



Los Angeles School Police Department (LASPD)

LASPD DIVERSION REFERRAL 2014-15

OVERVIEW

The LASPD Diversion Referral is an alternative method to the arrest and citation of LAUSD students, between the ages of 13 through 17, who commit minor law violations on school grounds. The LASPD Diversion Referral aims to address the behavioral and socio-emotional needs of students and families. Students who are referred through the LASPD Diversion Referral will meet with a FamilySource Partnership Program (FSPP) Pupil Services and Attendance (PSA) Counselor, along with a parent/guardian, in one of the FamilySource sites throughout the city. Completion of the Diversion Referral is determined by the student and parent/guardian's participation in the initial intake meeting and willingness to follow through on the recommendations set forth on the action plan. Students are expected to follow-through on the action plan's recommendations during non-school hours (after school or on the weekends) at the FamilySource centers.

After a student commits a minor law violation, the student is referred to the LASPD. Once it is determined by the LASPD officer that student is not to be cited, the Officer will refer the student to the school's administrator/designee for the most appropriate administrative plan of action. Through consultation, it will be determined if the student will be referred to an intervention program, school services, suspension or Diversion Referral. If determined that the student will be referred to the LASPD Diversion Referral, a referral will be activated and the following steps must be followed.

REFERRAL PROCESS & MATRIX

1. Officer completes Diversion Referral and gives a copy of the referral to student, administrator/designee, Diversion Referral Coordinator, LASPD supervisor and retain in citation book.
2. Administrator/designee contacts parent to inform of Diversion Referral and documents referral in MiSiS.
3. Diversion Referral Coordinator distributes Diversion Referral to the appropriate FamilySource PSA Counselor.
4. FamilySource PSA Counselor contacts parent to schedule Intake Assessment appointment immediately and contacts school administrator/designee for additional information on student past discipline history. Intake Assessment appointment must be made within 10 business days from the date of referral. PSA to make at least three attempts to contact parent via phone and mail. PSA to complete Follow-up form and give a copy to school and Diversion Coordinator. Attempts should be documented in MiSiS (school) and Welligent (PSA).

**Note: If parent/student does not schedule an appointment with FamilySource PSA within 10 days, the referral will be considered a Non-Completion. Copies of Follow-up form indicating non-completion will be sent to school and Diversion Coordinator. Non-completion should be documented in MiSiS (school) and Welligent (PSA). LASPD Diversion Coordinator to send referral to the Los Angeles County Probation Department.*

ASSESSMENT & ACTION PLAN

Once Diversion Referral Intake Assessment appointment is scheduled with the FamilySource PSA, the following process will take place.

5. FamilySource PSA meets with parent/student at scheduled time to conduct Intake Assessment, address student and family needs and develop a Student Action Plan.
6. Student Action Plan is completed with "recommendations" to improve student behavior and academic achievement. Once student and parent agree and sign Student Action Plan during the assessment intake meeting, student successfully meets terms of the Diversion Referral.
7. FamilySource PSA to complete Student Action Plan and Outcome form and gives a copy to school and Diversion Coordinator. Outcome of completion should be documented in MiSiS (school) and Welligent (PSA).
8. FamilySource PSA to give Completion Notice to parent documenting successful completion of Diversion Referral.

FOLLOW-UP

A follow-up parent/student meeting is recommended, but not required, with the FamilySource PSA Counselor 30 days from the referral to check-in and provide additional support as needed.

For more information, please refer to the LASPD Diversion Referral Guide 2014-15.

Collaborative Administrative & LASPD Diversion Matrix

Violation	Code Section	Action Taken (Ages 13-17)	Education Code Section	MiSiS Reason Code
Possession of tobacco and/or tobacco paraphernalia	308(b) P.C.	Administrative Referral unless directed otherwise by supervisor	Possessed or used tobacco. E.C. 48900(h); 48915(e)	3.6
Theft of property loss less than \$50 (District property)	490.1(a) P.C.	Administrative Referral unless directed otherwise by supervisor	Stole or attempted to steal school or private property. E.C. 48900(g); 48915 (e)	3.5
**Trespassing	602.8 P.C. and related municipal/county code violations	Administrative Referral unless directed otherwise by supervisor	Truancy during school hours. E.C. 48260 (a)	
***Possession of marijuana less than 1 ounce (only if not found smoking)	11357(b) H&S 11357(e) H&S	Administrative Referral OR Diversion Referral	Marijuana possession for 1 st offense of < 1 oz. E.C. 48900(c); 48915(b)	3.2
Fighting	415(1) P.C. 415.5 (a) P.C.	Administrative Referral OR Diversion Referral	Caused physical injury to another person.	3.1a
			Attempted to cause physical injury to another person.	3.1b
			Threatened to cause physical injury to another person. E.C. 48900(a)(1); 48915(b)	3.1c
Minor in possession of alcohol	25662(a) B&P	Administrative Referral OR Diversion Referral	Marijuana possession for 1 st offense of <1 oz., or alcohol E.C. 48900(c); 48915 (b)	3.2
Vandalism less than \$400 damage (District property)	594(a) (1) P.C. 594(a) (2) P.C. 594(a) (3) P.C. 594.1(e)(1) P.C.	Administrative Referral OR Diversion Referral	Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e)	3.4
**Battery (see exceptions applicable to Battery diversion only)	242 & 243.2(a) P.C.	Diversion Referral or per discretion of officer, Administrative Referral	Willful use of force/violence not in self-defense. E.C. 48900(a)(2); 48915(b)	3.16

- School-site Administrative Referral
- School-site Administrative Referral or Diversion Referral per LASPD Guidelines
- Diversion Referral or School-site Administrative Referral unless exceptions exist