

District and Campus Safety

I. Purpose and Scope

The Department of Campus Safety provides various services for the District, including assisting school district building staff with safety and security, working with local law enforcement, providing community caretaking functions, and helping to provide employee and volunteer background checks.

II. Functions

The Department of Campus Safety is responsible for the following services:

- Law Enforcement
- Investigations
- Exterior Key Control
- Alarm System Installation, Repair, and Monitoring
- Building and Campus Safety
- Emergency Response and Support
- Background Checks
- Fingerprinting
- Photo Identification
- Crisis Plan Training and Review
- Restitution
- Maintain Burglary, Vandalism, and Arson Files
- Civil Orders (Enforcing and Supporting School Staff)
- Incident Command Structure
- Critical Incident Planning and Preparedness

III. Definitions

The following definitions apply to this Procedure:

- A. Compliant – Cooperative response to lawful commands.
- B. Passive Resistance – Noncompliance to lawful authority without physical resistance or mechanical enhancement.
- C. Active Resistance – Use of physical effort or mechanical resistance in achieving and/or maintaining noncompliance.
- D. Assaultive – Noncompliance perceived as, or resulting in, an actual assault on an individual or officer. The scope and severity of the attack would likely not result in serious bodily injury or death.
- E. Aggravated Assaultive/Life Threatening – Noncompliance perceived as, or resulting in, an actual assault on an individual or officer. The scope and severity of the attack would likely result in serious bodily injury or death.
- F. Draw and Direct - The purposeful display of a force option (OC, Baton,) and directing a person to comply with commands through the presence of the force option.

- G. Control Devices – Includes, baton, Oleoresin Capsicum (OC), and Mechanical Restraints.
- H. Control Techniques – Includes, Personal Impact Weapons, Counter joint, and take downs.
- I. Deadly Force – Force that creates a substantial likelihood of causing serious bodily injury or death.
- J. De-escalation – The use of verbal communication, body language, and/or tactics to defuse a situation.
- K. Force – The use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student.
- L. Imminent – the state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
- M. Restorative practices – These practices are based on principles that emphasize the importance of positive relationships as central to building community. They involve processes that restore relationships when harm has occurred. When broadly and consistently implemented, Restorative approaches proactively build a school community based on cooperation, mutual understanding, trust and respect as well as promote and strengthen positive school culture and enhance pro-social relationships within the school community.
- N. Corrective actions – Corrective actions include: discipline, suspension, expulsion, and emergency removal from the class, subject, or activity. The Board believes in applying restorative practices, and when needed, the lowest level of corrective action necessary to improve student behaviors and maintain a productive learning environment. This progression of support fosters a positive school and community atmosphere and nurtures an environment for all students to grow as productive citizens.

IV. General De-Escalation and Use of Force Guidelines

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 Resource Officers and Campus Safety Response Officers is a matter of critical concern, both to the public and to the SPS community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers must also remain mindful that they derive their authority from legal and constitutional principles designed to uphold the safety and dignity of the public, and that the unreasonable use of force undermines the community's trust.

Spokane Public Schools and the Department of Campus Safety recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use objectively reasonable force and to protect themselves and the public requires monitoring, evaluation and a careful balancing of all interests.

Officers derive their specific law enforcement authority and responsibility from a Special Police Commission authorized by the Spokane Police Department. Officers also derive their employment authority and responsibility from rules, regulations and policies authorized by and applicable to them as School District employees. Officers must have an understanding of state

law, and true appreciation for, their authority, its limitations and for their responsibilities as commissioned officers and School District employees.

Training and in-service on defensive tactics with an emphasis on de-escalation strategies will be provided annually.

A. Duty to Intercede/Ethical Intervention

Any officer present and observing another officer 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 officer who observes another employee use force that exceeds the degree of force permitted by law or policy should promptly report these observations to a supervisor.

