




LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



TITLE: SIGNIFICANT INCIDENT
NOTIFICATION

NUMBER: SOP 10-010.6

ISSUER: Office of the Chief of Police 

DATE: March 7, 2017

ROUTING

All Department Employees
LAUSD Senior Staff
LD Instructional
Superintendents
LD Administrators of
Operations
LAUSD School Operations

PURPOSE: Establishes a significant incident notification protocol for Blackboard Connect and iSTAR reporting.

MAJOR CHANGES: Adds Immigration and Customs Enforcement (ICE) on campus incidents inquiries or investigations to the Level-1 notification protocol. Reflects current District Divisions and Offices.

INSTRUCTIONS: For a Level-1 incident, a Blackboard Connect (telephonic) and an iSTAR (electronic) notification shall be made.

LASPD Chief Officers, Associate Superintendent/Division of District Operations, and Central Office School Operations Directors should receive a Group Text of any pending Level 1 notification prior to a Districtwide Blackboard Connect.

The following Level-1 incidents require approval from the Chief of Police before a Blackboard Connect message is initiated.

- Any incident of a recovered FIREARM on campus via an administrative search, anonymous tip, random metal detector search or law enforcement-initiated activity during school hours.
- Any death of a District student or employee on or off District property at all hours occurring as a result of a traumatic incident.
- District employee arrested at their work location or during their normal working hours.
- District employee arrested or investigated for a felony, sex, or firearm crime at all hours.
- Rape and other felonious sexual assaults on District property at all hours.
- Major disturbances at athletic or other Student Body events.
- On campus or a perimeter campus-related discharge or shooting of a firearm.



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The following Level-1 incidents do not require approval of the Chief of Police before being made.

- Kidnapping, arson, or armed Robbery with any weapon on District property.
- ADW to a student or employee on/about campus with a firearm, (no shots are fired), deadly weapon, other instrument or by means of force that produces a serious injury.
- Campus relocations.
- Bomb detonations or suspected devices.
- Hate crimes.
- Critical missing student or employees of the District.
- All incidents or crimes on/about District property that result in serious injuries requiring medical transport.
- Any incidents and major disturbances likely to attract media attention
- Incidents that create a significant liability or impact District operations. Examples: fires, flooding, chemical spills, etc.
- Property crimes involving more than \$50,000 in losses or that have significant media attention.
- Student Walkouts.
- **On campus Immigration and Custom Enforcement (ICE) incidents, inquires or investigations.**

Members of the Level-1 Notifications include the following District Executive Staff and Operations Personnel:

- Chief of Police
- Deputy Chiefs of Police
- School Police Lieutenants
- All LAUSD Board of Education Members
- Superintendent of Schools
- Chief of Staff
- Chief of Instruction
- General Counsel
- Chief Executive Officer of Educational Services
- Associate Superintendent, Division of District Operations
- Directors and Operations Coordinators, Division of District Operations
- Local District Superintendents
- Local District Administrators of Operations
- Directors, Office of Communications and Media Relations
- Director, Crisis Counseling and Intervention



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The Level-1 notification group is set and maintained by the Division of District Operations – Blackboard Connect Unit. If using the web-based Blackboardconnect.com interface, do not add or delete members to the group. As end users, only add members to the larger contact list, never to the Level-1 notification group. There are eight additional groups that can be added to the notification, those being the Local District (LD) Superintendents labeled simply as LD Superintendent, and so on.

Upon receipt of Level 1 communications, Division of District Operations staff will further disseminate the information to additional staff.

Note: Nothing in this revised SOP changes the requirement for LASPD personnel to complete an iSTAR for non-Level 1 incidents when notified of such.

RELATED RESOURCES:

SOP 10-011 Crisis Notification Protocols
BUL-5269.2 Incident System Tracking Accountability Report
Blackboardconnect.lausd.net

ASSISTANCE:

If you have additional questions, contact the Office of the Chief of Police (213) 202-4508 or (213) 202-4507.