

Office of School Safety Incident Reporting Protocol

Purpose:

- ❖ To have the Office of School Safety be the sole office responsible for reporting and recording ALL incidents which will standardize reporting and take the onus of reporting off of the Principal or designee.

REPORTING PROCEDURES

BY WHOM

Any employee.

TO WHOM

School Police Officer, Principal or principal's designee.

WHEN

As soon as possible, after any immediate medical and security needs have been met.

WHAT HAPPENS NEXT

- An Office Disciplinary Referral is entered into Infinite Campus (SIS) with a resolution of "Referral to Incident Control Unit"
- School Police Officer or in buildings where there is no School Police Officer, Principal or principal's designee calls School Police Incident Control Desk, 215-400-6100. If principal or designee does not report the incident to School Police, a staff member may report the incident.
- School Police Officer or School Police Supervisor, determines whether to notify School Police Incident Control Desk, 215-400-6100 and/or Philadelphia Police, 911.
- If there is disagreement between principal or designee and School Police Officer, the School Police Officer calls the Incident Desk for further review, who will then dispatch a Supervisor to the school. The Officer informs Lieutenant of all relevant facts and Lieutenant decides whether incident is reported to School Police Incident Control Desk and/or Philadelphia Police via 911.
- Principal determines what discipline to impose on student.

NOTE: Any notification to Philadelphia Police must be made by calling 911, even if there is a Philadelphia Police Officer present.

Summary - Frequently Asked Questions

What to report?

Everything!

How do I Report Incidents?

Incidents are reported to the Incident Control Desk by entering the Incident into Infinite Campus (SIS) with a resolution of “Referral to ICU” and calling 215-400-6100.

- **OR in non-emergency cases:**

Emailing the report to seriousincident@philasd.org

Who is responsible for reporting incidents?

ANYONE – however, the School Police Officer(s) in your building will be responsible for calling all incidents to the Incident Control room and will also call the Philadelphia Police when necessary.

What if I do not have a school police officer or my officer is absent?

Principal or designee will call the Incident control Desk.

What if I am not sure how to handle a serious incident?

Call the Incident Desk for advice and guidance.

What if there is a disagreement between the School police Officer or yourself with the Philadelphia Police department?

OR

What if I do not agree with the how the incident is being handled by the School Police Officer?

Call the Incident Desk for further review, who will then dispatch a Lieutenant to the school.

Other Issues

IF AT ANYTIME YOU NEED ADVICE OR HAVE A QUESTION, PLEASE CALL THE INCIDENT DESK

Types of **non-emergency** incidents (about 25% of all calls) that can emailed to our incident desk:

- Accident or illness incidents that do not require outside medical attention
- School District vehicle accidents with no injuries
- Graffiti incidents - that are not racial or threatening in nature

Office of School Safety

Types of Incidents to Report

Abductions & Attempts*

Accidents & Illnesses

Accidents to School District Vehicle

Assaults*

Bomb Scares*

Bullying

Burglary*

School Bus Incidents

Computer Crimes

Disorderly Conduct

Drug & Alcohol Offenses*

Extortions

Fire & False Alarms (Arson)*

Graffiti (Call 911 if racial or threatening in nature*)

Harassment

Child Abuse*

Hate Crimes*

Morals Offenses* (sexual incidents*)

Open Property

Pickets/Demonstrations

Property Damage (if over \$5000* call 911)

Robbery*

Suicide Attempts/Threats

Theft*

Threats (Verbal & Written)

