



SCHOOL RESOURCE OFFICERS AND INVESTIGATIONS AT CHICAGO PUBLIC SCHOOLS



ISSUE DATE:	30 June 2022	EFFECTIVE DATE:	30 June 2022
RESCINDS:	17 December 2021 Version		
INDEX CATEGORY:	04 - Preliminary Investigations		
CALEA:	Law Enforcement Standards Chapter 44		

I. PURPOSE

This directive provides guidelines for:

- A. the selection, training, assignment, responsibilities, evaluations, and data regarding the activities of school resource officers (SRO).
- B. Department members assigned to patrol or conduct preliminary or follow-up investigations in Chicago Public Schools, school campuses, or adjacent Board of Education properties (school grounds, playgrounds, etc.) during the time period when the school is in session.
- C. using designated police office spaces in schools.
- D. contacting the Chicago Public Schools Emergency Control Center.

II. GENERAL INFORMATION

- A. The Chicago Police Department is committed to:
 - 1. working with Chicago Public Schools to enforce the law and protect students, employees, guests, property, and the school community.
 - 2. providing the highest quality of school resource officers to promote safer schools and safer students by using specific selection, training, assignment, and evaluation processes.
 - 3. providing police service to all persons in the City of Chicago, regardless of their citizenship status as delineated in the Department directive titled "[Responding to Incidents Involving Citizenship Status.](#)"

B. The Chicago Board of Education has a policy of fully cooperating with law enforcement personnel conducting law enforcement investigations within Chicago Public Schools, school campuses, or adjacent Board of Education properties during hours while classes are in session.

REMINDER: Chicago police officers, including trained school resource officers, are authorized to enter and remain in school facilities and properties to enforce the law and protect students, employees, guests, and property.

- C. Department members are reminded:
 - 1. school officials have the responsibility to:
 - a. provide for the safety and well-being of all students in their care.
 - b. maintain order within the classrooms, in school buildings, and on school grounds.
 - c. manage and administer student discipline and subsequent disciplinary actions.

NOTE: Department members will NOT engage in the administration of discipline or involve themselves in CPS disciplinary investigations or classroom disorder situations unless required to prevent criminal activity or to protect students, employees, guests, or property.

- d. **NOT** contact CPD merely to request removal of a disruptive student from school in a non-emergency situation.
2. the Department has the responsibility to address and respond to:
 - a. public safety concerns.
 - b. criminal activity, violence, and other law-enforcement-related incidents.
 - c. concerns of the school community through a comprehensive and cooperative problem-solving process.
- D. The Department will:
1. designate a supervisor to be the Department's school resource officer coordinator who will ensure consistency with the SRO role and responsibilities throughout Department operations, and
 2. establish an SRO Evaluation Committee that will:
 - a. be composed of the following personnel:
 - (1) Chief, Bureau of Patrol, or designee;
 - (2) appropriate SRO Supervisors;
 - (3) Deputy Chief, Office of Community Policing or designee;
 - (4) Assistant Director, Audit Division or designee;
 - (5) representative from CPS; and
 - (6) other stakeholders identified by CPD, in consultation with CPS.
 - b. meet two times per year; and
 - c. make recommendations on the modification to the program under the direction of the Chief, Bureau of Patrol.
- E. For disputes between Chicago Public School officials and Department members, Department members will call the Chicago Board of Education Office of School Safety and Security (OSSS) for guidance.
- NOTE:** Department members will notify their immediate supervisor of inappropriate situations where they are asked by school administrators, teachers, or other CPS staff to intervene in student situations that involve school disciplinary actions.
- F. The Chicago Public Schools Student Safety Center is available as a resource to Department members and will be contacted consistent with Item IX of this directive.
- G. **Taser Use in Schools.** The use of Tasers is strongly discouraged in schools and on students. Tasers will not be used in a school or on students, unless the Department member assesses the reasonableness and necessity of the Taser use based on the totality of the circumstances, including the person's apparent age, size, and the threat presented, and determines that Taser discharge is immediately necessary.

