

## LITTLETON POLICE DEPARTMENT

264 Cottage Street  
Littleton, New Hampshire 03561  
(603) 444-7711

**PROCEDURE #: 33**

**SUBJECT: EXCHANGE OF INFORMATION WITH SCHOOLS**

**CALEA STANDARDS:**

*Poly. 5.16.07 (441)*

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

### **PURPOSE**

The purpose of this policy is to establish guidelines for the communication of information concerning juvenile conduct and activity to schools.

### **POLICY**

It is the policy of the Littleton Police Department to communicate information to school officials, in a limited fashion, which may be necessary to promote and protect the well being of the juvenile and the juvenile's community.

### **DISCUSSION**

Under a strict reading of the relevant statutes, information concerning juvenile conduct and activity, which may or may not be the subject of juvenile adjudication proceedings, can be communicated by police officials to school officials without violating statutory standards of confidentiality for juveniles because there are no statutory protections to such types of information.

Police Officers often obtain information concerning juvenile conduct and activity which involve, or are suspected to involve, the following:

- Use or possession of alcohol, tobacco, and or other drugs;
- Assaultive and other violent behavior which may pose a threat to students or community members;
- Use or possession of weapons;
- Other activities which might threaten the safety of the students and other community members, on or off school property.

While the police may use such information to institute juvenile judicial proceedings, the communication of such information to school officials, in a

limited fashion, may also be prudent and necessary to promote and protect the following interest of the juvenile and the juvenile's school and school associations.

- To provide the juvenile student with protection, care, treatment, counseling, supervision and rehabilitative resources; and
- To provide protection of the public's interest in a safe school environment and to promote the juveniles student's acceptance of personal responsibility for and the consequences of his or he conduct and activities.

## **PROCEDURE**

- A. All officers coming into contact with minors who are taken into custody for a criminal offense or protective custody and who are students of Littleton schools shall:
- Attempt to determine if the minor is a high school, junior high school, Littleton Academy or elementary school student.
  - Determine the school attended.
  - Record this fact clearly within the report documenting the minor's custody.
  - Bring to the immediate attention of the on-duty supervisor or officer in charge any threat to the safety of the student's community members posed by the minor in custody, which the officer feels is of such seriousness as to preclude handling the information through the normal review of channels.
- B. The Chief of Police, Supervisor, or Officer in Charge will review such reports to determine if they involve or are suspected to involve:
- Use or possession of alcohol, tobacco, and or other drugs; (ATOD).
  - Assaultive and other violent behavior which may pose a threat to students or community members;
  - Use or possession of weapons;
  - Other activities which might threaten the safety of the students and other community members, on or off school property.
- C. The Chief of Police, Supervisor, or Officer in Charge will bring such information to the attention of:
- The Littleton Police Department's School Resource Officer if the student is enrolled in one of Littleton's schools.
  - In the event the School Resource Officer is not available, the Principal of the school. (This information may only be passed by the Chief of Police)
- D. The information communicated to the Principal shall not include references to "case records" of the Department of Health and Human Services nor "court records."

- E. The receiving school principal will be cautioned not to distribute, disseminate, or otherwise communicate to any third party not associated with the School District any information received from the Littleton Police Department pursuant to this procedure except upon prior authorization from the Chief of Police.
- F. Anytime a juvenile from the Littleton schools is involved in an incident, arrest, placed in protective custody, or charged with a CHINS or Delinquency a brief description of the aforementioned event involving the youth shall be forwarded to the School Resource Officer within 36 hours as well as the conditions of release. Anytime a juvenile is adjudicated, we, the Littleton Police Department, are adjoining the school.
- G. The Littleton Police Department Prosecutor shall notify the School Resource Officer of any conditions of release/bail, conditions of a plea agreement or adjudications with conditions.