
District and Campus Safety

1. Student Discipline: Reducing Law Enforcement Contact and Arrests

SPS administrators have the primary responsibility to ensure consistent enforcement of school rules and policies. No law enforcement officer or campus safety specialist shall be requested to act as a school disciplinarian. Disciplining students is the responsibility of the school site principal or designee.

Law enforcement officers and campus safety specialists will not be requested to interview students or collect evidence for SPS disciplinary purposes, including for expulsion matters.

Effective the 2020-2021 school year, SPS administrators shall prioritize and document alternatives to police involvement, such as the use of restorative practices, and use law enforcement only as the absolute last resort and only for incidents for which law enforcement is necessary to address a serious threat to school safety, as identified in [Procedure No. 3225](#).

(For resources on Restorative Practices, see, e.g., SPS's Restorative Practices Webpage, located at the following Internet address: <https://www.spokaneschools.org/Page/4634>.)

2. Officer Entry on School Campuses

Absent exigent circumstances, when any law enforcement officer requests to enter school premises, the principal or designee shall request the officer's identity, their official capacity, and the legal authority upon which the officer relies to enter the school site. The principal or designee shall communicate this request to the director of Campus Safety, who shall determine how to proceed and direct the principal/designee as necessary. The director of Campus Safety, principal or designee shall maintain a record of all documentation relative to law enforcement activities on school sites. In cases where exigent circumstances required that an officer enter school premises before communication with the director of Campus Safety, the director of Campus Safety shall review to ensure that the exigent circumstances definition was applied appropriately and follow up with the principal if it should be applied differently in the future. The data from this documentation shall be apart of the quarterly report to the School Board outlined in Section 9 of this Procedure.

Exigent circumstances shall be defined as an emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect or destruction of evidence, but not be limited to; officers entering school premises in urgent pursuit of a suspect, or ongoing investigation of a serious nature or felony, or for child abuse investigation, or in response to an emergency or crime being committed on school property

Law enforcement officers will not be welcome on campus for the purpose of the enforcement of immigration law.

3. Arrest or Questioning of a Student

Any arrest, questioning, or requested for consent to search a student on school premises by a commissioner police officer must occur within the requirements of Section 2 of this Procedure.

SPS shall abide by [RCW 13.40.740](#), which requires that any commissioned law enforcement shall provide a juvenile with access to an attorney before any custodial interrogation, detention, or request for a search of the juvenile. If any law enforcement arrests a juvenile student from school, the school principal or their designee must immediately make reasonable attempts to inform a parent/guardian of that student's arrest. School officials must make immediate parental/guardian notification upon police arrest of a student, excepting when the child is taken into custody as a suspected victim of child abuse or pursuant.

SPS policy requires that a school official must immediately attempt to inform a parent/guardian of that student's arrest. Reasonable efforts to contact parents/guardians by SPS officials must include calling all numbers listed on an emergency contact card, including work numbers, cell phone numbers, and any numbers supplied by the student, as well as email addresses.

In addition to ensuring that [RCW 13.40.740](#) is followed, a school official must take immediate steps to contact a parent/guardian to get oral consent to permit any police interrogation of the minor on school premises, unless the child is a suspected victim of child abuse. If the parent or guardian requests that the pupil not be questioned until he or she can be present, the pupil may not be made available to the officer for questioning until the parent or guardian is present.

Pursuant to [Washington Juvenile Court Rule 7.16](#), warrants for violation of court order or failure to appear at juvenile offense hearings shall neither be issued nor served unless the Court has found a serious threat to public safety. If a warrant is validly issued, and law enforcement seeks to serve it on SPS premises, refer to section 5 of this Procedure.

SPS employees shall not summon law enforcement officers for the commission of non-urgent low-level school-based offenses, such as possession of alcohol or marijuana or physical altercations. SPS staff should exhaust all other alternatives, such as issuing a warning, admonishing, and counseling, and referring to restorative practices or mediation.