- H. Prior to 01 August of each calendar year, the Director, Research and Development Division will, in consultation with the Chief, Bureau of Patrol (or designee), review and, if necessary, revise this directive using appropriate input from CPS and community stakeholders.

III. SELECTION OF SCHOOL RESOURCE OFFICERS

- A. School resource officers (SRO) will provide valuable resources to school staff members, foster positive relationships with students, develop strategies to resolve problems affecting students, and protect all students.
- B. Department members who are seeking selection to work as a school resource officer must:
1. demonstrate a commitment to working with Chicago Public Schools to enforce the law, protect students, employees, guests, property and the school community;
 2. be a sworn Department member below the rank of sergeant;
 3. maintain full-duty status;
 4. have a minimum of three years continuous service;
 5. have an acceptable medical roll and attendance record;
 6. have an **excellent** disciplinary history, including but not limited to:
 - a. no sustained Complaint Register ("CR") allegations within the past five years involving excessive use of force;
 - b. no sustained CR allegations within the past five years where the sustained finding directly relates to a verbal or physical interaction with a juvenile, or the sustained finding directly relates to verbal action or physical conduct that occurred on school grounds; and
 - c. no open or pending CR allegation which, upon review of the evidence underlying such complaint(s), indicates in the judgement of the Department as determined by the Chief, Bureau of Internal Affairs, that a reasonable probability exists that the officer may receive discipline under Item III-B-6-a and b of this directive.
- NOTE:** If the criteria listed under Item III-B-6 is found either to violate the provisions of the member's collective bargaining agreement or the Illinois Labor Relation Act, the Department and CPS will immediately meet and negotiate substitute criteria.
7. have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#)" for each of the last two evaluations; and
 8. if currently appointed to a D-2 or D-2A grade, be willing to resign status and pay and accept D-1 status.
- C. Members who meet the above criteria and are seeking selection to work as a school resource officer will complete and submit a To-From-Subject Report to their district commander and submit a resume that includes any additional skills or experience for selection consideration, including the following factors, if applicable:
1. enthusiasm for the position with an ability to work with school administration, students, and parents;
 2. ability to work safely, effectively, and build positive relationships with students, parents, guardians, and school personnel;

3. previous experience working with youth in a learning environment (e.g., coaching youth league or youth group leader);
 4. college or other comparable experience with an emphasis on youth studies;
 5. current district-level field experience, including demonstrating a working knowledge of:
 - a. Department directives;
 - b. juvenile laws; and
 - c. Chicago Public Schools Student Code of Conduct Manual;
 6. previous training related to the duties of an SRO including, but not limited to, training on childhood and adolescent development, de-escalation techniques, procedural justice, community policing, or implicit bias;
 7. quality report writing skills;
 8. detail oriented and effective communication skills;
 9. bilingual or multilingual; and
 10. ability to problem-solve in a team environment.
- D. District commanders will:
1. identify members under their command who are selected to work and be trained as school resource officers using the criteria outlined in Item III-B and III-C of this directive.
 2. coordinate with CPS principals in the selection of the SRO.
 3. have final authority over selection of SROs and management of the SRO assignments for their district.
 4. ensure a district sergeant or other appropriate supervisor has been assigned the responsibility to supervise and manage the SROs for their district.
 5. coordinate with the Training and Support Group to ensure Department members selected to work as SROs and SRO supervisors receive the appropriate training.
- E. Before August of each calendar year, the Chief, Bureau of Patrol, or a designee, will:
1. interview all candidates to discuss above listed criteria and overall career performance; and
 2. provide a written attestation that all members designated as SROs meet the criteria in this directive to the Chicago Board of Education Office of School Safety and Security.
- NOTE:** Incumbent SROs who do not meet the selection criteria will be replaced.
- F. The Chief, Bureau of Internal Affairs, or a designee, will ensure Department disciplinary records are maintained, including investigative files involving Department misconduct, for members assigned as SROs, consistent with applicable laws and the agreement between the City of Chicago and the Fraternal Order of Police Chicago, Lodge 7.

