

**SAN JOSE POLICE DEPARTMENT**  
**SCHOOL LIAISON UNIT**  
**OPERATIONS MANUAL**



Revised August 2020

## **Table of Contents:**

### **1. INTRODUCTION**

- 1.1 Purpose
- 1.2 Mission Statement
- 1.3 Revisions

### **2. UNIT ORGANIZATION**

- 2.1 Assignment
- 2.2 Captain
- 2.3 Sergeant
- 2.4 School Liaison Officer
- 2.5 Truancy Abatement and Burglary Suppression (TABS) Coordinator

### **3. UNIFORMS & EQUIPMENT**

- 3.1 Guidelines

### **4. APPENDICIES/ SUPPORTING MANUALS**

- A. School List
- B. Campus Police Officer Training Outline
- C. Guardian Car

## CHAPTER ONE

### 1. **INTRODUCTION**

#### 1.1 **Purpose**

This publication presents a consolidation of information, procedures, rules and guidelines for the operation of the San Jose Police Department's School Liaison Unit and Truancy and Burglary Suppression Unit (TABS). It complements all existing Department procedures and policies.

This operations manual has the same authority as a Department order and is the definitive authority for the San Jose Police Department School Liaison Unit.

#### 1.2 **Mission Statement**

The mission of the San Jose Police Department School Liaison Unit is to work with the school districts to provide a safe environment for students and staff to further education. The School Liaison Unit accomplishes this by maintaining positive communications/relationships between the police department and the nineteen school districts in the City of San Jose.

#### 1.3 **Revisions**

Revisions of the operations manual will be issued in a timely manner as changes in regulations, policies, or procedures occur. It will be the responsibility of each manual holder to maintain a current and up-to-date manual. All employees are encouraged to submit written or oral suggestions for manual changes that will increase the efficiency, effectiveness, or safety of Unit operations. Each unit member will be responsible for periodically reviewing the manual to ensure that it is consistent with industry best practices, and department policies.

## CHAPTER TWO

### 2. UNIT ORGANIZATION

#### 2.1 Assignment

Members assigned to the School Liaison Unit and full time to the TABS Unit will be assigned to the Support Services Division of the Bureau of Field Operations (BFO).

#### 2.2 Captain

The Captain of the Support Services Division oversees the School Liaison Unit and TABS Unit and will perform and be responsible for the following:

- a. Supervise subordinate personnel assigned to the Unit.
- b. Complete required management reports.
- c. Manage fiscal affairs of the Unit, including, but not limited to, expenditures related to equipment purchases, building rent and training needs.
- d. Provide liaison with Department management.

#### 2.3 Sergeant

The Sergeant assigned to the School Liaison Unit will perform and be responsible for the following:

- a. Supervise subordinate personnel assigned to the Unit.
- b. Train personnel as required.
- c. Review and record daily activity of the unit.
- f. Oversee the Guardian Program
- g. Complete required management reports.
- h. Manage fiscal affairs of the Unit, including, but not limited to, expenditures related to equipment purchases, and training needs.
- i. Coordinate and monitor training programs and provide training as required.
- j. Complete all other duties as assigned by the Unit Commander.

## **2.4 School Liaison Officer**

The School Liaison Officer assigned to the School Liaison Unit will perform and be responsible for the following:

- a. Establish and maintain relationships with school staff and students.
- b. Maintain liaison with:
  1. School District Offices
  2. Schools
  3. District Attorney's Office
  4. Juvenile Probation Department
  5. Appropriate units within the Police Department
- c. Prepare school safety plans for their assigned schools.
- d. Train School Administrators, Teachers, Police Officers, and Students the concepts of the "Run, Hide, Defend" active shooter protocol.
- e. Conduct "Run, Hide, Defend" drills at schools, churches, community centers, etc.
- e. Organize and present Emergency Response Protocol trainings, drills, and crime prevention meetings to schools.
- f. Assist the Crime Prevention Unit in organizing and presenting Emergency Response Protocol trainings, drills and crime prevention at various community and business organizations when required.
- g. Maintain a working knowledge of Juvenile Law and the Educational code of California, specifically section 32282.
- h. Support the Mayor's Gang Prevention Task Force through the Safe School Campus Initiative strategies of prevention, intervention and suppression of school violence.
- i. Assist BFO Patrol by providing guidance with criminal incidents related to schools.
- j. Conduct follow up on school related criminal incidents as necessary.
- k. Complete any reports in a timely manner and ensure they are approved by a supervisor.
- l. Notify the unit supervisor of any complaints received immediately.
- m. Maintain a daily activity log and update the computer log in a timely manner.
- n. Complete all other duties as assigned by the unit supervisor.