If in a campus safety specialist's opinion, the situation calls for additional support, they should call support from school administration or the director of Campus Safety. If there is a medical emergency or imminent and serious threat to students or staff, SPS employees should call 911.

4. Request for Non-Emergency Law Enforcement Intervention

Besides in the case of the imminent and serious threats, no SPS staff except the director of Campus Safety shall summon law enforcement officers to school sites to investigate crime. Even absent an imminent and serious threat to students or staff, as when a crime may have already occurred but there may be no ongoing threat, there may be some specific instances of most serious crimes where the director of Campus Safety will call law enforcement to investigate. The only instances in which the director of Campus Safety will call enforcement to investigate alleged crime with no ongoing threat are:

- a. Sex Crimes
- b. Robbery 1 ([RCW 9A.56.200](#))
- c. Assault 1 ([RCW 9A.36.011](#))
- d. Use/ Possession of Deadly weapons
- e. Suicide
- f. Homicide ([RCW 9A.32.010](#))

Definitions/Citations:

Sex Crimes refers to; rape, sexual assault, pornography of and/or related to acts with children with physical or virtual as well as additional sex related offences.

5. Arrest Under Warrant, Privacy of Student, and Considerations of Campus Climate

If an arrest is permitted of a student on campus by law enforcement with a valid warrant, the officer enforcing the warrant shall contact and inform the director of Campus Safety. The director of Campus safety will connect with the principal to inform them of the warrant and process. Principal or designee shall arrange for a private location out of sight and hearing of other students for the arrest of a student, where practicable, that will help avoid invasion of the student's privacy, jeopardizing the safety and welfare of other students, and further disruption of the school campus. With the student's approval, the principal or designee shall request to be present during the interview of the student and during any subsequent arrest. Pursuant to [RCW 13.40.740](#), a student must be given access to an attorney before the arrest.

6. Information Sharing and Notification

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance to immigration enforcement at district schools. Refer to the law enforcement request for immigration in this procedure. ([RCW 43.10](#), [RCW 10.93](#))

District staff shall not disclose any accidental discovery or admittance of immigration status of students or families.

Immigration law enforcement shall not be asked to interpret for non-English speaking families or students. A trained, independent translator shall be brought in for interpretation services if they are necessary.

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities based on his/her immigration status.

The superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

7. Training on and Distribution of Procedure

Within three months of this Procedure's approved amendments, SPS shall ensure that it is distributed to all SPS school site staff, school directors, and the entire Campus Safety Department, and that training about how to implement this policy is provided at least once per year and at the point of hire.

SPS shall also ensure that this policy is posted in the main office of each school site, included in the parent-student handbook, and posted on the district website.

In addition to training on this Procedure, campus safety specialists shall actively engage in regular in-service trainings on de-escalation strategies, culture response, implicit bias, working with students with disabilities, and other trainings deemed to be necessary by the

director of Campus Safety.

8. Data Collection

SPS staff shall collect, and report data related to law enforcement activities on school premises, including:

Number of arrests or referrals for prosecution of students made:

- a. On SPS school sites for school-related offenses.
- b. On SPS school sites for non-school-related offenses.
- c. Off SPS school sites for school-related offenses (if SPS staff is made aware of the arrest).

Such data shall be disaggregated by offense, age, race, ethnicity, gender, and whether a student with an Individualized Education Plan or Section 504 Plan was arrested or cited.

For purposes of this section, “school-related offenses” are defined as criminal offenses occurring or originating on an SPS school site during hours the school site is regularly open to the public or its students for school-related business.

SPS staff shall provide this data to the School Board at a regularly scheduled board meeting on a bi-annual basis.

The director of Campus Safety shall compile a quarterly report of Campus Safety employee responses to situations within the district’s jurisdiction. These written reports will be filed with the School Board and shall include:

- a. Number of times a campus safety specialist was called to a school site and include for each incident: the type of call, related offense (e.g., trespassing, disruption, assault, possession of a weapon), and resolution of the call.
- b. Number of times the director of Campus Safety referred a student for prosecution.
- c. Number of times the director of Campus Safety referred a student for diversion, mediation, or other restorative practice approaches.
- d. Number of times a campus safety specialist restrained or used physical force (restraint and physical force are defined in [Procedure 3246](#)) against a student on campus and the basis for each incident.
- e. Number of times a law enforcement officer was called to a school site and include for each incident: the type of call, related offense (e.g., trespassing, disruption, assault, possession of a weapon), and resolution of call.