IV. TRAINING OF SCHOOL RESOURCE OFFICERS (SRO)

- A. Department members who have been selected to work as school resource officers (SRO) and SRO supervisors will receive specialized initial and annual refresher training including but not limited to:
1. building relationships with youth;
 2. school-based legal topics, including but not limited to:
 - a. Family Educational Rights and Privacy Act (FERPA) ([20 U.S.C. § 1232g; 34 CFR Part 99](#));

- b. Mental Health and Developmental Disabilities Confidentiality Act ([740 ILCS 110](#));
 - c. Illinois School Student Records Act ([105 ILCS 10](#));
 - d. Parental Notification of Law Enforcement Detainment and Questioning on School Grounds ([105 ILCS 5/22-85](#)).
3. child sex crimes and abuse preliminary investigations;
 4. cultural sensitivity and implicit bias;
 5. problem-solving;
 6. de-escalation techniques;
 7. use of restorative approaches, including the available community resources and alternative response options.
 8. childhood and adolescent development;
 9. crisis intervention, including but not limited to Crisis Intervention for Youth training;
 10. disability and special education issues;
 11. strategies that create respectful and positive interactions with students, including but not limited to student groups:
 - a. with limited English proficiency;
 - b. who are lesbian, gay, bisexual, transgender, queer or questioning, and intersex (LGBTQI); and
 - c. experiencing homelessness.
 12. response options for school safety threats;
 13. Chicago Public Schools Student Code of Conduct Manual; and
 14. Chicago Public School policies that apply to SROs while engaging in official conduct on CPS grounds, including but not limited to the CPS "Final New Comprehensive Non-Discrimination, Harassment, Sexual Harassment, Sexual Misconduct And Retaliation Policy."
- B. The Deputy Chief, Training and Support Group, will ensure that:
1. training curriculum is developed:
 - a. in accordance with the criteria listed in this directive and the Intergovernmental Agreement between the Department and the Chicago Public Schools.
 - b. to reflect the National Association of School Resource Officer (NASRO) standards.
 - c. with input from the Bureau of Patrol, current SROs, and CPS personnel, when appropriate.
 2. designated Department members are trained as required.
- C. District commanders or designees will:
1. ensure school resource officers under their command are appropriately trained consistent with the criteria set forth above.
 2. in consultation with CPS principals, choose SRO candidates for each school no later than the end of August of each school year from an SRO eligibility list created by the Department.

NOTE: Principals may participate in interviews with SRO candidates, reject any candidate, and request that the Department provide another candidate for consideration.

3. maintain an eligibility list of trained SRO members. The SRO eligibility list will include police officers who have applied or been recruited for the SRO program and who meet the criteria listed in this directive.

V. ASSIGNMENT OF SCHOOL RESOURCE OFFICERS (SRO)

- A. The selection, replacement, or removal of a Department member working as an SRO from a particular assignment will be determined by the district commander, in consultation with CPS officials.
- B. District commanders will ensure that the Department members selected to work as SROs and SRO supervisors:

1. have received the appropriate Department-approved SRO training prior to being assigned at a CPS school.
2. are assigned the responsibility to patrol specific schools and locations, as determined by the district commander and in consultation with CPS officials.
3. wear the prescribed field uniform, including display of name and star number on the outer garment, consistent with the Department directive titled "[Uniform and Appearance Standards](#)."
4. follow the provisions regarding accessing, disseminating and retaining of data as outlined in the Department directives "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)" and "[Use of the Internet](#)."
5. do not enter a CPS student's gang affiliation into a Department database when acting in their capacity as a school resource officer.
6. establish and maintain a close partnership with school administrators to provide for a safe school environment and:

- a. assist school officials with their efforts to enforce Board of Education policies and procedures.