## **2.5 Truancy Abatement and Burglary Suppression (TABS) Coordinator**

The TABS Coordinator is a Police Officer position and is assigned to the School Liaison Unit. The TABS Coordinator will perform and be responsible for the following:

- a. Supervise a TABS center during hours of operation.
- b. Schedule and supervise TABS pay car positions.
- c. Supervise juveniles brought to the TABS center and approve final disposition of those juveniles.
- d. Analyze school and crime statistics and deploy TABS pay car officers to assist in crime prevention.
- e. Recruit and supervise college interns at the TABS center.
- f. Maintain liaison with:
  1. School District Offices
  2. Schools
  3. District Attorney's Office
  4. Juvenile Probation Department
  5. Appropriate units within the Police Department
- g. Record and track statistical information for the TABS center.
- h. Notify the unit supervisor of any complaints received immediately.
- i. Notify the unit supervisor and the Watch Commander of unusual incidents that occur at the TABS center or with TABS pay car officers.
- j. Support the Mayor's Gang Prevention Task Force through the Safe School Campus Initiative strategies of prevention, intervention and suppression of school violence.
- k. Perform and be responsible for all duties related to a School Liaison Officer when school is not in session and not performing the duties of the TABS Coordinator position.
- l. Complete all other duties as assigned by the unit supervisor.

## CHAPTER THREE

### 3.0 **UNIFORMS and EQUIPMENT**

#### 3.1 **Guidelines**

All grooming, dress and regulation uniform guidelines are set forth in the Department's Uniform and Equipment Manual.

The School Liaison Unit is approved as a non-uniformed plainclothes assignment. Duty Manual Section S1128 Minimum On-Duty Non-Uniform Equipment and Attire will be adhered to.

# APPENDIX



## APPENDIX A

### School List:

<u>HIGH SCHOOLS</u>	<u>Type</u>	<u>District</u>	<u>Principal</u>
Abraham Lincoln High School	Public	SJUSD	Matthew Hewitson
Ace Charter High School	Public	ESUHSD	Megan Moilanen
Achieve Kids	Private	Santa Clara County	Ryan Eisenberg
Alpha Cindy Avitia High School	Public	ESUHSD	Will Eden
Andrew P. Hill High School	Public	ESUHSD	Jose Hernandez
Apollo High School	Public	ESUHSD	Yovi Murillo
As-safa Institute/as-safa Academy	Private	MorelandSD	Hajera Ali
B. Roberto Cruz Leadership Academy	Public	ESUHSD	Claudia Moreno
Beacon School	Private	CUHSD	Missy Maloata
Boynnton High School	Public	CUHSD	Sarah Thomas
Branham High School	Public	CUHSD	Cheryl Lawton
Broadway High School	Public	SJUSD	Giovanni Bui
Calero High School	Public	ESUHSD	Robert Ibarra
Camden Community Day	Public	CUHSD	Sarah Thomas
Community Career Academy (continuation)	Public	SJUSD	Cecilia Molina
Cristo Rey San Jose High School	Private	SJUSD	Joe Albers
Del Mar High School	Public	CUHSD	Larry Lopez
Downtown College Prep - Alum Rock	Public	SCCOE	Leticia Villa
Downtown College Preparatory	Public	SJUSD	Leticia Villa
Evergreen Valley High School	Public	ESUHSD	Kyle Kleckner
Foothill High School	Public	ESUHSD	Noemi Ramirez
Gunderson High School	Public	SJUSD	Kevin Wan
Gunderson Plus (continuation)	Public	SJUSD	Cecilia Molina
Independence High School	Public	ESUHSD	Bjorn Berg
James Lick High School	Public	ESUHSD	Marco Menendez
Kipp San Jose Collegiate	Public	ESUHSD	Tom Ryan
Latino College Preparatory Academy	Public	ESUHSD	Jesus Rios
Leigh High School	Public	CUHSD	Kara Butler
Leland High School	Public	SJUSD	Peter Park
Leland Plus (continuation)	Public	SJUSD	Cecilia Molina
Liberty Baptist School	Private	PRIVATE	Ross Pyle
Lincoln Plus High School	Public	SJUSD	Cecilia Molina
Luis Valdez Leadership Academy	Public	ESUHSD	Gricelda Gonzalez
Lynbrook High School	Public	FUHSD	Maria Jackson

