



SYKESVILLE POLICE DEPARTMENT

School Security Patrols

General Order 6-40 Effective: 07/27/18

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To establish guidelines and procedures for police patrols that will promote partnerships between the Sykesville Police Department (SPD) and the Sykesville Middle School (SMS) that will:

- A. Provide increased security and police visibility at our local schools on a regular basis;
- B. Facilitate interaction, communication and positive relationships between law enforcement, students and school staff; and,
- C. Provide the opportunity for officers to share information and resources that promote healthy and responsible behavior by students.

II. DISCUSSION

The SPD shall have a standardized process for conducting and documenting school patrols at Sykesville Middle School.

III. EDUCATIONAL OUTREACH

- A. From time to time, SPD officers may receive requests to conduct or provide blocks of instruction or other educational services for a school class. Personnel who provide educational outreach or blocks of instruction within the school system shall coordinate with the Chief of Police to reduce potential duplication of effort and to ensure appropriate documentation and protocol.

IV. SCHOOL SECURITY PATROLS AND INTERACTIONS

- A. All SPD officers shall be responsible for conducting regular, documented patrols of the school to ensure that we accomplish the objectives listed above in "Purpose."
- B. There will be times when the on-duty officer will not have the opportunity to conduct a daily patrol of the school in town. However, this will be the exception and not the rule. Officers shall otherwise be responsible for conducting daily patrols of the school in town each dayshift that the school is in session.
- C. Officers shall make daily vehicle and foot patrols of the school campus, including parking lots and other accessible outdoor areas adjacent to the school. Foot patrols shall be conducted following the below procedures:

1. Officers shall conduct foot patrols inside the school daily, as they are able, when school is in session. When time permits, officers shall spend a minimum of fifteen (15) minutes each dayshift that school is in session conducting foot patrol inside of the school.
 2. Upon arrival, the officer shall stop in at the school's Administrative Office to meet with school staff and to make notification prior to conducting foot patrols within the school.
 3. Participation in a school meal session is considered foot patrol.
 4. Officers are encouraged to interact with students as they arrive at school and during lunch sessions.
 5. During the summer months and after school hours, when school is not in session, daily foot patrols are not required. However, regular police visibility and perimeter checks are encouraged, especially when school staff is on-scene.
- D. Officers are encouraged to participate in "Lock-down" drills and other emergency exercises, at the request of the school administration. These incidents shall be documented as outlined below.

V. DOCUMENTATION

- A. Daily Patrol Checks shall be logged into the RMS as a Call for Service, listing the location of the school. Additionally, Officers shall notify MSP Dispatch over the police radio when entering a school for whatever reason.
- B. Officers shall make remarks in the "Incident Notes" section for non-criminal information and for other information not requiring an Incident Report.
- C. Officers shall complete Incident Reports for documentation of criminal investigations and other reportable offenses relevant to the Carroll County Public School System.

VI. FAMILIARIZATION WITH SCHOOL EMERGENCY PLANS

- A. Officers shall familiarize themselves with the Emergency Operations Plan for the school in their Sector.
- B. Critical Incident Response shall be handled in conjunction with General Order 6-22, Incident Command (ICS).

- C. Emergency Response Procedures for Carroll County Public Schools and the Critical Incident Plan for Sykesville Middle School are available on the PowerDMS under “Emergency Operations Plans.”