B. De-Escalation Tactics

1. General Guidelines

Except where there is a real and immediate threat of serious bodily injury to students, school staff, or the officer, the first course of action should be the application of 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 by officers when they do not compromise the safety of students, staff or the CRO, to minimize the likelihood of the need to use force during an incident and to increase the likelihood of voluntary compliance. When safe and feasible under the totality of circumstances, officers 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, officers shall consult with school staff to identify whether a subject'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

2. Students under the Influence of Drugs or Alcohol

Persons may act aggressively under the influence of a drug. It must be remembered that the 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 simply may not exist in a student under the influence of a drug or alcohol and, therefore, de-escalation techniques are not recommended.

An officer's awareness of these possibilities, when time and circumstances reasonably permit, shall then be balanced against the facts of the incident facing the officer when deciding which tactical options are the most appropriate to bring the situation to a safe resolution. Mitigating the

immediacy of the threat gives officers time to utilize extra resources, and increases time available to call more officers or specialty units.

3. Students with Disabilities

Officers should expect that a portion of the students they interact with have disabilities, and that many disabilities may not be immediately visible. Officers 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 the officer. 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 officer 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 to contact the campus resource officer to discuss the student's disability and best practices for interacting with the student.

School staff who call an officer to respond to an incident involving a student with a disability should inform the officer of the student's disability and Behavior Intervention Plan.

Unless the student's actions pose an imminent risk of serious bodily injury, officers shall use de-escalation techniques.

4. Options to Reduce Use of Force.

The number of officers on scene may increase the available options and may increase the ability to reduce the overall force used. Other examples include:

- Placing barriers between an uncooperative subject and an officer
- Containing a threat
- Moving from a position that exposes officers to potential threats to a safer position
- Decreasing the exposure to potential threat by using
 - Time
 - Distance
 - Cover
 - Concealment
- Communication from a safe position intended to gain the subject's compliance, using:
 - Verbal persuasion
 - Advisements
 - Warnings
- Avoidance of physical confrontation, unless immediately necessary (for example, to protect someone, or stop dangerous behavior)

C. Use of Force Standard

Any force used by an officer must be objectively reasonable based on the totality of the facts and circumstances known to the officer at the time the force is used.

Any force used by an officer on a student shall be consistent with District Policy and Procedure No. 3246, which allows the use of reasonable physical force as necessary to maintain order or to prevent a student from harming him/herself, other students and school staff or property.

Consistent with District Policy and Procedure No. 3246, an officer will not use force with a student as a form of discipline or punishment, nor as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules or a staff directive, or a verbal threat that does not constitute a threat of imminent bodily injury.

The “reasonableness” of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force used that reasonably appears necessary in a particular situation, with limited information and in circumstances that are often tense, uncertain and rapidly evolving.

Given that no set of guidelines can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or exceptional technique must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

Officers are not required to retreat or to be exposed to possible physical injury before applying reasonable force.

Officers may only use those control techniques and devices for which they have successfully completed department-approved training. Officers utilizing any control technique or device should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance
- (b) Whether the person can comply with the direction or orders of the officer
- (c) Whether the person has been given sufficient opportunity to comply.

D. Use of Force to Effect an Arrest

An officer may use force which reasonably appears necessary to effect an arrest if, after notice of the intention to arrest the person, the subject either flees or forcibly resists (RCW 10.31.050).

E. Factors Used to Determine Reasonableness of Force

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (1) Perception of the known and potential threat considerations to the public, the officer(s) and subject involved.
 - The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

- Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, and the number of officers available vs. subjects).
 - The effects of drugs or alcohol on the subject.
 - Subject's mental state or capacity.
 - Potential for injury to officers, suspects and others.
 - Training and experience of the officer.
 - Proximity of potential weapons or dangerous improvised devices.
 - Prior contacts with the subject or awareness of any propensity for violence.
 - Any other exigent circumstances.
- (2) The level of resistance and/or attempts to flee demonstrated by the subject.
- The risk and reasonably foreseeable consequences of escape.
 - The degree to which the subject has been effectively restrained and the subject's ability to resist despite being restrained.
 - The apparent need for immediate control of the subject or a prompt resolution of the situation.
 - The availability of other options and their possible effectiveness.
 - Time available and split-second decision-making required under the circumstances.
 - Environmental factors.
 - Suspect's response to de-escalation efforts.
- (3) The severity of the crime and/or community caretaking function.

