

Guidelines and Procedures for the Use of Hand-held Metal Detectors

Purpose: Any search pursuant to these guidelines and procedures is designed to deter the bringing of weapons and other dangerous items onto school grounds and to thereby reduce the potential for violent incidences. These guidelines and procedures are provided to ensure that searches conducted with a hand-held metal detector are lawful, unbiased, and respectful of the right of privacy.

Guidelines:

Prior to conducting searches using hand-held metal detectors, school district officials shall take the following actions:

- All campus administrators will be trained on the appropriate use of the hand-held metal detector. Training will be provided by the School Safety & Security Department.
- As soon as practicable, the student handbook will be revised and distributed to further inform the students and the parents/guardians of the School Board policy for using hand-held metal detectors for searches.
- Campus administrators should familiarize themselves with FNF (local) regarding students' rights and responsibilities during interrogations and searches prior to the use of hand-held metal detectors.
- Secondary campus administrators will wand a minimum of once every six weeks. Random procedures are at the discretion of campus administrators in accordance with district guidelines and procedures contained in this document.

Procedures:

1. Only campus administrators will operate the hand-held metal detectors.
2. Only students are subject to searches with hand-held metal detectors.
3. All students entering the school may be subject to random metal detector searches. Random may be every third or fourth person, every other school bus, or every other hallway/classroom.
4. Police officers should be nearby when these searches are conducted; however neither police officers nor campus auxiliary officers will be allowed to conduct these searches.
5. Campus administrators are prohibited from selecting a particular student or groups of students to search unless there's reasonable suspicion to believe that the student or groups of students are in possession of a weapon and/or other prohibited item.
6. The campus administrator will ask the student to remove all metal objects from his/her person and place them in a receptacle. Do not reach into the pockets of the student to remove any object.
7. If the detector activates on the person, the student will be asked to remove any remaining metal objects on his/her person.
8. A second scan will be performed and if the detector activates again the student shall be escorted to a place out of public view for a more extensive search by the campus administrator. These searches will be conducted by persons of the same sex as the student.
9. If a student is subject to a more extensive search or other prohibited items found in their possession, the parent/guardian will be notified.
10. Any illegal objects (i.e., firearms, knives, or other prohibited item) found during the search will be turned over to the police and disciplinary action will be in accordance with the student code of conduct and/or student handbook.

After a search has been conducted, District form #915-005 will be completed by the campus administrator. The form will document the campus, date, and administrator conducting the search, witnesses, SRO, random method used, and results of the search. Once completed, a copy of this form should be kept for campus documentation, and the original submitted to campus operations.