



QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Where Our Future Begins

PROCEDURES FOR THE USE OF DRUG DETECTION DOGS IN SECONDARY SCHOOL FACILITIES AND PARKING LOTS

Administrative procedures to be implemented by school administrators when drug detection dogs are utilized:

- A. Students will be notified by an announcement on the school's public address system that periodic police canine drug detection scans will be conducted on school property. This announcement must be made the first week of every month that school is in session for students. The school principal will maintain a written record of the dates and times of these school announcements and will provide a copy to the Director of Operations on the day of each canine drug scan. The school announcement will be as follows:

"This is to notify you that periodic drug scans will be conducted on school premises by K-9 teams from various law enforcement agencies. This action is being taken to protect you and to work towards a drug-free school environment. You are being given prior notice of this program pursuant to school system policy."

- B. Parents and Guardians will be notified early in the school year by appropriate media such as newsletters, and/or student/parent handbooks and/or newspapers that drug detection dogs may be used on school property.
- C. Circumstances warranting the use of drug detection dogs on school property:

The Board of Education strongly endorses a drug-free school environment. Use of drug detection dogs is authorized as a possible resource by school officials in drug investigations and for drug deterrence. There shall be a mutual agreement between school and law enforcement officials that the use of drug detection dogs is appropriate.

- D. Procedures to be followed by the building Principal prior to the use of the drug detection dogs on school property:
1. The Principal desiring drug scans will make a request to the Superintendent who will notify the Director of Operations.
 2. The Director of Operations will notify the Supervisor of Student Support of the request.
 3. Once approved, the Director of Operations will facilitate the scan with the building administrators and the appropriate Law Enforcement Agencies.
 4. Results of the scan will be reported once the scans have been completed.

- E. Procedures to be followed by the school Principal during use of drug detection dogs on school property:
1. Targeted areas will be lockers in the building and cars on the parking lots. Students will not be scanned.
 2. Inform students and staff that the school is in a “lockdown” and announce that all students are required to remain in their seats, within their classroom, with the doors closed and blinds to all windows lowered.
 3. Ensure that late arriving students are sent to a designated area in the building and be supervised by QACPSS staff until the conclusion of the drug detection dog scan.
- F. Procedures to be followed by the school principal if a drug detection dog alerts on a locker, other area of the school, or vehicle:
1. If a dog alerts on a locker, vehicle, or other area of the school, school personnel may not conduct a search of that area. The only exception to this will be in a case where the search is essential to prevent imminent danger to the safety or welfare of a student or other persons on school property.
 2. If a dog alerts on a locker, the locker will be marked with tape to identify that particular locker needs to be searched. After the drug scan is complete, the school administrator, accompanied by law enforcement personnel will open the locker and perform a search. If contraband is discovered, the student will report to the main office and then be escorted to the locker at which time the school administrator will explain what occurred and the student will be taken to the office.
 3. If a dog alerts on a locker and no contraband is found, the administrator will notify the student afterwards that the dog alerted on the locker and their parent or guardian will be contacted. That evening, custodial staff will clean the locker to minimize the chance of the dog alerting on the locker the next time the scan is performed.
 4. If a dog alerts on a vehicle in the parking lot of a school facility, the school administrator will assist the police in securing the vehicle. The student or staff member who operates the vehicle will be summoned to the office and brought to the parking lot. The law enforcement official will lead the search of the vehicle after the arrival of the student or staff member to the vehicle that was identified after performing the drug detection dog scan.
 5. A reasonable attempt shall be made to contact a parent of the student searched to provide information related to the reason for the search and the outcome of the search as soon as possible.
 6. Police officers shall conduct searches of students on school premises in accordance with their established policies and procedures that are consistent with COMAR 13A.08.01.14D
- G. Procedures to be followed after using the drug detection dogs on school property:
1. Any disciplinary actions taken by school officials will be separate and apart from action taken by the law enforcement officers.
 2. The principal will report the results of the investigation to the Director of Operations who will inform the Superintendent.
 3. The principal will follow established administrative procedures for police involvement as listed within the procedures set forth by the Board of Education of Queen Anne’s County.
- H. Procedures to be followed by law enforcement agencies:

1. When possible and appropriate, arrest by police should be made during non-school hours and away from school premises.
2. When an arrest on school premises during school hours is necessary, the responsible school officials shall ascertain such facts from the arresting officer as will enable him/her to fully advise the parent/guardian and other school officials of the nature of the charge, the identity of the arresting officer, and the location of the pupil.
3. When an arrest has taken place on school premises or during school hours, every effort shall be made by school officials to inform the parent/guardian immediately and thereafter promptly to advise the Superintendent's office.
4. Arrest on school premises during school hours shall be effectuated in such a manner as to avoid embarrassment to the pupil being arrested and jeopardizing the safety and welfare of other pupils, as well as the arresting officers.
5. School officials shall not permit questioning of a pupil under arrest on the school premises for non-school offenses and shall request the arresting officer to remove the pupil from the premises as soon as practicable after the arrest is made.