Trespassing*

Vandalism

Weapons Offenses*

*Must be reported to the Philadelphia Police Department

Incident Definitions

<p><u>ARSON *</u></p> <p>= Intentionally starting a fire or causing an explosion</p>	<p><u>ASSAULT *</u></p> <p>= injuring or attempting to injure another person. -“injure” means causing physical pain or impairment of physical condition</p> <p>= by physical menace, putting another person in fear of imminent serious injury. -“serious injury” means a substantial risk of death or serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.</p>
<p><u>BULLYING</u></p> <p>= Engaging in behavior that prevents or discourages another students from exercising his/her right to education.</p> <p>= aggressive or intentional hurtful behavior perpetrated repeatedly over a period of time in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance, etc.)</p> <ul style="list-style-type: none"> - Includes the use of teasing; taunting; threats; coercion; repeated harassment; abuse; oppression; intimidation against students, school personnel, or school visitors; or exclusion of anyone physically, psychologically, or sexually. - Includes bullying that occurs by use of electronic devices through means of email, instant message, text message, blogs, photo and video sharing, chat rooms, mobile phones, pagers, websites and other electronic means. 	<p><u>DAMAGE TO SCHOOL PROPERTY</u></p> <p>= Damaging (including vandalism, graffiti and other means of damaging school property) school property in the amount of \$150 or more.</p> <p>= Must call Philadelphia Police Department if damage is in the amount of \$5000 or more *</p> <p>= Damaging that causes a substantial interruption of public communication, transportation, supply of water, gas or power, or other public service.</p> <p>= Damaging in a way that the actor knows will outrage the sensibilities of persons likely to observe or discover the action.</p> <p>= Possession of spray paint can, indelible marker, or similar marking device with intent to damage school property</p>
<p><u>DISORDERLY CONDUCT</u></p> <p>= intending to cause public (including school) inconvenience or alarm, student</p> <ul style="list-style-type: none"> -engages in fighting, threatening , violent or tumultuous behavior, or -makes unreasonable noise, or -uses obscene language or gesture, or -creates a hazardous or physically offensive condition by an act which serves no legitimate purpose. 	<p><u>DRUG, ALCOHOL, DRUG PARAPHERNALIA OR TOBACCO POSSESSION OR USE *</u></p> <p>= Possessing a controlled substance, alcohol or tobacco.</p> <p>= Unauthorized possessing a non-controlled substance or prescription medicine.</p> <p>= Possessing an object used, intended for use or designed for use in ingesting, inhaling or otherwise introducing marihuana, cocaine, or other drugs into the human body.</p>
<p><u>HARASSMENT</u></p> <p>=with intent to annoy, harass or alarm another, a student</p> <ul style="list-style-type: none"> -strikes, shoves, kicks another or attempts to do so, or -follows the other in a public place, or -engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose, or -communicates to or about the other, any lewd, threatening or obscene words or drawings, or -communicates repeatedly and anonymously, or -communicates repeatedly at extremely inconvenient hours. 	<p><u>ROBBERY *</u></p> <p>= Taking, by force, another person’s property from that person, with the intent to deprive the person of that property.</p>
<p><u>SEXUAL INCIDENTS *</u></p> <p>= Any sexual act (consensual or non-consensual), including indecent exposure.</p>	<p><u>THEFT *</u></p> <p>= Taking of the property of another, with the intent to deprive the owner of the property, valued at \$150 or more</p> <p>Includes possession of property, knowing or having reason to know, that it has been stolen</p>
<p><u>TRESPASS *</u></p> <p>= Entering, breaking into, or surreptitiously remaining in any building or separately secured portion of a building, knowing that such action is done without permission</p>	<p><u>WEAPON POSSESSION *</u></p> <p>= Possession of any weapon</p> <p>-“Weapon” is any object, device, or instrument designed as a weapon or capable of threatening or causing serious injury.</p> <p>-Includes firearm, shotgun, rifle (whether loaded/unloaded, including cap guns, simulated guns, toy guns, pellet guns, and/or BB guns), any cutting instruments/tool, including any knife, box cutter, and scissors, and nunchuku, pepper spray, mace, laser pointer, simulated weapon, incendiary or explosive device or poisonous substance.</p>

*= Must call 911 – Philadelphia Police Department (or Fire Department)