EXCEPTION: Department members are not to participate in the enforcement of CPS school discipline policies or procedures.

- b. ensure school administrator safety by being present during school searches, which may involve weapons or controlled dangerous substances, or in such cases that the student's emotional state may present a risk to the administrator.
- c. assist school administrators in emergency crisis planning and implementation, and building security matters.
- d. provide a course of training for school personnel in handling crisis situations that may arise at the school in coordination with the Bureau of Patrol and the Training and Support Group.

NOTE: Members will continue to follow the procedures in the Department directive titled "[Department Training Records Maintenance Program](#)" which require Department training be reviewed and approved by the Commanding Officer, Instructional Design and Quality Control, Training and Support Group, prior to implementation.

7. actively engage the school community and:

- a. provide for the safety and security of CPS students, employees, guests, and property.
- b. participate in comprehensive and cooperative problem-solving processes, including:
 - (1) engaging in pro-active strategies to reduce crimes and combat emerging and chronic crime and disorder issues.
 - (2) any training of CPS emergency drills, including active threat response.
 - (3) regularly meet with school personnel to address any specific school safety issues.
- c. respond to crimes and calls for service within Chicago Public Schools, school campuses, or adjacent Board of Education properties consistent with this directive and the Department directive titled "[Preliminary Investigations](#)."
- d. monitor crime statistics and work with district patrol officers and students together to design crime prevention strategies.
- e. are visible within the school community by participating in extra-curricular activities, meetings with school administrators, and the school community to build relationships with school staff, students, and parent groups.

NOTE: SROs, and SRO supervisors may participate in activities after school hours, upon notification and approval of the district commander or designee.

- f. provide a resource for students that will enable them to be associated with a law enforcement figure as a role model in the students' environment.
- g. at the request of CPS and in coordination with the Bureau of Patrol and the Training and Support Group, develop and implement classes, lectures, or programs in law-related education to support the educational efforts of the facility and work closely with teachers in designing and presenting law-related topics and the role of police in our society.

REMINDER: Members will continue to follow the procedures in the Department directive titled "[Department Training Records Maintenance Program](#)" which require Department training be reviewed and approved by the Commanding Officer, Instructional Design and Quality Control, Training and Support Group, prior to implementation.

- h. initiate interactions with students in the classroom and general areas of the school building to promote the profession of law enforcement and increase the visibility and accessibility of police to the school community.
- i. work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary and assist in conflict resolution efforts.
- j. in consultation with the principal and other school personnel, develop and practice a school safety plan, which includes, but is not limited to, response protocol for a range of emergencies and tips for maintaining a safe environment to protect students, employees, guests, property, and the school community.

C. At the Chicago Public School's request, the Department may assign SRO-trained members to fixed posts inside select CPS high schools. SRO-trained members assigned to a fixed post at a CPS high school will:

1. spend their tours of duty at their assigned Chicago Public School facility, unless otherwise directed by a supervisor.
2. respond to crimes, calls for service, and other law-enforcement-related incidents in their assigned schools.
 - a. SROs will contact the Office of Emergency Management and Communications in all emergency situations to ensure proper notification and recording of the incident.
 - b. When safe and feasible, any Department response will attempt to minimize any disruption to the school's normal operations.
3. meet with principals and other CPS personnel to determine if any law-enforcement-related incidents are occurring and take the appropriate action.
4. achieve maximum visibility by engaging in both vehicular and foot patrol in and around school property, especially at student arrival and dismissal time.

NOTE: The Department will limit fixed-post deployments within Chicago Public Schools to CPS requests, emergency situations, or when deemed necessary by the Chief, Bureau of Patrol, or designee. If there are not enough trained SROs to fulfill the fixed CPS posts, District commanders will contact the Bureau of Patrol for resolution, including an email to admin142@chicagopolice.org.