Magnolia Science Academy Santa Clara	Public	SCCOE	Michele Ryan
Martin Murphy Middle School	Public	MHU	Jennifer Del Bono
Mt. Pleasant High School	Public	ESUHSD	Martha Guerrero
Notre Dame High School	Private	PRIVATE	Mary Beth Riley
Oak Grove High School	Public	ESUHSD	Martha Brazil
Pegasus High School	Public	ESUHSD	Bjorn Berg
Piedmont Hills High School	Public	ESUHSD	Ginny Davis
Pine Hill School	Private	PRIVATE	Greg Ziemann
Pioneer High School	Public	SJUSD	Herb Espiritu
Pioneer Plus (continuation)	Public	SJUSD	Cecilia Molina
Presentation High School	Private	PRIVATE	Katherine Georgiev
Prospect High School	Public	CUHSD	Paul Pinza
San Jose Conservation Corps Charter	Public	ESUHSD	Dorsey Moore
San Jose High Academy Plus	Public	SJUSD	Cecilia Molina
San Jose High School	Public	SJUSD	Sarah Field
Santa Teresa High School	Public	ESUHSD	Vivian Rhone-Lay
Silver Creek High School	Public	ESUHSD	Kelly Daugherty
Summit Public School: Rainier	Public	ESUHSD	Jesse Roe
Summit Public School: Tahoma	Public	SCCOE	Jonathan Stewart
University Preparatory Academy Charter	Public	SCCOE	David Porter
Westmont High School	Public	CUHSD	Jason Miller
William C. Overfelt High School	Public	ESUHSD	Vito Chiala
Willow Glen High School	Public	SJUSD	Tina Vanlaarhoven
Willow Glen Plus (continuation)	Public	SJUSD	Cecilia Molina
Yerba Buena High School	Public	ESUHSD	Mary Pollett

<b><u>INTERMEDIATE SCHOOLS</u></b>	<b><u>Type</u></b>	<b><u>District</u></b>	<b><u>Principal</u></b>
John Muir Middle School	Public	SJUSD	Jeannette Harding
Almaden Country Day School	Private	PRIVATE	Jeremy Adams
Apostles Lutheran School	Private	PRIVATE	Rendy Koeppel
August Boeger Middle School	Public	Alum Rock Union	Maurissa Koide
Beacon School	Private	PRIVATE	Missy Maloata
Bernal Middle School	Public	Oak Grove	Jamal Splane
Bret Harte Middle School	Public	SJUSD	Alanna Callaway-Wilson
Bridges Academy (J.W. Fair Middle)	Public	Franklin-McKinley	Edwin Avarca
Caroline Davis Middle School	Public	Oak Grove	Ginelyn Kudsi
Castillero Middle School	Public	SJUSD	Darbi O'Connell