District-level data shall be disaggregated by school levels, grade levels, offense, and student subgroup, including age, race, ethnicity, student English Learner status, foster youth status, homeless status, gender, and disability (if applicable), whether the student has an Individualized Education Plan or section 504 Plan, free/reduced lunch, unaccompanied youth status, and the disposition of the matter.

School-level data shall be reported by raw numbers of campus safety employee calls, use of force, referrals to juvenile court, and involvement of the Spokane Police Department, Sheriff’s Department, and other law enforcement. School-level data shall also be disaggregated by race and disability.

9. Complaints

Any complaint regarding students/families' interaction of any SPS staff including campus safety specialists may first be made to the building principal where the student attends or to the director of Campus Safety. This optional complaint does not restrict any other legal remedy a complainant may have but may provide more expeditious and restorative relief.

Email at: campussafetycomplaints@spokaneschools.org; or

US mail at: Spokane Public Schools, Department of Campus Safety, 200 N. Bernard, Spokane WA 99201.

Website link: <https://www.spokaneschools.org/Page/2643>

A. Response to Complaint

1. Timing: The director of Campus Safety shall review every complaint and provide a written response to the complainant within 45 calendar days of the date the complaint is made.
2. Substance of Response: Each response should include whether the complaint was substantiated and next steps for appeal.
3. Appeals: If a complainant disagrees with the outcome of the complaint, they shall have the right to an informal meeting with the superintendent within 10 days of receiving the decision. The superintendent shall respond with their decision in writing within 30 days.

10. Probation and Truancy

Recognizing removing students from class for meetings with their probation counselors is disruptive to students' ability to focus on school, visits by probation counselors should be pre-arranged with the Restorative Practices and Mediation Program Manager in the limited circumstances where they must occur at school. The probation counselor should contact the Restorative Practices and Mediation Program Manager and discuss the reasons the probation counselor has for the meeting needing to occur at school. The Restorative Practices and Mediation Program Manager should then coordinate with the school counselor at the student's school to arrange the meeting. If the Restorative Practices Mediation Program Manager receives a third request for a probation meeting with a single student during a single school year or they have concerns regarding the reasoning for the meeting needing to occur at school, they should discuss with the Campus Safety director whether other arrangements can be made. The student's input should be sought for this brainstorm.

Any probation meeting on school premises should be set at the least disruptive time of the student's school day, with the student's input as part of that determination. The school administrator or designee shall arrange for a private location out of sight and hearing of other students and staff to avoid invasion of the student's privacy, jeopardizing the safety and welfare of other students, and further disruption of the school campus.

11. De-Escalation, Use of Force and Training

The Spokane Public Schools Department of Campus Safety is committed to protecting people,

their property, and their rights. The use of appropriate and safe de-escalation techniques and objectively reasonable force by campus safety specialists and campus response specialists is a matter of critical concern, both to the public and to the SPS community. Campus safety employees are involved in numerous and varied interactions daily and must remain mindful that they are charged with the protection of students, staff, and property.

Spokane Public Schools and the Department of Campus Safety recognize and respect the value of all human life and dignity without prejudice to anyone.

A. Duty to Intercede/Ethical Intervention

Any employee who observes another employee using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An employee who observes another employee use force that exceeds the degree of force permitted by law or policy should promptly report these observations (in writing) to a supervisor or director of Campus Safety immediately.

B. De-Escalation Tactics

1. General Guidelines

Pursuant to [RCW 28A.600.485](#), except where reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious physical harm, no school staff may use physical force to restrain a student. [Procedure 3246](#) defines this standard in greater detail and applies to all SPS staff.