VI. PERFORMANCE EVALUATIONS

- A. School resource officers will be evaluated at least once per year as delineated in the Department directive titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent.](#)"
- B. Evaluating supervisors may consider the following criteria:
 1. use of skills and techniques outlined in the SRO training, including but not limited to the use of de-escalation techniques and alternative response options; and
 2. feedback from school personnel.
- C. The Department will provide school administrators, students, and staff with a complaint process described on the Civilian Office of Police Accountability (COPA) website (www.chicagocopa.org) to promote a swift review and resolution of complaints by CPS including, but not limited to, removal of such SRO, if necessary.
 1. District commanders will work in conjunction with CPS principals to remove an SRO from a school if deemed necessary and in compliance with any collective bargaining agreement.
 2. Regular updates of new complaints and status of open complaints will be provided to CPS during the bi-weekly meetings held between CPS and the Department.
 3. CPS principals will have the authority to remove an SRO from the assigned school after the complaint process has come to final resolution.
 4. Any investigations conducted by CPS that includes a member of the Department acting in the capacity as SRO or that involve any other Department members on-duty conduct will be shared with the Department.

NOTE: The Bureau of Patrol will coordinate with COPA and district commanders to comply with current policy and the Intergovernmental Agreement between CPS and the Department.

VII. INVESTIGATION RESPONSIBILITIES

- A. During any investigations at a Chicago Public School, Department members will:

1. conduct themselves within the school environment in such a manner as to minimize negative impact on the classroom learning process.
2. activate their assigned body-worn camera system to event mode at the beginning of an incident and record the entire incident for all law-enforcement-related activities, consistent with the Department directive "[Body Worn Cameras](#)." If circumstances prevent activating the BWC at the beginning of an incident, the member will activate the BWC as soon as practical consistent with the Department directive "[Body Worn Cameras](#)."
3. use de-escalation techniques to prevent or reduce the need for force, unless doing so would place a person or a Department member in immediate risk of harm, or de-escalation techniques would be clearly ineffective under the circumstances at the time. This includes continually assessing the situation and modifying the use of force as circumstances change and in ways that are consistent with officer safety, including stopping the use of force when it is no longer necessary, consistent with the Department directive titled "[De-escalation, Response to Resistance, and Use of Force](#)."

REMINDER: *Consistent with Item II-G of this directive, Tasers will not be used in a school or on students, unless the Department member assesses the reasonableness and necessity of the Taser use based on the totality of the circumstances, including the person's apparent age, size, and the threat presented, and determines that Taser discharge is immediately necessary.*

4. only use force that is objectively reasonable, necessary, and proportional based on the totality of the circumstances, consistent with the Department directive titled "[De-escalation, Response to Resistance, and Use of Force](#)."

REMINDER: When determining the appropriateness of applying handcuffs or other physical restraints to a juvenile, Department members will consider the totality of the circumstances, including, but not limited to, the nature of the incident and the juvenile's age, physical size, actions, and conduct, when known or objectively apparent to the member, and whether such restraints are necessary to provide for the safety of the juvenile, the Department member, or others consistent with the Department directive titled "[Processing of Juveniles and Minors Under Department Control](#)."

5. request relevant information from school officials regarding student's disabilities, impairments, or other behavioral modification plan, such as an Individualized Education Program (IEP), to the extent allowed under State and Federal guidelines.
 - a. In connection with an emergency, school administrators may disclose to the SRO or other appropriate Department member, information in a student's record that is necessary to protect the health or safety of the student or other persons, subject to state and federal guidelines, and based on the seriousness of the threat to someone's health or safety, the need of the information to meet the emergency situation, and the extent to which time is of the essence.
 - b. If confidential student record information is needed by an SRO or other appropriate Department member, but no emergency situation exists, the information may be released only as allowed by Illinois School Student Records Act (ISSRA), Family Educational Rights and Privacy Act (FERPA), or other law.

