POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **SCHOOL SAFETY PLAN**

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 118.07, 165.88(3M)(ac)

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INDEX AS: School Safety Plan

PURPOSE: The purpose of this Policy & Procedure is to set guidelines for the Sturgeon Bay Police Department to work with and ensure that each local school board and governing body of each private school within its jurisdiction shall have in effect a school safety plan.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. DEFINITION

III. PROCEDURE

I. POLICY

A. It is the policy of the Sturgeon Bay Police Department to have in place a school safety plan with each local school board and governing body of each private school within its jurisdiction according to WI State Statute 118.07 and 165.88(3M)(ac).

II. DEFINITION

A. Interactive critical mapping data means interactive representations of a specific location that are verifiable, digital, shareable, and shown in real time.

III. PROCEDURE

A. The Chief of Police or his/her designee along with the School Resource Officer shall assist with each school safety plan for the Department, including each program's initial assessment, development, implementation, training, and any other areas required.

B. Each school safety plan shall be created with the active participation of appropriate parties, as specified by the school board or governing body of the private school. Other appropriate parties may include the Wisconsin Department of Justice, the Sturgeon Bay Fire Department, school administrators, teachers, pupil services professionals, and mental health professionals.

C. Before creating or updating a school safety plan, each school board or governing body of a private school shall, in consultation with the Department, conduct an on-site safety assessment of each school building, site, and facility that is regularly occupied by pupils. The on-site assessment shall include playgrounds, athletic facilities or fields, and any other property that is occupied by pupils on a regular basis.

D. Each school safety plan shall include all of the following:

1. An individualized safety plan for each school building and facility that is regularly occupied by pupils. The individualized safety plan shall include any real property related to the school building or facility that is regularly occupied by pupils.

2. General guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery.

3. Guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event.

4. The process for reviewing the methods for conducting drills required to comply with the plan.

5. Each school board or governing body of the private school shall determine which persons are required to receive school safety plan training and the frequency of the training. The training shall be based upon the school districts or private schools prioritized needs, risks, and vulnerabilities.

E. School blueprints or mapping.

1. Upon the creation and review of a school safety plan, each school board or

governing body shall submit a copy of the most recent blueprints or interactive critical mapping data for each school building and facility in the school district to the Department.

F. School Prohibitions: Neither a school board nor a governing body of a private school may include in a school safety plan any of the following:

1. A requirement for an employee to contact a school administrator, school official, or any other person before calling the telephone number “911.”

2. A prohibition against an employee reporting school violence or a threat of school violence directly to a law enforcement agency.

3. A prohibition against an employee reporting a suspicious individual or activity directly to a law enforcement agency.

G. Annual drills.

1. Each school board and the governing body of each private school is required to, at each school building regularly occupied by pupils, that pupils are drilled, at least annually, in the proper response to a school violence event in accordance with the school safety plan in effect for that school building. The Department may be involved in these drills, according to the plan that is in place.

H. Review: Each school board and the governing body of each private school is required to review and approve the school safety plan at least once every 3 years after the plan goes into effect. The Department should be notified of each review, the ability to participate in the review, and any approved changes to the plan.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 11/16/2022