Chaboya Middle School	Public	Evergreen	Derrick Watkins
Darhmouth Middle School	Public	USD	Randy Martino
Escuela Popular Accelerated Family Learning School	Public	ESUHSD	Patricia Reguerin
Fischer Middle School	Public	Alum Rock Union	George Kleidon
Foundry County Community School	Public	SCCOE	Carey Johnson
George Middle School	Public	Alum Rock Union	Tara Bickford
Herman Middle School	Public	Oak Grove	Christy Flores
Holy Spirit School	Private	PRIVATE	Greg Vohs
Hoover Middle School	Public	SJUSD	stephanie palmeri farias
Ida Jew Academy	Public	MPSD	Gilbert Rodriguez
Lee Mathson Middle School	Public	Alum Rock Union	Vince Iwasaki
Leyva Middle School	Public	Evergreen	Aaron Brengard
Martin Murphy Middle School	Public	Morgan Hill Unified	Jennifer Del Bono
Miller Middle School	Public	Cupertino	Amy Steele
Milpitas Christian School	Private	PRIVATE	Clark Gilbert
Monroe Middle School	Public	Campbell Union	Biling(Nelly) Yang
Moreland Middle School	Public	Moreland	Ann Doumanian
Morrill Middle School	Public	Berryessa Union	Thomas Carroll
Most Holy Trinity School	Private	PRIVATE	Jamie McIntyre
Muwekma Ohlone Middle School (Peter Burnett)	Public	SJUSD	Christina Castro
Ocala Middle School	Public	Alum Rock Union	Tracy Leathers
Piedmont Middle School	Public	Berryessa Union	Chris Mosley
Price Charter Middle School	Public	Cambrian	Natalie Gioco
Quimby Oak Intermediate School	Public	Evergreen	Ryan Hansen-Vera
Sacred Heart Nativity School	Private	PRIVATE	Lorraine Shepherd
Santa Clara County Special Education	Public	SCCOE	Jennifer Ann
Sheppard Middle School	Public	Alum Rock Union	Jacqueline Montejano
Sierramont Middle School	Public	Berryessa Union	Carol Mar
South Valley Carden School	Private	PRIVATE	William Ries
St Victor Catholic School	Private	PRIVATE	Victoria Hinkle
Sylvandale Middle School	Public	Franklin-McKinley	Larry Mendez
Union Middle School	Public	USD	Todd Feinberg
Valley Christian Middle School	Private	PRIVATE	Gabe Guven
West Valley Middle School	Private	PRIVATE	Darci Gruenberg
White Road Baptist Academy	Private	PRIVATE	Consuelo Medina
Willow Glen Middle School	Public	SJUSD	Paul Slayton

<b><u>ELEMENTARY SCHOOLS</u></b>	<b><u>Type</u></b>	<b><u>District</u></b>	<b><u>Principal</u></b>
Anne Darling Elementary School	Public	SJUSD	Samantha Araiza
Allen Elementary School at Steinbeck	Public	SJUSD	Janice Samuels
Achiever Christian School	Private	PRIVATE	Elliot Sands
Almaden Elementary School	Public	SJUSD	Lisa Montes
Alta Vista Elementary School	Public	Union SD	Cliff Cantrell
Anderson Elementary School	Public	Oak Grove SD	Sarah Kates-March
Anderson Village Elementary School	Public	Moreland	tasha quinonez
Arbuckle Elementary School	Public	Alum Rock Union	Diederich Bonemeyer
Bachrodt Elementary School	Public	SJUSD	Rigo Palacios
Bagby Elementary School	Public	Cambrian	Michael Kretsch
Baker Elementary School	Public	Moreland	Christopher Barbara
Baldwin Elementary School	Public	Oak Grove SD	Kristine Loeper
Blackford Elementary School	Public	Campbell Union	Corrine Frese
Booksin Elementary School	Public	SJUSD	Loretta Gustafson
Brooktree Elementary School	Public	Berryessa Union	Mya Duong
Cadwallader Elementary School	Public	Evergreen	Maureen McClintock
Calvary Chapel Christian Academy	Private	PRIVATE	Jere Allen
Canoas Elementary School	Public	SJUSD	Barbara Keesaw
Carlton Elementary School	Public	Union SD	Mary Katayama
Carson Elementary School	Public	SJUSD	Anna Chitwood
Cassell Elementary School	Public	Alum Rock Union	Sandra Sarmiento
Castlemont Elementary School	Public	Campbell Union	Kristen Prindle
Cedar Grove Elementary School	Public	Evergreen	Lea Peery
Cesar Chavez Elementary School	Public	Alum Rock Union	Julio Villalobos
Cherrywood Elementary School	Public	Berryessa Union	Tina Tong Choy
Christopher Elementary School	Public	Oak Grove SD	Bill Abraham
Clark Elementary School	Public	Evergreen	Gina Fierro
Country Lane Elementary School	Public	Moreland	Keri Billings
Cureton Elementary School	Public	Alum Rock Union	Alfredo Acosta
Dahl Elementary School	Public	Franklin-McKinley	Michelle Quilantang
Daniel Lairon Elementary School	Public	Franklin-McKinley	Linda Diaz
De Vargas Elementary School	Public	Cupertino Union	Nick Prychodko
Del Roble Elementary School	Public	Oak Grove SD	Patricia Mondragon
Dilworth Elementary School	Public	Cupertino Union	Robin Robinson

