

Office of School Safety

Incident Reporting Protocol

Purpose:

- ❖ To have the Office of School Safety be the sole office responsible for reporting and recording ALL incidents which will standardize reporting and take the onus of reporting off of the Principal or designee.

REPORTING PROCEDURES

BY WHOM

Any employee.

TO WHOM

School Police Officer, Principal or principal's designee.

WHEN

As soon as possible, after any immediate medical and security needs have been met.

WHAT HAPPENS NEXT

- School Police Officer or in buildings where there is no School Police Officer, Principal or principal's designee calls School Police Incident Control Desk, 215-400-6100. If principal or designee does not report the incident to School Police, a staff member may report the incident.
- School Police Officer or School Police Supervisor, determines whether to notify School Police Incident Control Desk, 215-400-6100 and/or Philadelphia Police, 911.
- If there is disagreement between principal or designee and School Police Officer, the School Police Officer calls the Incident Desk for further review, who will then dispatch a Supervisor to the school. The Officer informs Lieutenant of all relevant facts and Lieutenant decides whether incident is reported to School Police Incident Control Desk and/or Philadelphia Police via 911.
- Principal or designee files an online SIMS report (EH-31) within two days.
- Principal determines what discipline to impose on student.

NOTE: Any notification to Philadelphia Police must be made by calling 911, even if there is a Philadelphia Police Officer present.