



DEPARTMENT NOTICE

24-180

Published: 11/19/24

Expires: 11/19/27

Responding to San Francisco Unified School District Sites (Supersedes DN 22-034)

In June of 2020, the San Francisco Unified School District elected not to renew the Memorandum of Understanding with the Department. As a result, the Department's School Resource Officer Program was disbanded.

Although no MOU currently exists, members are expected to respond to calls for service on school campuses reported by SFUSD officials and provide service.

When responding to a school on SFUSD property, the following protocol should be followed:

Officer Entry on School Campuses

Absent exigent circumstances, members should:

- A. Notify school officials (e.g., the principal, dean, or head counselor) of being on SFUSD property and/or their purpose for being on SFUSD property.
- B. When interviews are conducted with students, they should be conducted in a manner that causes the least possible disruption to the school process and gives the student appropriate privacy.

Before the interview of a detained student (under 18), members shall:

- A. Ensure the youth consults in person, by telephone, or, if available, by video conference with the on-call juvenile attorney at the Public Defender's office at (415) 583-2773; this step cannot be waived.
- B. After the consultation, the youth is allowed to request a responsible adult be present during questioning; this step can be waived by the youth.

Notification to Responsible Adult

When a youth has been detained, arrested, or has been transported by a member, that member or their designee shall take immediate steps to notify the youth's responsible adult as soon as reasonably possible.

Arrests on School Campuses

In an effort to minimize disruption to the learning environment, members should consider the reasonableness of making an arrest on campus or summoning a student from a classroom. When considering whether it is reasonable to arrest or summon a student on campus, members shall consider the following criteria:

- A. Whether there is an imminent threat to public safety.
- B. The seriousness of the offense i.e., a violent felony or threat of violence that requires immediate intervention.
- C. Whether the summoning is in response solely to a violation of a school's code of conduct and, if so, whether a police response is warranted.
- D. Federal or state requirements.
- E. Whether the member can accomplish the arrest by other means.

If the arrest is not reasonable given the considerations listed above, the arrest or summons of the student should be made at another time/place.

Location of Arrest, Privacy of Student, and Considerations of Campus Climate

Absent exigent circumstances, members should coordinate with the principal or designee if, after considering the reasonableness of such an arrest as outlined in the previous section, they determine it is necessary to make an arrest on campus. To the extent possible, a private location out of sight and sound of other students shall be arranged for an arrest to help avoid invasion of the student's privacy, jeopardizing the safety and welfare of other students, and further disruption on the school campus.

Refer to attached SFUSD Guidelines

Any questions regarding this Department Notice should be addressed to the Department SFUSD liaison, OIC of Community Engagement Division (415) 575-6039.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, sworn & non-sworn Members shall electronically acknowledge this department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.wrattendirectivessfgov.org who will provide additional information.



SFUSD

SAN FRANCISCO
PUBLIC SCHOOLS

Guidelines for Schools Interacting with Law Enforcement

Updated: **Fall, 2021**

SFUSD no longer has a memorandum of understanding (MOU) with SFPD. Below are best practices and guidelines for a school when interacting with the police.

Requesting Police Assistance

Board Regulation 5145.11 provides that schools may request police assistance when (1) necessary to protect the physical safety of students and staff; (2) required by law; or (3) appropriate to address criminal behavior of persons other than students.

Procedure to Contact Police

- In the event of an emergency, please call 911.
- For non-Emergency Incidents call (415) 553-0123
- If there is no immediate danger, a staff member should contact the site administrator to decide whether to contact police, and the site administrator shall notify the Assistant Superintendent and document the contact.

Police Investigations, Interviews or Arrests Involving Students

[There is board policy that outlines police engagement](#) for SFUSD students. Please make sure you review it thoroughly. As part of the policy, Police are asked to complete a form to interview students on campus. Here is a [link](#) to make a copy of the form.

Examples of Non-Emergency Incidents

There will be instances where schools need to contact SFPD for non-Emergency Incidents. This might include:

Filing a police report

When a school calls dispatch to file a police report, most likely a uniformed police officer will come on campus to take the report. When possible, this should be scheduled during non-instructional time.

Homeless matters

There are certain campuses where homeless matters may be more prevalent. This might include a homeless person accessing a campus to sleep and or use restrooms, or sheltering on the street close to a school entrance. For addressing a situation on school grounds, uniformed police may or may not be sent to help and if they do, will request to first speak with a site administrator to be invited onto campus to discuss next steps.

If you need support with a homeless matter on the public sidewalk or areas surrounding the school, please contact 311 to access support

Missing Students

Often, families will request a school's support in contacting the police to report a missing student. For younger students, dispatch may suggest that the school calls 911.



SFUSD

SAN FRANCISCO
PUBLIC SCHOOLS

Off-Campus Sexual Assault Report

If a student or family reports that a student was raped or sexually assaulted off campus previously, please contact non-Emergency line to make your mandatory report. If they refuse to take it, we recommend contacting CPS and filing a written report with the details about your attempt to make police report (Name of officer, badge number, and date and time of attempted report).

SFPD on campus due to incident in the community

Communication Protocol

During the regular school year and in the summer, in the event of an emergency or if an outside agency (such as SFPD or SFFD) has been summoned to a school the [communication protocol](#) is:

- Site administrators notify their LEAD (Asst. Superintendent and/or Director)
- LEAD would notify the Student & Family Support Division to alert appropriate parties within SFUSD.

Please remember that notification **MUST** be made anytime an outside agency such as SFPD is summoned to the school, either by you or someone else. An outside agency would be SFPD, SF Fire, PG&E, etc.