NOTE: Department members will ensure compliance with the provisions in the Department directive titled "[Gang Violence Reduction Strategy](#)" which contain specific duties and responsibilities.

- c. Department members will ensure compliance with the provisions in the Department directives titled "[People with Disabilities](#)" and "[Limited English Proficiency](#)," if applicable.

6. conduct non-emergency interviews with student-victim and student-witnesses in a manner that is least disruptive to the educational and administrative process.
7. if the student is suspected of a criminal offense, ensure the student:
 - a. is not under Department control until arrested and placed into custody.
 - b. will not generally be detained in the school's designated police office space, and only be detained in the school's designated police office space consistent with Item VIII of this directive.
 - c. when safe and feasible to do so, conduct post-arrest investigations and interviews at a Department facility.

NOTE: Department members will be mindful of the perception of an arrest or detention of a student in school and attempt to minimize visibility of these actions, when it is safe and feasible to do so.

8. not transport any CPS student in their personal vehicle.

REMINDER: When dealing with students or other community members who may have citizenship status concerns, it is the policy of the Department that, pursuant to federal law, the enforcement of immigration law rests with the federal government and not with the state or local police. Department members will continue to follow procedures consistent with the Department directive titled "[Responding to Incidents Involving Citizenship Status](#)" including compliance with the provisions of the City of Chicago's Welcoming City Ordinance.

B. In cases other than an emergency, a Department member conducting a preliminary or follow-up investigation in a Chicago Public School during a time period when school is in session will:

1. proceed directly to the administrative office upon entry to a school and report to the responsible school official.
2. notify the school resource officers assigned to the school, if applicable.
3. describe the member's purpose for entering the school and request to interview a named student or other identified individual.
4. request relevant information from school officials regarding student's disabilities, impairments or other behavioral modification plan, such as an Individualized Education Program (IEP), to the extent allowed under state and federal guidelines.
5. allow the school principal or designee a reasonable amount of time to notify the parent or guardian of the student prior to interviewing the student, unless there is an emergency. Department members will document the time and manner in which the notification or attempted notification occurred.

NOTE: The investigating Department member will inform the school principal or designee when circumstances warrant that this notification should not be made, including when a parent or guardian might be the subject of the criminal investigation. If there is a disagreement concerning the notification, the investigating Department member will request a supervisor to respond to the scene.

6. postpone the interview of the named student temporarily pending a prompt response by the parent or guardian to the school, when appropriate.
7. when a parent or guardian is not available:

- a. request that the principal make a reasonable effort to ensure that a school social worker, school nurse, school psychologist, school guidance counselor or other mental health professional is present during the interview process.
 - b. if practicable, make reasonable efforts to ensure that a Department member trained in promoting safe interactions and communications with youth is present during the interview.
8. permit the school principal or designee to be present in the room in the school during the interview of the student whenever the parent or guardian cannot be notified, are unavailable to promptly respond to the school, or are potentially the subject of the criminal investigation.

NOTE: The school principal or designee will not be permitted to interfere with the interview or investigative process. If there is a disagreement concerning the interview, the investigating Department member will request a supervisor respond to the scene.

C. School officials are responsible for:

1. abiding by the Chicago Public Schools Student Code of Conduct Manual.
2. verifying the official identification of a Department member who enters a school for the purpose of interviewing or arresting a student.
3. providing to Department members relevant information regarding student's disabilities, impairments, or other behavioral modification plan, such as an Individualized Education Program (IEP), when available to the extent allowed under state and federal guidelines.
4. providing the parent or guardian with a prompt notification whenever a Department member requests to interview or take a student in a school into custody.
5. making a reasonable effort to ensure that a school social worker, school psychologist, school nurse, school guidance counselor or other mental health professional is present during the interview process, when parent or guardian is unavailable.
6. substituting for the parent or guardian during the interview of a student by a Department member whenever the parent or guardian of the student cannot be notified or are unavailable to respond to the school.
7. notifying the parent or guardian of the student concerning the results of the interview of the student if they were not present.
8. releasing a student to the custody of a Department member in all instances whenever the responsible Department member has reasonable grounds or probable cause to arrest a student for a violation of the law or when there is an outstanding arrest warrant for a student.
9. for notifying the parent or guardian of the arrested student of the location of the police facility to which the student has been transported for further processing.