Dorsa Elementary School	Public	Alum Rock Union	Viviana Garcia
Dove Hill Elementary School	Public	Evergreen	Linda Mora
Easterbrook Elementary School	Public	Moreland	Sherri Vasquez
Edenvale Elementary School	Public	Oak Grove SD	Ryan Haven
Empire Gardens Elementary School	Public	SJUSD	Jennifer Elenes
Evergreen Elementary School	Public	Evergreen	Stephen Sweeney
Fammatre Elementary School	Public	Cambrian	Jackie Smith
Farnham Elementary School	Public	Cambrian	Amy O'Hehir
Franklin Elementary School	Public	Franklin-McKinley	Kristina Ravo
Frost Elementary School	Public	Oak Grove SD	Yolanda Ross
Galarza Elementary School	Public	SJUSD	Angela Guzman
Gardner Elementary School	Public	SJUSD	Margaret Petkiewicz
Glider Elementary School	Public	Oak Grove SD	Vivian Martin
Goss Elementary School	Public	Alum Rock Union	Rebecca Jensen
Grace Christian School	Private	PRIVATE	Sandy Eitel
Grant Elementary School	Public	SJUSD	Paulette Zades
Graystone Elementary School	Public	SJUSD	Amy Shumway
Guadalupe Elementary School	Public	Union SD	Dale Jones
Hammer Elementary School	Public	SJUSD	Carmen Loy
Hayes Elementary School	Public	Oak Grove SD	Tracy Cochran
Hellyer Elementary School	Public	Franklin-McKinley	Jose Jacinto
Hillsdale Elementary School	Public	Franklin-McKinley	NOW IS DAHL ELEMENTARY
Holly Oaks Elementary School	Public	Evergreen	Kyle Sanchez
Hubbard Elementary School	Public	Alum Rock Union	Jonathan Natividad
K.R. Smith Elementary School	Public	Evergreen	Kevin Armstrong
Kennedy Elementary School	Public	Franklin-McKinley	Mariana Alvarez
Laneview Elementary School	Public	Berryessa Union	Maricela Krickovic
Latimer Elementary School	Public	Moreland	Cleo Osborn
Ledesma Elementary School	Public	Oak Grove SD	Tammy Unck
Lietz Elementary School	Public	Union SD	Sandya Lopez
Linda Vista Elementary School	Public	Alum Rock Union	Rigoberto Gomez
Little Scholars School	Private	PRIVATE	Arshia Ali
Los Alamitos Elementary School	Public	SJUSD	Thomas Rousseau
Los Arboles Elementary School	Public	Franklin-McKinley	Tina Ybarra
Los Paseos Elementary School	Public	Morgan Hill Unified	Debbie Stewart
Lowell Elementary School	Public	SJUSD	Ramon Sanchez
Luther Burbank Elementary School	Public	Luther Burbank	Tri Nguyen
Lyndale Elementary School	Public	Alum Rock Union	Kasturi Basu

