

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 235-P

REFERENCE STANDARDS:

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SUBJECT: School Safety Drills

PURPOSE: To establish departmental guidelines for participation in and certification of a school safety drill addressing a school shooting incident. It is also to encourage schools and first responders to work together for the safety of children.

POLICY: It shall be the policy of the Hanover Park Police Department to cooperate and coordinate with local school officials for the purpose of completing school safety drills to include addressing a school shooting incident.

DEFINITIONS: The following words, terms and phrases, when used in this directive shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

**SCHOOL SAFETY DRILL:** A preplanned exercise conducted by a school in accordance with the drills and requirements set forth in the School Safety Drill Act, 105 ILCS 128.

**FIRST RESPONDER:** Includes all fire departments and districts, law enforcement agencies and officials, emergency medical responders, and emergency management officials involved in the execution and documentation of drills administered under the School Safety Drill Act.

**SCHOOL:** A public or private facility that offers elementary or secondary education to students under the age of 21. As used in this definition, "public facility" means a facility operated by the State or by a unit of local government. As used in this definition, "private facility" means any non-profit, non-home-based, nonpublic elementary or secondary school that is in compliance with Title VI of the Civil Rights Act of 1964 and attendance at which satisfies the requirements of Section 26-1 of the School Code. While more than one school may be housed in a facility, for purposes of the School Safety Drill Act, the facility shall be considered a school. When a school has more than one location, for the purposes of the School Safety Drill Act each different location shall be considered its own school.

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**POLICE OPERATIONS MANUAL**

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**VILLAGE OF HANOVER PARK**

**Rescinds:**

**Auth:**

**LAW ENFORCEMENT DRILL:** A school safety drill which shall address and prepare school personnel for situations calling for the involvement of law enforcement when conditions inside a building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building. This may involve situations that call for the reverse-evacuation or the lock-down of a school building. Evacuation or reverse-evacuation incidents shall include a shooting incident.

## **I. REQUIREMENTS**

- A. Each academic year schools must conduct a law enforcement drill to address a school shooting incident. These drills must be conducted according to the school district or private school's emergency and crisis response plans, protocols and procedures, along with the participation of the police department.
- B. The supervisor of the Strategic Enforcement and Prevention Unit, (SEP), shall be responsible for coordinating the design and scheduling of the school safety drills with each of the individual schools located within Hanover Park. This would include both the lock-down and school shooting incident.
- C. The supervisor of the SEP unit shall contact each school administrator within the first month of the academic school year to request to participate in a law enforcement drill. The school administrator and the supervisor of the SEP unit shall set by mutual agreement a date for the drill(s), to be conducted within the academic school year.
- D. The school shooting drills may be conducted on days and times when students are not present in the school building. However, all drills must be conducted at each school building that houses school children.
- E. Upon completion of the drill the supervising officer shall complete the necessary documentation.
  - 1. The supervising officer shall complete the school drill certification form, (Appendix A), providing a copy to the school administrator and retaining the original.
  - 2. The supervising officer shall complete an incident offense report and attach the school drill certification form to it.

## **II. RECORD KEEPING**

- A. The supervisor of the SEP Unit shall maintain an up to date electronic written record for the purpose of scheduling and tracking the school safety drills.
- B. The electronic record shall include the name of the school, the administrative contact for the school, the date of the scheduled drill and the police department personnel assigned.