

WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0008

Date Issued: 09/01/2004

Revision Dates: 05/15/2013,
12/16/2016

Application: All Sworn Personnel & CSOs

Pages: 2

SUBJECT: CRIMINAL CONDUCT ON SCHOOL BUSES

PURPOSE

The purpose of this directive is to ensure that all criminal activities taking place on school buses are investigated. Schools, bus services, persons involved, and law enforcement must ensure that reporting procedures are adopted and followed.

POLICY

It is the policy of the Willmar Police Department to investigate all reported criminal activity which takes place on school buses, as required by Minnesota Statute 169.4581.

DEFINITIONS

Crime – means any activity which is a violation of the Minnesota State Criminal Code or Municipal Criminal Code, including crimes against persons or property; i.e., assault, sex offenses, disorderly conduct, terroristic threats, criminal damage to property, theft, possession of weapons or controlled substances, with attention given to any crime with a bias motivation.

School Bus – means any bus, van or vehicle used or designed for transportation of students to and from school or school activities.

PROCEDURE

Reporting

- All incidents must be reported to the local law enforcement agency as soon as possible after the time of the event. The exception is that if knowledge is gained of a planned or suspected event, authorities must be notified in order to take preventive action. Notifications should be reported any time, day or night.

- Any victim, parent, bus driver, school official, teacher, or law enforcement officer must report incidents of criminal activity as soon as possible to law enforcement and/or school officials. Law enforcement and school officials must exchange notices of violations in order to properly investigate the reports.
- Desired information when receiving a report (who, what, where, when). Who was involved (victims and witnesses), what happened, where was the bus at the time, when did the incident occur (day and time).

Investigation

- Initial report – Upon receiving a report, law enforcement shall determine whether or not a crime has been committed. A report shall be taken with as much immediate follow-up completed as possible.
- Non-criminal – If the complaint is determined to be a school policy violation, the matter will be referred to the school officials.
- Investigation – On criminal matters, interviews and evidence shall be gathered according to accepted police procedures.
- Prosecution – All reports and evidence shall be sent to the prosecuting attorney for recommended follow-up and determination as to whether or not a complaint or petition will be issued.

ACCOUNTABILITY

It is the responsibility of each officer to be familiar with and adhere to this directive. It is the responsibility of all supervisors to ensure this directive is followed. Failure to adhere to this directive may result in disciplinary action up to and including termination.

BY ORDER OF THE CHIEF OF POLICE

James E. Felt

JAA/sae