

STAPLES POLICE DEPARTMENT

POLICY #302 - 1

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EFFECTIVE DATE: JANUARY 1, 1995
SUBJECT: SCHOOL BUSES, PROCEDURE FOR INVESTIGATION OF REPORTS
TO: ALL POLICE OFFICERS
FROM: CHIEF KYLE F. HUBER
NO OF PAGES: 2

PURPOSE

It shall be the policy of the Staples Police Department to respond to all reports of alleged criminal incidents which occur on school buses while within the jurisdiction of the Staples Police Department and to cooperate fully with any other law enforcement agency who may be responsible for such an investigation.

The Staples Police Department shall work with and consult school officials, transportation personnel, parents of students, and students to respond to these incidents in an effort to protect student safety and to deal appropriately with those who violate the law.

This policy recognizes that responding to reports of alleged criminal conduct on school buses within this jurisdiction is the responsibility of this office in coordination with any other law enforcement agency which has jurisdiction over the alleged offense.

This policy is not intended to interfere with or replace school disciplinary policies relate to student misconduct on school buses.

The Staples Police Department shall:

- 1). Respond to calls for assistance from any citizen, school, or bus transportation company as they may pertain to alleged criminal conduct on school buses.
- 2). Issue citations, release information on pending investigations, or apprehend and transport to jail or court those individuals committing crimes on school buses, to the extent authorized by law and in accordance with the polices and procedures of the Staples Police Department.
- 3). Investigate reports of crimes committed on school buses by using the same procedures followed in other criminal investigations involving adults or juveniles, as appropriate.
- 4). Submit reports regarding the incident and investigation of the incident to the Chief of Police and to the prosecuting attorney.

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- 5). Follow through with other investigation necessary to prepare a case pertaining to alleged criminal conduct on school buses as requested by the prosecuting attorney.
- 6). Provide information to the school regarding the incident as required or authorized by law.