F. Documenting Use of Force

Unless otherwise provided in policy or directed by a supervisor, all reportable force used by an officer shall be promptly, completely and accurately documented. The officer shall articulate the factors which made the use of force objectively reasonable, based on the guidelines set forth in this procedure. The officer should also document attempts to gain compliance through de-escalation, verbal commands, force options and other tactics. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified by the Department Supervisor, procedure, or law.

The officer shall document any force used on a student in a written report that complies with the Restraint and Isolation Report requirements contained in District Procedure No. 3246.

G. Notification to Supervisor

Use of Force on Student: Notification shall be made to the principal or a designee and to a Campus Resource Officer Supervisor immediately following the use of force on a student, consistent with the Restraint and Isolation Report requirements contained in District Procedure No. 3246.

Use of Force on Non-Student: Notification shall be made as soon as practicable following the application of force on a non-student in any of the following circumstances:

- (a) The application of force resulted in apparent injury to the subject or unconsciousness (with the exception of minor marks on the wrist consistent with being handcuffed and/or minor marks or abrasions to portions of the body consistent with prone handcuffing);

- (b) The subject claims an injury resulted from a use of force, even if no injury is visible (with the exception of minor marks on the wrist consistent with being handcuffed and/or minor marks or abrasions to portions of the body consistent with prone handcuffing);
- (c) Any deployment of OC by means of spray or by means of physically or mechanically delivered techniques where a person is exposed to the substance (See below);
- (d) Any application of an impact weapon whether personal, issued or improvised to a subject (See below);
- (e) Any application of any improvised weapon to a subject (See below), and
- (f) When an individual alleges any of the above has occurred.

H. 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 (with the exception of minor marks on the wrist consistent with being handcuffed and/or minor marks or abrasions to portions of the body consistent with prone handcuffing or a takedown technique.) Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the subject can be medically assessed.

Based upon the officer'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 at the jail/student. Any refusal of medical attention shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer 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 on-scene supervisor, or if not available, the primary handling officer 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 circumstances the officer reasonably believes would be potential safety or medical risks to the subject (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 officers 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. Law enforcement personnel who reasonably suspect a medical emergency exists should request medical assistance as soon as practicable.

I. Review by Department of Campus Safety

When the Supervisor of Campus Safety becomes aware of an incident in which there has been a reported application of force the supervisor shall complete a Use of Force Report. Even in the event that the Supervisor is unable to respond to the scene of an incident involving the reported application of force, the Supervisor is still required to complete a Use of Force Report. Use of Force reports are required under the circumstances described below and as required by Policy and Procedure 3246.

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 No. 3246.

J. Investigation, Documentation and Notification

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

- (a) Respond to the scene, when possible;
- (b) Review all documentation of the incident and make every reasonable effort to contact all involved officers;
- (c) Ensure identification of witnesses and other involved parties. When possible conduct civilian 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 uniforms, tears in clothing, damage to equipment, etc.;
- (f) In the event that the supervisor believes that the incident may give rise to potential civil litigation, the supervisor shall notify the Campus Safety Director or appropriate staff member during normal business hours;
- (g) Attach all incident reports;
- (h) Enter force options used by any officer who used reportable force. List other officers present as witness officers;
- (i) Provide a brief summary of the incident and attach the Use of Force Report form with all other information;
- (j) 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;
- (k) Forward the Use of Force Report to the Director of Campus Safety.

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

When there is an allegation, complaint, or the Supervisor is concerned that a violation may have occurred, the Supervisor shall note that fact in their comments. The Supervisor shall forward the Use of Force report to the Director of Campus Safety. 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.

V. Control Techniques and Restraint Devices

In order to control individuals who are violent or who demonstrate the intent to be violent, control techniques and devices may be used in accordance with the following guidelines.

A. Application of Control Techniques

Officers may only use those control techniques for which they have successfully completed department-approved training. Officers utilizing any control technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.

(c) Whether the person has been given sufficient opportunity to comply.