D. Department members taking a student into custody will:

1. ensure there is probable cause present or an outstanding arrest warrant for a student.
2. notify their supervisor of the circumstances of the arrest.

REMINDER: Department members will be mindful of the perception of an arrest or detention of a student in school and attempt to minimize visibility of these actions, when it is safe and feasible to do so.

3. ensure that the juvenile arrestee has been provided access to a telephone and allowed to make three telephone calls, at minimum, free of charge as soon as possible but no later than three hours after arrival to the first and any subsequent place of custody, free of charge, to an attorney, family member, or friend.

NOTE: [725 ILCS 5/103-3.5](#) requires Department members to allow juvenile arrestees to make three phone calls free of charge. Members may permit a reasonable amount of phone calls free of charge beyond the minimum of three when safe and practicable to do so.

4. prior to any custodial questioning of a juvenile arrestee who is under 18 years of age, ensure the Juvenile Miranda Warnings are given and the arrest is processed consistent with the Department directive titled "[Processing of Juveniles and Minors Under Department Control](#)."

NOTE: Students who are 18 years of age or older are adults and will be processed consistent with the Department directive titled "[Processing Persons Under Department Control](#)" and, when appropriate, the Department directive titled "[Processing any Adult Arrested for a Juvenile Warrant or for an Offense Committed When He or She Was a Juvenile](#)." Custodial questioning should be conducted consistent with the Department directive titled "[Custodial Interrogations](#)."

5. advise the school principal or designee as to the location to which the student arrestee will be transported for further processing to facilitate a subsequent notification by the school principal or designee to the parent or guardian of the student.
6. when safe and feasible to do so, conduct post-arrest investigations and interviews at a Department facility.

REMINDER: School principals and staff do not have the authority to decide whether or not a student will be arrested.

VIII. DESIGNATED POLICE OFFICE SPACE

- A. Illinois Statutes 105 ILCS 5/10-20.64 and 105 ILCS 5/34-18.57, prohibit "student booking stations" in schools. These statutes define a student booking station as a building, office, room, or any space that regularly operates as a place of operation for the Department and at which students are:
 1. detained in connection with criminal charges, or allegations,
 2. taken into custody, or
 3. engaged with the Department in any process that creates a record of that contact.
 - B. The statutes do **NOT** prohibit the establishment of any place operated by law enforcement personnel, school resource officers, or security personnel. The law concerns only places of detention and criminal processing, and will not infringe on the ability or capacity of law enforcement officers to perform their duties within schools, including interviewing of victims and witnesses.
 - C. The Department will not install computer terminals connected to the Department's network in designated police office spaces where on-duty SROs are assigned.
 - D. Department members are prohibited from disseminating, releasing, altering, defacing, or removing any Department record or information concerning police matters, including information obtained from CPS about students, except as provided by law, court order, or other Department policy. Members will follow the provisions regarding these prohibitions consistent with the Department directive "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)" and "[Use of the Internet](#)."
- REMINDER:** Department members acting in their capacity as SROs will not enter CPS student's gang affiliation into a Department database.
- E. Department members will not detain or question a student suspected of a criminal offense in designated police office space. Students suspected of criminal activity may be detained in an alternative location within the school (e.g., principal's office).

