

Annapolis Police Department



GENERAL ORDER

Number: C.29

**Issue Date: November
2010**

TO: All Personnel

SUBJECT: School Safety Act

PURPOSE

The purpose of this General Order is to establish guidelines and responsibilities in reporting and making notifications of student arrests pursuant to the Student Safety and Support Act Md. Education Code §7-303.

Policy

It shall be the policy of the Annapolis Police Department to work in conjunction with public and private schools to notify the appropriate school representative if a student is arrested for a reportable offense or an offense that is related to the student's membership in a criminal gang.

Definitions

Appropriate School Representative – For those students who attend public school the school superintendent's designee **and** for those who have school security officers, the school security officer shall be notified. For students who attend private school the school principal shall be notified.

Procedures and Responsibilities

1. Reports

- a. When an officer writes an incident report, a supplement report and/or an arrest report the officer must determine if the victim or suspect is a public or non-public school student between the ages of 5 and 22 years old. If so, the officer will write "School Notification Case" across the top of each report along with the name and location of the school.
- b. Officers will also be responsible for recording the school the arrestee attends during the booking process. The school will be documented in the Employment/School section of the booking sheet. The officer will complete and submit the Notification Form/ Fax Transmission Sheet (appendix A) along with the accompanying incident reports. The original will be included with the report for Central Records retention.
- c. All reports and supplements will be submitted by the end of the shift.

- d. Supervisors will place the reports in the electronic database.

2. Central Records

The Central Records Supervisor or designee shall be responsible for making notification to the appropriate school representative when an officer arrests a student enrolled in a public school system or non-public school system in the State who is 5 years of age or older and under 22 years of age.

- a. The Fax Transmission Sheet will then be faxed to the superintendent of school district, the nonpublic school principal and for schools that have a school security officer, the school security officer by the designated Central Records personnel. The facsimile transmittal confirmation sheet will be attached, included and stored with the report. The person responsible for faxing the information may also send it to the State’s Attorneys’ Office.
- b. Notification of the arrest and the charges will be completed within 24 hours or as soon as practicable.

3. Police Supervisors

- a. Supervisors will also make notification to the appropriate school representative when criminal or non-criminal incident occurs that may impact or disrupt school activities. The notification shall be made as soon as practical in an effort to provide the school system sufficient time to respond. These incidents may include but are not limited to: neighborhood disputes that may affect school activities, disputes at bus stops, gang activity, and when students are involved in traumatic incidents that the school system is able to provide counseling, crisis intervention, or parental notification. A police report will be written which documents the notification.
- b. Supervisors will ensure subordinate’s compliance.

4. Criminal Investigations Section

A detective will notify the appropriate school representative at the beginning of an investigation when the suspect is a student unless the notification may compromise the investigation. The detective will also make a notification to the same representative upon the arrest or closure of the case. The notifications will be documented on supplement reports.

5. External Affairs Officer

A copy of reports will be forwarded to the Anne Arundel County School security director daily.

Chief Michael Pristoop

Reference:
Maryland Education Code § 7- 300 et seq.
Maryland Criminal Law Code

This is a new General Order

Appendix A

Applicable Offenses

- First degree murder – CR 2-201
- Second degree murder – CR 2-204
- Manslaughter, except involuntary manslaughter – CR 2-207(a)
- Mayhem
- Maiming, as previously proscribed under former Article 27 §§ 385 and 386 of the Code
- First degree assault – CR 3-202
- Second degree assault or assaulting a police officer – CR 3-203
- First degree rape – CR 3-303
- Second degree rape – CR 3-304
- First degree sexual offense – CR 3-305
- Second degree sexual offense – CR 3-306
- Third degree sexual offense – CR 3-307
- Robbery – CR 3-402
- Robbery with a dangerous or deadly weapon – CR 3-403
- Carjacking – CR 3-405(b)(1)
- Armed carjacking – CR 3-405(c)(1)
- Kidnapping – CR 3-502
- Abduction – CR 3-503
- Carrying or wearing a concealed weapon – CR 4-101
- Carrying or wearing a concealed weapon on school property – CR 4-102
- Wearing, carrying, or transporting a handgun; unlawful use in the commission of a crime – CR 4-203
- Use of an antique firearm capable of being concealed on the person or any handgun in the commission of an act of violence – CR 4-204
- A crime using assault weapons – CR 4-303
- Sale, transfer, etc. of stolen pistol – CR 4-305/CR 4-306
- Restrictions on sale, transfer, and possession of pistols and revolvers – CR 4-306(b)(1)
- Use of a machine gun for crime – CR 4-404
- Use of a machine gun for aggressive purpose – CR 4-405(a)
- Sale of firearms – PS 5-106
- Possession of a regulated firearm by a prohibited person – PS 5-133
- Selling/transferring regulated firearm to a prohibited person– PS 5-134
- Possession, sale, transfer, or disposal of a stolen regulated firearm– PS 5-138
- Knowingly manufacture, transport, possess, control, store, sell, distribute, or use a destructive device; or possess explosive material, incendiary material, or toxic material with intent to create a destructive device– CR 4-503
- A crime using short-barreled rifles and short-barreled shotguns – PS 5-203(a)
- Manufacturing, distributing or dispensing CDS; possession of CDS in a quantity indicative of an intent to manufacture, distribute, or dispense – CR 5-602
- Manufacturing, distributing or possessing a equipment to produce CDS– CR 5-603
- Manufacturing, distributing or possessing equipment to print, imprint, or reproduce an authentic or imitation trademark, or other identifying mark, onto a drug or the container or label of a drug, rendering the drug a counterfeit substance– CR 5-604
- Maintaining a Common Nuisance– CR 5-605
- False prescription for a CDS with intent to distribute the controlled dangerous substance – CR 5-606