B. Use of Restraint Devices

The Spokane Public Schools Department of Campus Safety authorizes the use of restraint devices in accordance with this Policy, District Policy and Procedure No. 3246, and department training.

Only members who have successfully completed Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- (a) The circumstances or crime leading to the arrest.
- (b) The demeanor and behavior of the arrested person.
- (c) The age and health of the person, pregnancy, and any apparent disability.

Modification of applied restraints may be utilized.

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Restraint of a student must not be continued if a determination is made by the staff member administering the restraint that the student is no longer at risk of causing imminent bodily harm to himself/herself or others or property.

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety.

No person who is in labor shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury (RCW 70.48.500).

C. Restraint Notifications to Jail/Juvenile Detention Staff

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail/juvenile detention staff upon arrival at the jail/juvenile detention that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (i.e., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail/juvenile detention.

D. Application of Handcuffs or Plastic Cuffs

Handcuffs or Plastic "Flex" Cuffs may be used in accordance with District policy, procedure, and department training.

Only members who have successfully completed SPS Department of Campus Safety- approved training on the use of handcuffs or plastic "flex" cuffs described in this policy are authorized to use these devices.

Officers will handcuff students only when it has been determined that a threat of harm exists for the student, staff or officer or when the student is being transported to jail or juvenile detention. However, there are some arrest circumstances where handcuffing techniques should be modified or not applied. These situations may arise due to the subject's age, disability, medical conditions (e.g. pregnancy), or other circumstances. If officers choose to modify or forego handcuffing, they must document the circumstances leading to the decision.

Officers may choose to utilize handcuffing techniques during circumstances where enhanced control is warranted but have yet to make an arrest, if at all.

Officers will generally handcuff all arrested adult/non-student subjects.

E. Issuing, Carrying and Using Control Devices

Control devices described in this policy may be carried by members of this department only if the device has been issued by the Department and may only be used in accordance with District policy, procedure and such training.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

The Campus Resource Officer Supervisor may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

The Campus Resource Officer Supervisor or designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices along with documentation explaining the cause of the damage, shall be returned to the Supervisor or designee for disposition.

Officers operating in a patrol capacity shall carry a minimum of one of the following two control devices:

- (a) Baton
- (b) Oleoresin Capsicum (OC)

Officers operating in a modified uniform capacity where there is a potential for detention, apprehension or control of a subject shall carry a minimum of one of the following two control devices:

- (a) Baton
- (b) Oleoresin Capsicum (OC)

F. Baton Guidelines

The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious physical injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt or in an existing uniform pants pocket specially designed to hold a baton if the baton can be readily accessed and does not unreasonably protrude.

G. Treatment for OC Spray Exposure

Decontamination efforts should take place as soon as practicable for persons who have been exposed to the use of OC. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

Whenever OC has been introduced into a residence, building interior, vehicle or other enclosed area, that is not owned or operated by the District, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean-up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

Whenever OC has been introduced into a building interior, vehicle, or other enclosed area that is owned or operated by the District, officers should notify building administrators and the custodian to ensure that the area is cleaned of possible residue if needed.

VI. Referral of Students to Criminal Justice

- A. Introduction: The standard approach to student behavior is to utilize “Restorative Practices” and seek to ensure that students remain connected to the learning environment and school community. “Corrective Action” is also used to improve student behaviors and maintain a productive learning environment. Most times, student criminal behavior will be addressed with restorative practices and/or corrective action. For some serious criminal offenses, students will be referred to the criminal justice system.
- B. Overall Considerations and Goals:
When determining whether to make juvenile referrals and custodial arrests, CRO's will be mindful of the following goals:
 - 1. Maintaining a safe learning environment for students, staff, and the community.
 - 2. Reducing the number of student arrests in SPS.
 - 3. Developing and sustaining positive relationships with students, staff, and the community.
 - 4. Identifying and communicating with building administrators the criminal offenses that should result in restorative practices and/or corrective action instead of arrest.
 - 5. Identifying and communicating the criminal offenses that should typically result in an arrest.
- C. Felony Charges: CRO's will notify a CRO supervisor of all student behavior that the CRO deems to warrant a felony charge. An arrest will occur for such felony charges, pending approval of a CRO Supervisor.
- D. Misdemeanor/Gross Misdemeanor Charges:

Before arresting a student for behavior that is deemed by a CRO to be a misdemeanor or gross misdemeanor, the following three factors must be present:

1. The student behavior must be listed as a nondiscretionary discipline offense in the Rules of Conduct accompanying Procedure 3240.
2. A CRO Supervisor must approve the arrest; and
3. A CRO Supervisor must consider individual factors applicable to the situation, including the individual factors listed in Procedure 3240. The following nondiscretionary discipline offenses will be presumed to justify an arrest, although individual factors may override the presumption:
 - Assault 4th Degree (where the Assault is unprovoked)
 - Assault 4th Degree (where the Assault is of a staff member)
 - Reckless Burning 2nd Degree
 - Trespass 2nd Degree
 - Failure to Disperse
 - Tampering with fire alarm or firefighting equipment—False alarm
 - Weapon and Firearm Offenses Listed in Rules of Conduct
 - Interfering by Force or Violence

E. Additional Supervision and Training: Campus Resource Officer supervisors are responsible for calibration, training, and consistent implementation of this policy. CRO Supervisors will provide approval to officers on when arrests are warranted and assist in identifying charge(s). The CRO Supervisors will also be tasked with the responsibility of preventing the stacking of unnecessary charges.

VII. Data Collection and Reporting:

- A. The Director of Campus Safety shall compile a quarterly report of Campus Resource Officers response to situations within the District's jurisdiction. These written reports shall be filed with the School Board and shall include:
 - a. Number of times a Campus Resource Officer was called to a school site, and included for each incident: the type of call, related offense (e.g., trespassing, disruption, battery, possession of a weapon), and resolution of call;
 - b. Number of times a Campus Resource Officer referred a student for prosecution
 - c. Number of times a Campus Resource Officer restrained or used force (as that term is defined above and in Policy 3246) against a student on campus and the basis for each incident.
 - d. Number of arrests of students made:
 - i. By a Campus Resource Officer on District school sites for school-related offenses;
 - ii. By a Campus Resource Officer on District school sites for non-school-related offenses; and
 - iii. By a Campus Resource Officer off District school sites for school-related offenses.
 - e. Number of times a law enforcement officer was called to a school site, and included for each incident: the type of call, related offense (e.g., trespassing, disruption, battery, possession of a weapon), and resolution of call;
- B. 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, gender, and disability (if applicable), whether the student has an Individualized Education Plan or section 504 Plan, and the disposition of the matter. School-level data shall be reported by raw numbers of Campus Resource Officer calls, use of force, referrals to juvenile court, and arrests.

VIII. Complaints Regarding Implementation of this Procedure

Any complaint regarding implementation of this procedure should first be made to the building principal where the student attends or to the CRO Supervisor. Complaints must be submitted in writing and in order to timely resolve the complaints, preferably as soon as possible after the incident, but in no case later than 10 school/business days of the event giving rise to the complaint. Principals will refer all complaints to the CRO Supervisor within 3 days of receipt. Complaints filed with the CRO Supervisor may be submitted either:

Email at: campussafetycomplaints@spokaneschools.org; or

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

A. Response to Complaints:

1. Timing: The CRO Supervisor shall review every complaint, and use his or her best efforts to provide a written response to the complainant within 45 days of the date the complaint is made, unless the CRO supervisor has good reason to not complete the investigation within the 45 day timeline. In such instance, the CRO supervisor shall inform the complainant in writing that additional time is needed. An investigation shall not exceed 90 days unless circumstances beyond the District's control render completing the investigation impossible.
2. Substance of Response: Each response should include whether the complaint was substantiated and next steps for appeal. Appeals. If a complainant disagrees with the outcome of the complaint, he or she shall have the right to an informal meeting with the Superintendent within 10 days of receiving the decision. The Superintendent shall respond in writing within 30 days.

Adopted: 03/22/2017
Amended:
Superintendent: Dr. Shelley K. Redinger