- F. Students who are not accused of a crime may be interviewed in designated police office space. Victim and witness statements/interviews for a criminal investigation may be conducted in designated police office space.
- G. Brief detention in designated police office space is permitted if the suspected crime is an act of violence (e.g. battery, sexual assault, robbery) and the student must be isolated as a matter of public safety, but only if no other location is adequate.

IX. CHICAGO PUBLIC SCHOOLS STUDENT SAFETY CENTER

- A. Supervisors will ensure that notifications are made to the Chicago Public Schools Student Safety Center when:
 - 1. there is an incident involving a reportable use of force by an SRO, in the performance of SRO duties. Such reports will be made immediately, but in no event, later than 48 hours, consistent with the Department directive titled "[Incidents Requiring the Completion of a Tactical Response Report.](#)"

NOTE: Supervisors will ensure that for all incidents involving a reportable use of force by an SRO, in the performance of SRO duties, a notification will be made to the Bureau of Patrol via email to admin142@chicagopolice.org.
 - 2. an arrest has been made within any Chicago Public School, school campus, or adjacent Board of Education property;
 - 3. an arrest has been made for a crime committed on or against Chicago Public School, school campus, or Board of Education property;
 - 4. Department members have entered or require entry into a closed and secured Chicago Public School building or Board of Education property for the purpose of checking the premises for any reason. Arrangements will be made for allowing access to the secured building or property; or
 - 5. Department members have entered a closed and secured Chicago Public School building, school campus, or Board of Education property and forced entry has been made.
- B. The arresting Department member will request that the school property security inspector designated for the particular school be contacted to sign the appropriate Court Complaint form, if applicable.

X. DATA REGARDING DEPARTMENT ACTIVITIES IN CHICAGO PUBLIC SCHOOLS

- A. The Department will:
 - 1. maintain data on all crimes, arrest, and other reported incidents occurring at a Chicago Public School grounds or buildings, as allowed by state and federal statutes.
 - 2. capture and maintain information on SRO activities (e.g., participation in extracurricular activities, and meetings with school officials).
- B. The Department will continue to:
 - 1. maintain disciplinary records and investigation files involving Department member misconduct, including those members designated as SROs, consistent with applicable laws and provisions of collective bargaining agreements.
 - 2. provide CPS with a monthly crime report detailing all crimes and arrests committed by any persons at CPS schools, whether a student, or staff member to the Board of Education Office of School Safety and Security, via email disaggregated by race and gender as allowed under state and federal guidelines.
- C. The Bureau of Patrol will produce an annual public report based on CPS school year to report on SRO activities. This report will:

1. be produced by July 31, annually beginning in 2022;
 2. contain statistical data of the CPS high schools where SROs are assigned; and
 3. be published on the chicagopolice.org website and located under the under the current "Statistics & Data" tab.
- D. Statistical data may be analyzed to document SRO effectiveness, responsiveness to school community concerns, and achievement of goals and adjust strategies, if necessary.
- E. Area crime data may be analyzed to identify patterns related to crimes occurring in and around Chicago Public School buildings, school campuses, or Board of Education properties and to develop a comprehensive response to the identified pattern.

XI. DATA COLLECTION

- A. The Field Technology and Innovation Section (FTIS) will develop a data collection tool to encompass relevant data portals for effective SRO program evaluation.
- B. Bureau of Patrol will be responsible for collection of data from SRO Supervisors regarding contributions by SROs to the well-being of the students and faculty.
- C. The Audit Division will be responsible for collection analysis and will report the findings to the Chief, Bureau of Patrol, for inclusion into SRO Evaluation Committee meetings.

XII. OTHER EDUCATIONAL INSTITUTIONS

Crimes and calls for service at charter, parochial or other educational institutions will be handled in accordance with the directives titled "[Preliminary Investigations](#)" and "[Processing Juveniles and Minors Under Department Control](#)."

(Items indicated by *italics/double underline* were revised or added.)

Authenticated by MWK

David O. Brown
Superintendent of Police

22-037 KT