Lynhaven Elementary School	Public	Campbell Union	Beatrice Rowan
Majestic Way Elementary School	Public	Berryessa Union	Lakeisha Blackshire
Mann (Horace) Elementary School	Public	SJUSD	Claudia Corpus
Matsumoto (Tom) Elementary School	Public	Evergreen	Hong Nguyen
Mayne (George) Elementary School	Public	Santa Clara Unified	Socorro Olmos
McCollam Elementary School	Public	Alum Rock Union	Pablo Fiene
McKinley Elementary School	Public	Franklin-McKinley	Julie Aguirre
Meadows Elementary School	Public	Franklin-McKinley	Magdalena Moore
Meyer Elementary School	Public	Alum Rock Union	Victor Guendulain
Meyerholz Elementary School	Public	Cupertino Union	Jennifer Lashier
Millbrook Elementary School	Public	Evergreen	Sheila Walters
Miner Elementary School	Public	Oak Grove SD	Lisa Barlesi
Montgomery Elementary School	Public	Evergreen	Jahsve Worthy
Mount Pleasant Elementary School	Public	Mount Pleasant	Dina Chung
Muir Elementary School	Public	Cupertino Union	Adrienne Van Gorden
Mulberry School	Private	PRIVATE	Kara Riordan
Murdock-Portal Elementary School	Public	Cupertino Union	Connie Rowe
Noble Elementary School	Public	Berryessa Union	Andrea Ortiz
Noddin Elementary School	Public	Union SD	Eric Scharer
Northwood Elementary School	Public	Berryessa Union	Andrew Derrick
Norwood Creek Elementary School	Public	Evergreen	Tonya Bailey
Oak Ridge Elementary School	Public	Oak Grove SD	Sheetal Singh
Olinder Elementary School	Public	SJUSD	Jesus Radillo
Orchard Elementary School	Public	Orchard	Michelle Quilantang
Oster Elementary School	Public	Union SD	Lisa Taormina
Painter Elementary School	Public	Alum Rock Union	Le Tran
Parkview Elementary School	Public	Oak Grove SD	Susan Kind
Payne Elementary School	Public	Moreland	Katie Berg
Primary Plus	Private	PRIVATE	Zoila Mauseth
Queen of Apostles Elementary School	Private	PRIVATE	Elizabeth Trela
Ramblewood Elementary School	Public	Franklin-McKinley	Victoria Fernandez
Reed Elementary School	Public	SJUSD	Nathen Ramezane
River Glen Elementary School	Public	SJUSD	Tracy Young
Rodgers Elementary School	Public	Alum Rock Union	Gail Smith
Rogers Elementary School	Public	Moreland	Gail Smith
Ruskin Elementary School	Public	Berryessa Union	Virginia Pender



Ryan Elementary School	Public	Alum Rock Union	Yeny Rosales
Sakamoto Elementary School	Public	Oak Grove SD	Jenay Enna
San Antonio Elementary School	Public	Alum Rock Union	Ivan Montes
Sanders (Robert) Elementary School	Public	Mount Pleasant	Julie Howard
Santa Teresa Elementary School	Public	Oak Grove SD	Mark Lepori
Santee Elementary School	Public	Franklin-McKinley	Maria Reyes
Sartorette Elementary School	Public	Cambrian	Debbie Stein
Schallenberger Elementary School	Public	SJUSD	Ryan Chamberlin
Sherman Oaks Elementary School	Public	Campbell Union	Marco Chavez
Shirakawa Elementary School	Public	Franklin-McKinley	Yvonne Sugimura
Silver Oak Elementary School	Public	Evergreen	Howard Greenfield
Simonds Elementary School	Public	SJUSD	Danielle M Metz
Smith (James Franklin) Elementary School	Public	Evergreen	Roberta Ortega
St Christopher Elementary School	Private	PRIVATE	Sally Douthit
St John Vianney School	Private	PRIVATE	Laura Seminatore
St Leo The Great School	Private	PRIVATE	Matt Komar
St Martin of Tours School	Private	PRIVATE	Debby Rodriguez
St Patrick Parochial School	Private	PRIVATE	Maureen Halderman
St Timothy Lutheran School	Private	PRIVATE	Jeanette Adams
Steindorf STEAM School	Private	PRIVATE	Lisa MacFarland
Stonegate Elementary School	Public	Franklin-McKinley	Diederich Bonemeyer
Stratford School	Private	PRIVATE	Maggie Schwartz
Summerdale Elementary School	Public	Berryessa Union	Samantha Rainer
Taylor Elementary School	Public	Oak Grove SD	Lauryce Haney
Terrell Elementary School	Public	SJUSD	Michelle Reghitto
Toyon Elementary School	Public	Berryessa Union	Krista Castillou
Trace Elementary School	Public	SJUSD	Maria Rodriguez
Valle Vista Elementary School	Public	Mount Pleasant	Mia Cruz
Valley Christian Elementary School	Private	PRIVATE	Gabe Guven
Vinci Park Elementary School	Public	Berryessa Union	Parisa Nunez
Washington Elementary School	Public	SJUSD	Maricela Alcala Franco
Whaley Elementary School	Public	Evergreen	Linda Mora
Williams Elementary School	Public	SJUSD	Devin Blizzard
Willow Glen Elementary School	Public	SJUSD	Kelli Knapp Rahn
Windmill Springs Elementary School	Public	Franklin-McKinley	Becky Roussin

