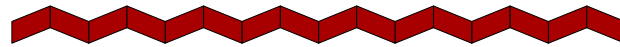




CRIMINAL INCIDENTS IN SCHOOLS



Safety & Security Fact Sheet

- ✓ Call the police immediately. Studies have shown that an immediate notification of the police significantly increases the chances of solving a crime.
- ✓ The scene of the incident should be preserved. Once it has been confirmed that the scene is cleared of all persons, no one should be allowed to enter the area or touch anything. The crime scene generally includes the location of the actual offense as well as the points and routes of entry and exit. Total isolation of these areas may not be possible in all cases, but every effort should be made to preserve this important evidence. The first police officer to arrive will help school officials to define and secure the scene.
- ✓ Questioning of any victims should be limited in scope and conducted by only one person until the police arrive. A description of the suspect should be obtained as soon as possible and relayed to the police. Do not delay reporting because of sketchy information; additional information can always be relayed to responding police officers.
- ✓ Victims should be isolated from other activities relating to the incident, and appropriate adult companionship should be provided. The victim should not be discouraged from discussing the incident, but direct questioning regarding the incident should be avoided. The companion should be attentive to any statements made, but written notes should not be made while the victim is present. Specific details will be obtained by a trained police investigator.
- ✓ A victim should not be shown any photographs or composite drawings of possible suspects, nor should a victim be brought into direct contact with any persons who may be involved. Suspect identification must meet strict legal standards and should not be attempted by school officials.
- ✓ School officials should recognize that a victim may provide conflicting or contradictory details of the incident. This does occur in cases and may or may not be indicative of deception. Under no circumstances should school officials confront the victim on these discrepancies, but they should note them and privately inform the police investigator of them at the earliest opportunity.

