



# Best Practice Recommendations for Collaborative Administrative and Police Teams



**Below are best practice recommendations for collaboration between administrative and police teams.**

Administrator	Police Officer
<p>Know district policies regarding law enforcement roles and responsibilities (e.g., board policy, Texas Association of School Boards Policy Code Safety Program/Risk Management: Security Personnel CKE).</p>	<p>Know district policies regarding law enforcement roles and responsibilities (e.g., board policy, Texas Association of School Boards Policy Code Safety Program/Risk Management: Security Personnel CKE).</p>
<p>Know administrator roles and responsibilities during crisis situations and when to involve first responders. See District Emergency Operations Plan.</p>	<p>Know police roles and responsibilities during crisis situations. See District Emergency Operations Plan.</p>
<p>Meet with police officer before school year begins to review, compare, and outline expectations for working together; identify roles and responsibilities; schedule regular check-ins; and commit to maintaining communication. Ensure regular meetings occur with police officer to discuss campus climate, concerns, and upcoming events, etc.</p>	<p>Meet with administrator before school year begins to review, compare, and outline expectations for working together; identify roles and responsibilities; schedule regular check-ins; and commit to maintaining communication. Ensure regular meetings occur with administrator to discuss campus climate, concerns, and upcoming events, etc.</p>
<p>Form and identify members of the campus Crisis Intervention Team and communicate this to police officer(s).</p>	<p>Identify with administration and Crisis Intervention Team possible scenarios and appropriate responses from administration and police officer(s).</p>
<p>Conduct and complete administrative investigations prior to informing police officer unless it is an offense that requires immediate law enforcement notification (e.g., weapons, aggravated offenses).</p>	<p>Debrief with administration after every major incident to determine what worked well and what can be improved.</p>

## Administrator

## Police Officer

Foster collaborative relationships between campus staff, students, and police officers.	Know your service community, students, and staff. Find ways to connect and build relationships using your experiences and interests.
Establish with police officer protocols for reporting incidents, requesting assistance/advisement, and sharing of critical details and communicate these protocols to campus staff.	Inform administrators on procedures for handling situations that may be criminal (i.e., investigations, violation of law).
Support police officer's primary role to maintain safety and security, conduct police action, etc., (e.g., do not ask police officers to enforce issues not requiring law enforcement intervention, to punish or to intimidate).	Do not handle administrative-level student misconduct (e.g., cell phone use, dress code violations, or offer advice on discipline).
Provide all necessary information to police officer upon request for assistance.	Keep lines of communication open (e.g., changes in roles and responsibilities, legislation, and/or expectations occur).
Utilize police department resources such as trainings for staff, parent, and student programs to assist with campus education regarding law enforcement (e.g., Teen Dating Violence, Human Trafficking, Bullying, Reporting Abuse, Drug Awareness, Criminal Justice classes, Leadership skills, etc).	Inform administrator of police department resources such as teacher trainings and student programs to assist with campus education regarding law enforcement.
Seek advice for potential problematic situations on the campus or extracurricular activities on the campus where police officer expertise may be helpful (e.g., traffic patterns, security).	Be willing to offer problem-solving solutions that can alleviate issues or prevent problems from arising.