



# Kane County School District

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## District Protocol for “ON-PREMISE” Law Enforcement and DCFS Investigations

as of 11-09-16

The ultimate goal concerning Inter-Agency cooperation is insuring a safe environment for all children in the Kane County School District (KCSO). KCSO recognizes that each agency’s interpretation as to their role as a child advocate will be the final decision in matters of a child’s protection. The following KCSO guidelines will help insure a smooth, cooperative relationship while working with other inter-agency investigations.

- A. Any agency interviewing a KCSO student must use a KCSO On-Premise Interview (OPI) form.
- B. All interview requests must be made directly to the principal or his/her designee.
- C. All OPI forms must be held in the strictest confidentiality using a folder and placed in a secure area.
- D. All interviews relating to incidents occurring outside the school system should be conducted outside regular school hours.
- E. If there is suspicion of abuse or neglect by a family member, the investigating agency may interview the child at school.
- F. A student may be removed from the school only by the parent, a warrant, the principal acting “in loco parentis” or if the child is considered to be “in imminent risk” of harm.

### **Law Enforcement** (Local, State, Federal)

#### **Victim** (no age restrictions)

A victim will be interviewed at school only if they are involved with a school related investigation or a suspected child abuse case. However, upon approval of the local administrator, parent(s) and student, a student may be interviewed at school if they are a victim, a witness or a suspect in a crime if extenuating circumstances exist such as the school being the safest place for and interview to be conducted with a student. This type of extenuating circumstance is only in a rare case where the interview can be conducted in an environment that is agreed upon by all stakeholders. (Complete OPI).

#### **Witness:**

Age: 15 and under: The officer will have already notified parents of a pending interview. The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. Complete OPI.

Age: 16 and up: The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. Complete OPI.

#### **Suspect:**

Age: 15 and under: The officer will have already notified parents of a pending interview. The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. Complete OPI.

Age: 16 and up: The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. Complete OPI.

## **DCFS-Child and Family Services**

Victim (no age restrictions)

A victim will be interviewed at school only if they are involved with a school related investigation or a suspected child abuse or neglect case. The principal may be asked to “not contact” or “delay” parental notification. Complete OPI.

Witness:

Age: 15 and under: The officer will have already notified parents of a pending interview. The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. The principal may be asked to “not contact” or “delay” parental notification. Complete OPI.

Age: 16 and up: The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. The principal may be asked to “not contact” or “delay” parental notification. Complete OPI.

Perpetrator:

Age: 15 and under: The officer will have already notified parents of a pending interview. The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. The principal may be asked to “not contact” or “delay” parental notification. Complete OPI.

Age: 16 and up: The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. The principal may be asked to “not contact” or “delay” parental notification. Complete OPI.

Utah Code:

[62A-4a-409](#) (8) Division workers or other child protection team members have authority to enter upon public or private premises, using appropriate legal processes, to investigate reports of alleged child abuse or neglect, upon notice to parents of their rights under the Child Abuse Prevention and Treatment Act, 42 U.S.C. Sec. 5106, or any successor thereof.

9(b) if a child's parent or stepparent, or a parent's paramour has been identified as the alleged perpetrator, the division need not notify a parent of the child prior to an initial interview with the child;

9(c) if the perpetrator is unknown, or if the perpetrator's relationship to the child's family is unknown, the division may conduct a minimal interview, not to exceed 15 minutes, with the child prior to notification of the child's parent;

9(d) in all cases described in Subsection (9)(b) or (c), a parent of the child shall be notified as soon as practicable after the child has been interviewed, but in no case later than 24 hours after the interview has taken place;

9(f) (i) the child shall be allowed to have a support person of the child's choice present; and (ii) the person described in Subsection (9)(f)(i): (A) may include: (I) a school teacher; (II) an administrator; (III) a guidance counselor; (IV) a child care provider; or (V) clergy; and (B) may not be a person who is alleged to be, or potentially may be, the perpetrator.

Kanab DCFS Office

Phone:(435) 689-0781

Fax:(435) 676-1407

**Report Child Abuse:**

**24-Hour Reporting Hotline**

**1-855-323-3237 or 911**

## **Mental Health Provider(s)**

Periodically, various state agencies that interview, intervene, or have other investigative duties, may request an interview with students. Any student with a need for mental health counseling should be allowed that counseling as long as both the parent(s) or guardian(s) and the school administrator are aware of the situation. In some instances, the school setting may be the best environment for the interview to take place.

Client:

Age: 17 and under: The Social Worker will have already notified parents of a pending interview. The principal will contact the parents at his/her earliest convenience to notify them that an interview will or has taken place. Complete OPI.

## **Juvenile Court System / Youth Probation**

### Juvenile Offender:

All ages- Juvenile Probation Officer access is based on orders of the court. Principals already know students involved with the Juvenile Court System. Complete OPI.

## **Suicide Intervention:**

All ages- Any district personnel that intercept any discussion or knowledge concerning the possible suicide of a student shall immediately do the following:

- 1) Contact the parent(s), guardian of the child and disclose known information.
- 2) Contact the building administrator and alert them of the situation.

Contact the nearest Crisis Center: **Kanab Office**  
**South West Mental Health**  
**434-644-4520**

Disclose that you have or attempted to contact the parents and your administrator.

- 3) Record the event, times and your involvement in the Student Incident Reporting Module.
- 4) The child should remain on the premises until a licensed mental health worker has made a risk assessment or the student has been released to the parent.
- 5) The building administrator shall talk with all parties involved to verify that the protocol was followed.

Volunteers, paraprofessionals, student teachers or others shall immediately notify their cooperating teacher or the teacher in charge should they intercept any discussion or knowledge concerning the possible suicide of a student. In the event that the teacher in charge cannot be located immediately, the building administrator must be notified. The teacher in charge or the administrator shall immediately follow the above protocol.

**Kane County School District**  
**On-Premise Interview Form**

SCHOOL: \_\_\_\_\_

Date:	Time:	Interviewing Agency	
As an authorized investigator for the above agency, we are requesting access to the following students:			
1-		Victim - Witness - Suspect	
2-		Victim - Witness - Suspect	
3-		Victim - Witness - Suspect	
Agency Information:			
Officer/Invest.:		Tele:	Cell:
Other Information:			
I <b>HAVE -- HAVE NOT</b> contacted the parent(s), guardian(s) about this interview.			
<b>*** Please complete this portion after the interview ***</b>			
Time:	Those Present in the interview:		
YES or NO	I/We have determined that for the child's protection, he/she will be taken into protective custody. We accept total responsibility for this child.		
YES or NO	This child will remain in school and may be allowed to return home after school by their normal means. Responsibility reverts back to the school.		
YES or NO	The principal has been <u>instructed</u> to <b>NOT</b> notify the parents. The investigative agency will make parental contact and disclose the nature of the interview.		
The following people may be considered a risk for this child, please restrict their access:			
_____		_____	
Officer/Worker/Investigator		Date	
Principal or designee statement:			
On the above date, the investigating officer/worker made request to interview the above child(ren). I facilitated this interview. I <u>was</u> or <u>was not</u> present during the interview.			
_____		_____	
Principal or Designee		Date	
Contacted Parent:			
Date	Time	Method	Notes

