

## **Pupil Arrest Reporting**

### **334.1 PURPOSE AND SCOPE**

The purpose of this policy is to describe the procedures to follow when a pupil is arrested on school grounds and during school hours.

When an officer must make a custodial arrest of a juvenile, the officer shall make every attempt to locate the juvenile at a location other than the juvenile's school, or at the juvenile's school related events, unless a clearly articulated exigency exists. Officers shall take all reasonable steps to avoid disrupting the learning environment whenever possible.

### **334.2 PUPIL ARREST REPORTING**

In the event a school pupil is arrested on school grounds and during school hours, or taken into protective custody for mental health evaluations, the arresting officer shall immediately notify the principal of the school or the appropriate designee. In all cases, the parents or legal custodian will be notified as soon as practical based on the needs of the investigation. When applicable the following will also be notified:

- a. Health and Human Services
- b. School Resource Officers
- c. Mental Health

#### **334.2.1 PUPIL ARREST AFTER NOTIFICATION**

Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school may reduce disruption to school operations and other students.

#### **334.2.2 PUPIL ARREST BEFORE NOTIFICATION**

Based upon the circumstances of the investigation, it may be appropriate to arrest the pupil before notifying the school. This may be appropriate if the pupil is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the officer or the public.

Proper notification to the school after the pupil's arrest should then be made when circumstances reasonably allow.

#### **334.2.3 PARENTAL NOTIFICATION**

Upon arrest, it is the arresting officer's responsibility to ensure the parents of the arrested pupil are properly notified. Notification shall be made by the officer, regardless of subsequent notifications by the juvenile detention facility. Notifications should be documented and include the charges against the pupil and information as to where the pupil will be taken.

# City of Louisville Police Department Policy Manual

Law Enforcement Policy

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