Campus safety specialists are also required to the reporting requirements regarding use of restraint found in [Procedure 3246](#). When the Campus Safety Department director becomes aware of an incident in which there has been a reported application of force, the director shall complete a Use of Force Report. Even if the director is unable to respond to the scene of an incident involving the reported application of force, director is still required to complete a Use of Force Report.

When a principal or designee becomes aware of an incident in which there has been a reported application of force that involves a student, the principal or designee will comply with the post-incident notification and review with parent/guardian provisions in district [Procedure 3246](#).

Campus safety specialists should use specific intervention strategies designed to diffuse the situation by addressing students' emotional needs and de-escalating the immediate behavior. The intent of de-escalation is to restore the student's capacity to control his or her immediate impulse or behavior and to move toward safer or more constructive resolution of the immediate problem situation.

De-escalation tactics and techniques shall be used to minimize the likelihood of the need to call law enforcement during an incident and to increase the likelihood of voluntary compliance. When safe and feasible under the totality of circumstances, Campus Safety employees shall attempt to slow down or stabilize the situation so that more time, options, and resources are available for incident resolution. When time and circumstances reasonably permit, campus safety specialists shall consult with school staff to identify whether a student's lack of compliance is a deliberate attempt to resist or an inability to comply based on factors including, but not limited to:

- Medical conditions
- Mental impairment
- Developmental disability
- Physical limitation
- Language barrier
- Drug interaction
- Behavioral crisis
- Traumatic experiences

2. Students under the Influence of Drugs or Alcohol

Persons may act aggressively under the influence of a drug. De-escalation techniques described in this procedure may not work on a person under the influence of drugs or alcohol. De-escalation techniques require a degree of cognitive ability that may not exist in a student under the influence of a drug or alcohol and, therefore, de-escalation techniques are not recommended.

Campus Safety employees' awareness of these possibilities, when time and circumstances reasonably permit, shall then be balanced against the facts of the incident when deciding the most appropriate method to bring the situation to a safe resolution. Mitigating the immediacy of the threat gives Campus Safety employees time to utilize extra resources and increases time available to call the director of Campus Safety.

If, in a campus safety specialist's opinion, the situation calls for additional support, they should call support from school administration or the director of Campus Safety. If there is a medical emergency or imminent safety threat to students or staff, SPS employees should call 911 and request medical assistance be sent.

3. Students with Disabilities

Campus Safety employees should expect that a portion of the students they interact with have disabilities, and that many disabilities may not be immediately visible. Campus Safety employees who are assigned to a particular school building or buildings shall, at the beginning of the school year, confer with the building administrator/designee regarding students who are identified as having disabilities

and who may interact with safety staff. At that meeting, the administrator or designee will share information about best practices for interacting with the student. The purpose of the meeting is for the administrator to share information with the Campus Safety employees about best practices when working with individual students that have a specific disability in general, and any individual student based on the best judgement of the administrator.

The building administrator/designee shall, within 90 days of the beginning of the school year, invite parents of students with known disabilities including IEP's and 504 Plans to contact the Campus Safety employee to discuss the student's disability and best practices for interacting with the student.

School staff who call a Campus Safety employee to respond to an incident involving a student with a disability should inform the employee of the student's disability and Behavior Intervention Plan. The school staff who calls Campus Safety should also call a staff who works with students with disabilities to the incident.

Unless absolutely required by the student's spontaneous behavior that poses an imminent likelihood of serious physical harm, Campus Safety employees shall use de-escalation techniques rather than physical force. [Procedure 3246](#) defines this standard in greater detail and applies to all SPS staff.

C. Medical Consideration

Medical assistance shall be provided to any person who requests it, who is rendered unconscious, exhibits signs of physical distress, or who claims an injury. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the subject can be assessed by medical personnel.

