TO: All Secondary Principals                              DATE: August 18, 2014
FROM: Steven K. Ziperman, Chief of Police

SUBJECT: ARREST AND CITATION DIVERSION PROGRAM FOR CAMPUS-BASED OFFENSES

The Los Angeles School Police Department (LASPD) remains committed to working in partnership with the District, student and parent groups, community organizations, and other stakeholders to continue to meet the goals and objectives of the Board of Education’s May 2013 Resolution, School Discipline Policy and School Climate Bill of Rights (SCBOR). The LASPD continues to identify best practices for positive student outcomes related to school-based interactions with campus law enforcement officers.

The LASPD intends to continue to use intervention strategies, especially as they relate to minor offenses (infractions or misdemeanors) of the law and to further support a non-criminal enforcement model that supports strategic problem-solving. This practice of using intervention strategies remains consistent with the Superintendent’s 2012-2015 Strategic Plan that espouses campus policing practices of “non-punitive” enforcement methods that support strategic problem-solving rather than citation and arrest-driven enforcement methods. This practice also remains consistent with the District’s Discipline Foundation Policy.

The LASPD recognizes the serious potential consequences for youth of law enforcement and juvenile court involvement and wishes to prevent unnecessary criminalization of student behaviors at school whenever possible and minimize the involvement of law enforcement, probation and the juvenile justice system to the greatest extent possible. This philosophy and operational mantra has already been introduced with the 2012 Truancy Diversion program and the 2013 elimination of issuing citations to students 12 years and younger.

To that end, effective August 15, 2014, the LASPD will now utilize a “graduated response” model and Diversion option to arrests for minor law offenses that occur on campus and safe passages during the school day involving students 13–17 years of age. This graduated response model will allow officers to work with school administrators on providing the most appropriate intervention and resolution of an incident without an arrest or a citation for certain offenses committed. The attached graduated response “flowchart” and Diversion Referral Matrix summarizes this new procedure.

Should you have any questions, please feel free to contact the Office of the Chief of Police at 213-202-4508.

Attachments

c: Dr. John E. Deasy
    Michelle King
    David Holmquist
    Earl Perkins
    Senior Staff

    Instructional Superintendents
    Instructional Directors
    Operations Coordinators
    School Operations Staff
The following chart should be used for implementation of the SCBOR Guidelines for school police on campus. For additional information, refer to the LASPD Notice 14-002 and Attachment entitled Roles and Responsibilities for Enforcement, Arrest and Citation Protocols on School Campus and Safe Passage (August 2014).

**INTEROFFICE CORRESPONDENCE**
Los Angeles Unified School District
Los Angeles School Police Department

**Los Angeles School Police Department (LASPD)**
LAUSD School Climate Bill of Rights (SCBOR) Guidelines

Minor violations of the law are handled through school-site Administrative Interventions or a Diversion Referral as a graduated response.

**STEP 1: Evaluate the situation**
If the situation is resolved at any point, the student shall be referred to the school administrator prior to issuing a Diversion Referral.

- Does the incident fall within the Discipline Foundation Policy?
- Are there restorative practices on campus that could resolve the incident?
- Is the student 12 years or younger?
- Is the minor violation an administrative handle incident in the Matrix?

**STEP 2: Communicate with student**
Can the incident be resolved by issuing a warning or providing an opportunity for the student to cool off?

**STEP 3: Identify Graduated Response**
Are there underlying circumstances better addressed by administration?
Can the incident be resolved by involving the student's parents?
Is the incident better suited for a restorative justice harm circle than diversion?
Is it a first time incident?

**STEP 4: Issuing a Diversion Referral**
Have the above options been exhausted without resolution?
Is there property damage that cannot be resolved through the above options?
Is this a second or subsequent incident that cannot be resolved through the above options?
Is the minor violation a Diversion Referral incident in the Matrix?

**Issue a Diversion Referral**
<table>
<thead>
<tr>
<th>Violation</th>
<th>Code Section</th>
<th>Action Taken (Ages 13-15)</th>
<th>Education Code Section</th>
<th>MiS3 Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of tobacco and/or tobacco paraphernalia</td>
<td>3381(b)(1) PC</td>
<td>Administrative Referral if directed otherwise by supervisor</td>
<td>Possessed or used tobacco.</td>
<td>3.6</td>
</tr>
<tr>
<td>Theft of property less than $50 (District property)</td>
<td>490.1(a)(1) PC</td>
<td>Stole or attempted to steal school or private property.</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>Truancy (all ages)</td>
<td>622.8 &amp;PC &amp; related municipal county code violations</td>
<td>Truancy during school hours.</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of marijuana less than 1 ounce (not found smoking)</td>
<td>11557(e) H&amp;S</td>
<td>Administrative Referral OR Diversion Referral if repeat offender</td>
<td>Marijuana possession for 1st offense &lt; 1 oz. E.C. 48900(g), 48915(a)</td>
<td>3.2</td>
</tr>
<tr>
<td>Fighting</td>
<td>415.1 PC</td>
<td>ADMINISTRATIVE REFerral OR Diversion Referral if repeat offender</td>
<td>Caused physical injury to another person.</td>
<td>3.1a</td>
</tr>
<tr>
<td>Major or possession of alcohol</td>
<td>15620.1 B&amp;P</td>
<td>ADMINISTRATIVE REFerral OR Diversion Referral if repeat offender</td>
<td>Marijuana possession for 1st offense &lt; 1 oz. or alcohol E.C 48900(g), 48915 (b)</td>
<td>3.2</td>
</tr>
<tr>
<td>Vandalism less than $400 Damage (District property)</td>
<td>604.5(a)(1) PC</td>
<td>ADMINISTRATIVE REFerral OR Diversion Referral if repeat offender</td>
<td>Caused or attempted to cause damage to school or private property E.C 48900(f), 48915(e)</td>
<td>3.4</td>
</tr>
<tr>
<td>Battery (see exceptions applicable to Battery diversion only)</td>
<td>24 &amp; 243.02 PC</td>
<td>Administrative Referral</td>
<td>Willful use of force violence not in self-defense E.C 48900(d), 48915(b)</td>
<td>3.16</td>
</tr>
</tbody>
</table>

**Administrative Referral and Diversion Matrix**