- Possess with intent to distribute a non-controlled substance that the person represents as a controlled dangerous substance– CR 5-617
- Possess or purchase a non-controlled substance that the person believes is a controlled dangerous substance– CR 5-618
- Using firearms in drug-trafficking crimes – CR 5-621(b)(1)
- Manufacturing, distributing or dispensing CDS; possession of CDS in a quantity indicative of an intent to manufacture, distribute, or dispense in violation of § 5-602, or conspire to commit any of these crimes in a school vehicle, or in, on, or within 1,000 feet of real property owned by or leased to an elementary school, secondary school, or county board and used for elementary or secondary education– CR 5-627
- Engaging a minor to manufacture, distribute or dispense CDS in a sufficient quantity to indicate intent to distribute the CDS– CR 5-628
- Arson in the first degree – CR 6-102(a)
- Malicious destruction – CR 6-301
- Auto theft – CR 7-105
- Threaten or damage property with the intent to influence a witness – CR 9-302
- Retaliating against a victim or witness – CR 9-303
- Threaten, influence, intimidate, or impede a juror, witness or an officer of the court – CR 9-305
- Making a false bomb threat– CR 9-504
- Manufacturing, possessing, transporting or placing a device or container labeled as representing a toxic material with intent to terrorize or threaten– CR 9-505
- Threatening an individual, or a friend or family member of an individual, with physical violence with the intent to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang– CR 9-802
- Threatening an individual, or a friend or family member of an individual, with physical violence with the intent to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang in a school vehicle, or in, on, or within 1,000 feet of real property owned by or leased to an elementary school, secondary school, or county board and used for elementary or secondary education– CR 5-803.
- The arrest and charges for an offense related to a student’s membership in a criminal gang. Maryland Education Article Section § 7-303 (7)(b).

Appendix B

School System

Contact Information

Alleghany County	Superintendent	301-759-2000
Anne Arundel County	Superintendent Security	410-222-5304 410-222-5033
Baltimore City	Chief Executive Officer School Police	410-396-8721 410-396-8588
Baltimore County	Superintendent	410-887-4281
Calvert County	Superintendent	410-535-7804
Caroline County	Superintendent	410-479-3250
Carroll County	Superintendent School Security	410-751-3128 410-751-3171
Cecil County	Superintendent	410-996-5440
Charles County	Superintendent	301-934-7723
Dorchester County	Superintendent	410-228-4747 ext 1001
Frederick County	Superintendent	301-696-6848
Garrett County	Superintendent	301-334-8901
Harford County	Superintendent	410-838-7300
Howard County	Superintendent Security	410-313-1541 410-313-7329
Kent County	Superintendent	410-778-7113
Montgomery County	Superintendent Safety Hotline	301-279-3381 301-517-5995
Prince George's County	Superintendent Safety	301-952-6008 301-952-6539
Queen Anne's County	Superintendent	410-758-2403 ext 126
Somerset County	Superintendent	410-621-6249
St. Mary's County	Superintendent Safety	301-475-4256 301-475-4256 option 8
Talbot County	Superintendent	410-822-0330

General Order C.29 (continued)

Washington County	Superintendent	301-766-2816
Wicomico County	Superintendent	410-677-4596
Worcester County	Superintendent	410-632-5020

Annapolis Police Department

Date:

To:

Fax Number:

From: Annapolis Police Department

Subject: Student Safety & Support Act; Reportable Student Arrest

Confidentiality Notice

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Student Name:

Date of Birth:

School Attends:

Case Number:

Reportable Offenses: