

Guidelines

Student ● Interviews by Law Enforcement 5541

Interview of Student

I, _____, a duly appointed law enforcement officer, of the _____ (agency), in the performance of my duties, hereby request the opportunity to interview the following student:

Student Name	Age	Date of Birth

This interview is necessary because the student:

	1.	Is suspected of some violation of the law or other offense.
	2.	Is a possible witness who may have information that would be helpful in the official investigation of this crime or offense.
	3.	Is a victim of a crime or other offense.

It is necessary to interview the student here at school because:

	1.	A delay may result in flight of the suspect.
	2.	A delay may result in the destruction of evidence.
	3.	A delay may result in the opportunity to cover up the crime.
	4.	A delay may result in an unacceptable threat to the community.
	5.	Other attempts to interview the student have been made and have been unsuccessful.
	6.	This is an abuse investigation.
	7.	This involves a violation of law that occurred on school property.
	8.	This investigation is requested by the school.

School Personnel should be present during the interview?

Yes No

Law Enforcement Officer's Signature:	Date:

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Police Interviews in the School Setting

School officials and law enforcement officers shall observe the following procedures when police interviews are conducted in the school setting:

1. The District shall cooperate with law enforcement agencies in the investigation of situations involving students in the school system.
2. The investigating agency should attempt, prior to coming into the building, to contact the building principal/designee to make arrangements for the interview.
3. The interview shall be done at a time appropriate for the student's schedule, unless other urgency has been demonstrated by the investigating agency.
4. Upon arrival at school, the law enforcement officer shall notify the building principal/assistant principal and complete the "Interview of Student" form. Interview forms may be obtained from the school office. Once the form has been completed, the principal will secure the student from his/her class for the interview.
5. The principal shall designate a private room for the interview to take place. In appropriate cases, school personnel may be present during the interview.
6. It is the responsibility of the law enforcement officer to conduct the interview with the student and to notify the student's parent/guardians in accordance with all legal requirements.
7. If the law enforcement officer wishes to remove the student from school, but does not wish to arrest the student, he/she must notify the student's parent(s)/guardian (if the student is a minor) prior to removing the student from school. If the student is being arrested, the officer shall follow all appropriate laws and, if the student is a minor, contact the student's parent(s)/guardian as soon as practical. The building principal/designee shall be notified in all situations before a student is removed from school.
8. The completed Student Interview Form will be kept on file in the school office.

Approved: 10/25/99