable cause exists to believe a criminal act has been committed.
  - b. The fight is premeditated.
  - c. The fight is a vicious, unwarranted attack.
  - d. The student does not respond appropriately to the attempts by adults to intervene.
  - e. The student has received a specific warning not to harm the victim.
12. Students in possession of contraband items or a firearm, knife, handmade weapon(s) or exploding devices at school will be subject to all school rules and consequences. Officers will address each incident in accord with the Indiana Criminal Code.

### III. FUTURE GOALS AND OBJECTIVES

#### A. Additional Audio/Video Monitoring

Video monitoring has already been introduced at the building level in five secondary schools. Funding initiatives will be sought to install additional video, as well as some audio monitoring as necessary or advantageous throughout the school system as acquisitions can be made in the future.

#### B. Security Officers Training and In-Service Training

Newly hired and current security officers will receive training applicable to school security issues. In-service training will be initiated throughout the school year for the security officer's continuing education. Security officers will train in school policies and procedures, student code of conduct and building rules, policies and procedures.

C. Local Agency Participation

The Muncie Community Schools Board of School Trustees will utilize and consult with the following agencies and appreciate their spirit of cooperation.

The Delaware County Prosecutor, City of Muncie Police Department and the Delaware County Sheriff's Office, Delaware County CASA Program, Indiana Department of Child Protective Services/Delaware County, The Community Foundation of Muncie & Delaware County, Inc., Prevent Child Abuse Council of Delaware County, and Family Services of Delaware County

The Muncie Community Schools will continue to participate in the interagency meetings as a means to have continued dialogue with the juvenile judge, prosecutor and juvenile probation. The Muncie Community Schools recognizes the importance of the utilization of these resources that *cannot* be overlooked.

Realizing there are immediate and future goals and objectives, the Muncie Community Schools will initiate this action plan in an effort to enhance and evolve the present security program to be more effective to further promote the safety and security of students, faculty, and staff of the school corporation. It is the intent of the Muncie Community Schools to provide a safe learning environment for all students and a sense of safety and security for all individuals.



## Critical Incident Reporting Procedure

### Involved Teacher/Staff/Administrator

1. Give the complainant time to report the situation.
  - a. Who is the "victim?"
  - b. What happened?
  - c. When did the event occur?
  - d. Where did the incident happen?
    1. On school property?
    2. Going to or coming from school?
  - e. How did the situation happen?
    1. Spontaneous event? Participants known?
    2. On-going situation.
    3. How many individuals were involved?
    4. Is the complainant seriously injured?
  - f. Why did the situation occur?
    1. Harassment
    2. Bullying
    3. Intimidation
  - g. Seek out an administrator

**STOP THE INTERVIEW IF YOU BELIEVE A CRIME HAS OR MAY HAVE BEEN COMMITTED. FOLLOW THE CRITICAL INCIDENT GUIDELINES.**

1. If the complainant is injured, seek medical assistance from the nurse.
2. Relay the pertinent information regarding the situation to an administrator.
3. If any of the following details are involved, **CALL POLICE** or **CHILD PROTECTIVE SERVICES IMMEDIATELY**;
  - a. Serious bodily harm or injury
  - b. Assault of a person
  - c. Incident involving a weapon such as a gun, knife, or handmade weapon
  - d. Possession of drugs or alcohol
  - e. Being under the influence of drugs or alcohol
4. If the complainant is able, have them begin to write out a narrative of the event.
5. **DO NOT** leave the complainant/victim unattended. Wait for a responsible party or authorities to arrive.

**Principal:**

1. Report to the scene immediately.
2. Instruct secretary to call the nurse if necessary.
3. Instruct the secretary to call 911 if necessary.
4. Instruct the assistant principal, secretary, or a staff member to make notifications of the situation to:

#1 Chief Academic Officer	(747-5207)
#2 Chief of Security	(254-4802)
#3 Director of Human Resources	(254-4842)
#4 Chief Financial Officer	(747-5222)
#5 Director of Secondary Education	(747-5345)
#6 Director of Elementary Education and High Ability	(747-5203)

The building administrator (or their designee) *will be responsible* to make the initial notification, or continue to pursue the notification process until such time that the Chief Academic Officer has contacted the Superintendent's office and made him/her aware of such situations.

**Assistant Principal:**

1. Report to the scene or designated location in absence of principal.
2. Report to the office or the scene or as directed immediately.
3. Continue to supervise regular building activities.
4. Call Administration building with updates if directed to.

**Secretary:**

1. Contact 911 if directed.
2. Contact injured person's physician if directed.
3. Stay in contact with administrators.
4. Call the nurse if injury is involved.
5. Contact any support staff as requested, tape identification on the injured with child's name and parents names and phone numbers assisting the nurse if necessary.

**Nurse:**

1. Report to the scene or the designated location.
2. Take first aid kit.
3. If anyone is seriously injured and needs to be transported for treatment, place tape identification on injured with the person's name and parents' name and phone number(s).
4. If more than one person is transported, keep a list of injured so that "Injury to Student" reports can be completed.
5. Notify parents as soon as possible.

**Counselor:**

1. Report to the scene or a designated location.
2. Assist principal or assistant principal as directed.
3. Contact parents / family of injured person if directed by the principal or nurse.
4. Help with distraught siblings, family or staff.

**Custodian:**

1. Report to the scene or designated location if requested.
2. In certain situations assist with lock-down procedures.
3. Assist administrators and staff accordingly.

**Other Teachers / Staff:**

1. Remain with students and maintain normal schedule.
2. Keep children calm. If they ask, reassure them that the situation is being handled.

