



**ADMINISTRATIVE PROCEDURE**

CATEGORY: SUPPORT SERVICES

SUBJECT: INCIDENT REPORTING

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**A. PURPOSE AND SCOPE**

1. To provide administrative guidelines for reporting incidents that may be of concern to district leadership and/or administration.
2. **Related Procedures:**  
 Release of student information.....6525  
 Juvenile arrest/interviews/removal from school.....5060

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: C-7000; C-7100

**C. GENERAL**

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Chief District Relations Officer.
2. Typical incidents requiring reporting will generally result from contact with local public safety personnel or incidents of media interest. Examples include, but are not limited to:
  - a. Death or serious injury of staff or student—on or off district site— generally cases where the person was taken by ambulance for medical aid.
  - b. Arrest of staff members—on or off district site—significant in nature, felony type crimes. *NOTE: Notification of an arrest should not be made if law enforcement indicates the charges are of a sensitive nature and such notification could compromise the on-going investigation.*
  - c. Arrest of student—on or off district site—significant in nature, felony type crimes.
  - d. Weapon violations—on or off campus—significant in nature, felony type crimes; i.e., guns or explosives.
  - e. Crimes against persons—on or off campus—significant in nature, felony type crimes; i.e., sex offenses, assaults with a deadly weapon, shooting or stabbing.
  - f. Property crimes or damage—on campus—significant in nature, generally exceeding \$5,000 in loss or damage; or any arson or any hate motivated crime.
  - g. Incidents that may cause media attention—either positive or negative—on or off district site. Examples include lockdowns, walkouts, protests and demonstrations.

- h. Threats to the health and/or safety of staff or student—significant in nature, felony type crimes; i.e., bomb threats where a suspicious device is found.
  - i. Fires or hazardous materials incidents—on campus regardless of size, damage, or loss.
3. All site administrators, principals or their designee are required to notify his/her Area Superintendent **and** School Police Services of any incident subject to reporting as outlined in this procedure. These same individuals are further required to complete an Administrative Incident Report (A.I.R.). Information contained in A.I.R will be provided to the Board of Education and district leadership. (Designees should be certificated supervisory personnel.)
4. This report is in addition to other mandated reporting requirements and not intended to substitute or replace other reporting responsibilities. Such other reports must include all relevant information, including the names of students that are the subject of the report.

#### **D. IMPLEMENTATION AND DISTRIBUTION**

1. Before reporting an incident, if the incident is life threatening, call 911. You may also use your 800 MHz emergency radio (channel 1A) or call School Police at 619-291-7678. Render first aid if necessary.
2. After the situation is being addressed, gather as many facts as necessary in order to make an **accurate initial verbal** report of your situation. Do not assume anything, only report facts that you can support. Call School Police Services by telephone at 619-291-7678. Give them a verbal report of your situation. School Police will make an initial district notification via email on the site's behalf. After making your initial report, you will be required to notify your Area Superintendent.
3. Within **two hours** following the site incident, the site administrator, principal or designee will complete an A.I.R. The A.I.R. can be found on-line at <http://www.sandi.net/policeservices/incident>. Log in using your district identification number and password. Complete the on-line form and submit. **(Include description of incident using only ages, grade level and/or title of the individuals involved and whatever action was taken. (Do not use names in order to ensure privacy).** The form will be automatically routed accordingly. If on-line access is unavailable, forms may also be printed and faxed to 619-542-5789. This method will also route the information accordingly.

4. The district's information technology network will automatically forward the AIR to district leadership, as appropriate. This group is generally comprised of:

Board of Education  
Superintendent  
All Cabinet Level Personnel  
All Area Superintendents  
Chief of Police  
Communications Director  
Safety Office  
School Police Services

**E. FORMS AND AUXILIARY REFERENCES**

1. Administrative Incident Report (AIR): <http://www.sandi.net/policeservices/incident>

**F. REPORTS AND RECORDS**

1. Electronic copies of all A.I.R.'s will be maintained by the district's information technology server for a period of one calendar year, after which time they may be purged.

**G. APPROVED BY**



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General Counsel, Legal Services  
San Diego Unified School District