



LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



TITLE: UNION BANK BRANCHES ON LOS ANGELES UNIFIED SCHOOL DISTRICT SCHOOL SITES

NUMBER: 15-004

ISSUER: Office of the Chief of Police *SH*

DATE: February 10, 2015

PURPOSE: To establish protocols for our response to bank branches on Los Angeles Unified School District (LAUSD) sites.

MAJOR CHANGES: Creates policy and procedures for Los Angeles School Police Department (LASPD) personnel for incidents related to bank branches on school sites.

INSTRUCTIONS: Effective immediately, this policy outlines agency responsibility, notification, and response for LASPD personnel as it pertains to bank branches on LAUSD sites.

BACKGROUND: The Los Angeles Unified School District (LAUSD), in partnership with Union Bank, N.A., established and opened the bank's first two Los Angeles area student-run branches. Crenshaw High School and Abraham Lincoln High School were selected as part of this innovative banking program to provide students with real-world financial education and work experience. The two LAUSD branches officially began operating on March 3, 2014. Crenshaw High School and Lincoln High School will provide participating students with hands-on training related to the financial banking industry. United States currency will be on hand with banking transactions restricted to site students and staff members only.

LOCATION AND HOURS:

Crenshaw High School's Union Branch:
First floor of Administration Building
1030 – 1530 hours, (Monday – Friday)

Abraham Lincoln High School's Union Branch:
First floor of Administration Building
1000 – 1500 hours (Monday & Wednesday – Friday)

ROUTING
All Department Employees



LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



AGENCY RESPONSIBILITY AND NOTIFICATION:

The safety and security of participating students and personnel is of essence and will require the collaboration and coordination between personnel of Union Bank, Los Angeles School Police Department (LASPD), and the Los Angeles Police Department (LAPD) to address and resolve issues and set forth an operational plan that will lead to a successful and safe response should the need arise.

In the event that a response to a school site bank branches is required, the following are the individual agencies' responsibilities:

- LAPD is the Public Safety Access Point (PSAP). As the primary agency for notification on all school bank sites' alarm calls, the LAPD will have primary responsibility on bank related calls.
- The LASPD will handle all campus related crimes, other than financial crimes related to the bank as the victim.

The alarm notification system is as follows; in an event of a school site branch alarm activation, the bank's contracted *private alarm monitoring center* receives the activation and notifies the bank's *command center*, who then makes notification to the following law enforcement agencies:

1. LAPD
2. LASPD

RESPONSE:

Current LASPD policies outlining established practices and procedures regarding on-campus emergencies shall dictate the response. The following is the standard operating procedures related to school site bank branches:

A. Call Takers: Will obtain the exact location of the alarm from the bank's command center and verify that it is a school site branch and identify the involved campus. In addition, the call taker is to verify type of alarm call:

- 1) Robbery in progress; or just occurred;
- 2) Burglary intrusion alarm; or,
- 3) Unknown trouble.

The call taker will immediately create a Call for Service (CFS) with all pertinent information received, and will immediately notify the Watch Supervisor of the call.

B. Watch Supervisor: The dispatching priority will be as follows:

- 1) Based on the call information, the Watch Supervisor will determine if a lockdown is necessary. Generally, all robbery calls will initiate a lockdown. Unknown trouble calls may initiate a lockdown based on the available information. Generally, burglary Intrusion alarms will not



LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



initiate a lockdown. If a lockdown is necessary, the Police Communications Representative (PCR) will voice a radio broadcast to the site's assigned officer (if staffed) to place the school location on lockdown, with simultaneous contact by a call taker to school staff, advising them to place the school location on lockdown.

- 2) Direct the PCR to voice radio broadcast a primary unit response to the site and any other unit(s) to respond on the "back."
- 3) Based on the call information, the Watch Supervisor will determine the priority of the call, and if a "Code 3" response is needed. Generally, all robbery calls will be handled as a "Code 3". Unknown trouble calls may be designated "Code 3" based on the available information. *All Burglary Intrusion alarms will be handled "Code 2" only.*

The Watch Supervisor will be responsible for coordinating the response and assuring that the LAPD Dispatch is notified of the number of LASPD units responding to the call and if any of the unit(s) are responding "Code 3."

C. Officer Responsibility:

- 1) If school is occupied by students or staff- Immediately place the school site on lockdown;
- 2) Coordinate responding units until relieved.

D. Field Supervisor Responsibility: (should respond Code 3)

- 1) Upon arriving to the scene assure/establish a command post;
- 2) Assume operational command of incident;
- 3) Locate and communicate with LAPD supervisor(s) on scene;
- 4) Coordinate the implementation of a tactical solution with LAPD;
- 5) Oversee and supervise the tactical plan; and,
- 6) Communicate LASPD's Watch Supervisor with all updates and final outcome.

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