## **APPENDIX B**

### **Campus Police Officer Training Outline**

#### **REQUIREMENTS, DUTIES & RESPONSIBILITIES**

- A. LEGAL AUTHORITY
  - 1. Definition of Penal Code Section 830.1 (a) & 70 (c)
- B. CAMPUS POLICE OFFICER REQUIREMENTS
- C. CAMPUS POLICE OFFICER DUTIES & RESPONSIBILITIES
- D. CAMPUS POLICE OFFICER COORDINATOR DUTIES & RESPONSIBILITIES
- E. CAMPUS POLICE SCHOOL USE UNIFORM AND EQUIPMENT

#### **REPORT WRITING AND PROCESSING OF EVIDENCE**

- A. REPORT WRITING
  - 1. SJPD Duty Manual R1801 – Report review – General responsibilities
  - 2. SJPD Duty Manual C1536 Arrests related to secondary employment
- B. REPORT SIGN-OFF
- C. PROCESSING OF EVIDENCE
  - 1. As per SJPD duty manual
  - 2. Photographic evidence
  - 3. Knives

#### **PROCEDURES SCHOOL SAFETY**

- A. PROCEDURES FOR NOTIFYING SCHOOL LIAISON UNIT OFFICERS
  - 1. During regular working hours
  - 2. On-call School Liaison Unit
- B. CAMPUS LOCKDOWN & EVACUATION PROCEDURES
  - 1. “Run, Hide, and Defend” Lockdown/Barricade
  - 2. Shelter in place
  - 3. Evacuation



## **INTERVIEWS ON SCHOOL CAMPUS**

### **A. INTERVIEWING STUDENTS ON SCHOOL CAMPUS**

1. Miranda rights – Section 625 W & I

## **SCHOOL RELATED ARREST AND SEARCH & SEIZURE**

### **A. ARRESTS BY OFFICERS ON CAMPUS**

### **B. SEARCHES & SEIZURES BY SCHOOL OFFICIALS**

1. Searches of students
2. Searches of student lockers
3. Vehicle searches

### **C. SEARCHES & SEIZURES BY OFFICIALS/TEACHERS**

1. Reasonable suspicion
2. Officers as Agents for the school
3. Weapons Searches

### **D. OFFICERS ON CAMPUS AS AGENTS OF THE SCHOOL**

1. Off duty officer
2. If school personnel summon the police

### **E. WEAPON SEARCHES BY SCHOOL PERSONNEL**

### **F. DIVERSION FOR JUVENILES ON HIGH SCHOOL CAMPUSES**

### **G. MANDATORY REPORTING INFORMATION**

\*MEMORANDUM BY D.A. JEFF ROSEN: PEACE OFFICERS INTERVIEWING STUDENTS

\*MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF SAN JOSE AND EAST SIDE UNION HIGH SCHOOL DISTRICT REGARDING POLICE SERVICES ON SCHOOL CAMPUSES.

APPENDIX C

GUARDIAN RAPID RESPONSE PROGRAM



Memorandum

TO : ALL SWORN PERSONNEL

FROM : Edgardo Garcia  
Chief of Police

SUBJECT: THE GUARDIAN RAPID  
RESPONSE PROGRAM  
(SCHOOLS)

DATE: August 7, 2019

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Memo # 2019 -

**BACKGROUND**

In response to recent incidents of violence that have occurred on school campuses across the country, the Department is creating the Guardian Rapid Response Program in order to enhance its ability to swiftly and effectively respond to active shooter incidents. The two primary goals of the Guardian Rapid Response Program are to provide a dedicated team of officers ready to respond to an active shooter incident as well as to provide a focused effort on enhancing the safety of all school campuses in the City of San Jose.

