

Students

Administrative Procedure – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

1. The School Principal and/or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The School Principal and the Police Department School Liaison Officer will verbally report to each other the following activities when committed by a student who is less than 17 years of age and is enrolled in the School Principal’s school:
 - Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
 - A violation of the Illinois Controlled Substances Act
 - A violation of the Cannabis Control Act
 - A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
 - A violation of the Methamphetamine Control and Community Protection Act
 - a) The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student’s parent(s)/guardian(s).
 - b) The report should be made as soon as possible after the Liaison Officer or School Principal reasonably suspects that a student is involved in such activity.
 - c) The School Principal’s duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State’s Attorney shall provide to the School Principal a copy of any delinquency dispositional order concerning any student regardless of age where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapon offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State’s Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.
5. Local law enforcement and the State’s Attorney may share or disclose information or records relating or pertaining to juveniles subject to the provisions of the Serious Habitual Offender Comprehensive Action Program when that information is used to assist in the early identification and treatment of habitual juvenile offenders.

LEGAL REF.: 105 ILCS 5/10-20.14.
705 ILCS 405/1-7, 1-8(F), and 1-8(g).

CROSS REF.: 2:150 (Committees), 7:150 (Agency and Police Interviews)

Approved January 15, 2009