Based upon the Campus Safety employee's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by an SPS nurse, fire personnel, paramedics, hospital staff or medical staff. Any refusal of medical attention shall be fully documented in related reports and, whenever practicable, should be witnessed by more than one school district employee and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The Campus Safety employee will make all reasonable attempts to provide information, as time allows, to assist medical care providers. This notification should include a description of the force used and any other relevant circumstances (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and who appear impervious to pain (sometimes called Excited-Agitated Delirium), or who require a protracted physical encounter with multiple employees to be brought under control, may be at an increased risk of sudden in-custody death (postmortem diagnosis of death: Excited Delirium). Calls involving these persons should be considered medical emergencies. Personnel who reasonably suspect a medical emergency exists should request medical assistance as soon as practicable.

D. Investigation, Documentation and Notification

When completing a Use of Force Report, the director shall take the necessary steps to conduct a thorough investigation. The director shall:

- a. Respond to the scene, when possible.
- b. Review all documentation of the incident and make every reasonable effort to contact all involved employees.
- c. Ensure identification of witnesses and other involved parties. When possible, conduct interviews of those subjects, including the subject to whom the force was applied.
- d. Ensure the collection of any appropriate evidence when applicable.
- e. Ensure photographs are taken of all injuries and relevant items such as dirt stains on clothing, tears in clothing, damage to equipment, etc.
- f. Attach all incident reports.
- g. Enter force options used by any employee who used reportable force. List other employees present as witness.
- h. Provide a summary of the incident and attach the Use of Force Report form with all other information.
- i. Provide a brief comment stating whether the use of force was within policy and any possible training issues. If more detailed analysis is needed, include it in the Use of Force report.

E. Referral to Director of Campus Safety and Chief Human Resources Officer

When there is an allegation, complaint, or concern that a violation may have occurred, the director shall note that fact in their comments. The director of Campus Safety shall forward a copy of the Use of Force report to the Chief Human Resources Officer.

The director of Campus Safety will evaluate the incident to consider training, equipment needs, and policy and standard operating procedures (SOPs) in place or practiced department wide.

12. Comprehensive Safety Plan

The Board of Directors and superintendent recognize that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The district is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The district maintains additional policies that will contain additional information that may not be directly listed in this policy or is just referenced as part of this policy. Below is the list of policies for the district related to safety that should be referenced to support this [Policy 6514](#).

[Policy 1350](#) Equity

[Policy 2022](#) Electronic Resources and Internet Safety

[Policy 3124](#) Removal – Release of Student During School Hours

[Policy 3143](#) Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

- [Policy 3205](#) Sexual Harassment of Students Prohibited
- [Policy 3207](#) Prohibition of Harassment, Intimidation and Bullying
- [Policy 3210](#) Nondiscrimination
- [Policy 3225](#) School-Based Threat
- [Policy 3226](#) Interviews and Interrogations of Students on School Premises
- [Policy 3240](#) Student Behavior, Rules of Conduct, Restorative Practices and Discipline
- [Policy 3225](#) School-Based Threat Assessment
- [Policy 3226](#) Interviews and Interrogations of Students on School Premises
- [Policy 3240](#) Student Behavior, Rules of Conduct, Restorative Practices and Discipline
- [Policy 3245](#) Students and Telecommunication Devices
- [Policy 3246](#) Restraint, Isolation and Other Uses of Reasonable Force
- [Policy 3432](#) Emergencies
- [Policy 4200](#) Safe and Orderly Learning Environment
- [Policy 4210](#) Regulation of Dangerous Weapons on School Premises
- [Policy 4310](#) District Relationships with Law Enforcement and Other Government Agencies
- [Policy 4315](#) Release of Information Concerning Sexual and Kidnapping Offenders

Each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that school that considers this policy along with the other district policies that also encompass safety measures. New school campuses shall develop a safety plan prior to initiating operations. These plans should include trauma informed practices.

The school safety plan shall consider the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated each year and forwarded to the regional director for the school. The superintendent and the director of Campus Safety shall review the comprehensive safety plan(s) to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s).

The superintendent or director of Campus Safety shall ensure that an updated safety-related plans and materials are available on the website.

The superintendent or director of Campus Safety shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities as needed.

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 Superintendent: Dr. Adam Swinyard