**ANALYSIS**

Currently, Department personnel are trained to respond to active shooter situations in accordance with the Santa Clara County Police Chiefs' Association Active Shooter Protocol. While this protocol still represents a law enforcement best practice, the Guardian Rapid Response Program will augment this trained response with dedicated teams specifically deployed to immediately respond to reported shooting incidents on school campuses. As part of the Guardian Rapid Response Program, officers will deploy in two-officer vehicles and fulfill the dual roles of immediate active shooter response and strategic school campus safety patrols. Each Guardian Rapid Response Team will remain available in its pre-designated zone to immediately respond to an active shooter threat. The following procedures will be followed as part of the Guardian Rapid Response Program:

- The City has been divided into 9 zones based on each zone's concentration of schools. Each Guardian Unit [REDACTED] shall remain in its pre-designated zone for the duration of its shift. If the Guardian Unit needs to leave its zone for administrative purposes, it must first ensure that the district supervisor(s) is aware, and that another Guardian Unit has been designated to provide coverage.



- Guardian Unit officers will brief with a school liaison officer each shift. Roll call will be taken and pertinent information disseminated. The City of San Jose has over twenty school districts, the School Liaison Unit will monitor the districts for scheduling purposes.

- In the event of an active shooter or other shooting at a school, the Guardian Rapid Response Program response will consist of [REDACTED] assigned to that zone, as well as all Guardian Unit officers assigned to zones immediately adjacent to the affected zone. [REDACTED]

- When not responding to an active shooter incident or other shooting at a school, the Guardian Unit officers will engage in specific efforts to enhance the safety of all school campuses in the City of San Jose. The purpose of the Guardian Rapid Response Program is not arrest oriented, officers participating in the program are expected to utilize their discretion and take enforcement action if doing so will increase the safety of any school. Each Guardian Unit will conduct the following activities:

- High-visibility patrols around school campuses in assigned zones for criminal and/or suspicious activity.
- Meet regularly with school administrators to maintain open lines of communication and assist with mitigating any potential threats.
- Work with the School Liaison Unit to stay informed of any dangerous situations occurring on school campuses where there is a concern of impending violence.

- The BFO Administrative Unit will be responsible for the Guardian Unit scheduling [REDACTED]

- Patrol vehicles will be utilized for the Guardian Rapid Response Program. Officers will only check out patrol vehicles that have been specifically identified by the BFO Administrative Unit.

- Guardian Unit officers will deploy with carbines. This program may be augmented with shoulder-fired slug shotguns should the staffing need arise. [REDACTED]

- Carbine-qualified sergeants may participate in the Guardian program if there is a shortage of qualified officers. Sergeants must seek approval by the Bureau of Field Operations Deputy Chief or designee prior to scheduling and work.

- Additional equipment carried by Guardian Unit officers can be checked out at Central Supply and shall include the following:

[REDACTED]

- Guardian Unit officers shall report to the pre-designated district sergeant in the zone where they are assigned. If the assigned sergeant position is vacant, the Guardian Unit shall report to the sergeant working in the adjacent district. District sergeants are expected to coordinate patrol team response in accordance with the Santa Clara County Active Shooter Protocol in addition to a Guardian Unit response to any active shooter incident. The designated district sergeants for each zone are as follows:

Guardian Rapid Response Program Operational Zone Sergeant Designations	
Zone 1	5R10
Zone 2	5W10
Zone 3	5P10
Zone 4	5K10
Zone 5	5L10
Zone 6	5S10

Zone 7	5X10
Zone 8	5Y10
Zone 9	5F10

- An administrative Guardian Program sergeant shall be assigned to oversee all administrative duties, however, day-to-day operations will be run and overseen by the district sergeant or sergeant identified to oversee the specific zone.
- [REDACTED]
- The primary goal of the Guardian Program is to increase the Department's state of readiness for an active shooter attack. Officers participating in the program are expected to differentiate between other priority one calls for service (including shootings) that do not fit the four criteria below, and an actual active shooter event. Guardian Unit officers shall respond to reported active shooter events at any location [REDACTED]
- Guardian Unit officers shall not be priority dispatched unless it is for an active shooter event or a reported shooting at a school.

[REDACTED]

- All carbine officers wishing to participate in the Guardian Program shall attend annual active shooter training and maintain current range qualification standards with their carbines.

**ORDER**

Effective immediately, all sworn personnel participating in the Guardian Program will adhere to the above procedures.



EDGARDO GARCIA

Chief of Police

EG:JD:DT