



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Administrative Searches to Ensure School Safety

NUMBER: BUL-5424.2

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

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Chief Executive Officer
Office of Educational Services

ROUTING
Local District Superintendents
Administrators of Operations
Operations Coordinators
Site Administrators
Co-located Charter School Sites
Administrators
Charter Schools Division
School Police

DATE: October 26, 2015

MAJOR CHANGES: This Bulletin updates BUL-5424.1, dated July 21, 2014, issued by School Operations, to reflect current District organization, procedures, and practices.

BACKGROUND: Schools are faced with instances of violence, including the use of weapons on or adjacent to school campuses. The District strives to provide a safe environment for students to learn, explore and create, and for teachers and administration to be able to focus on teaching and providing students with these opportunities. The District school safety measures include random metal detector searches, locker searches and other measures under the settled principles of constitutional construction, which permits reasonable application of metal detectors in schools. This Bulletin focuses on random searches, metal detector searches and locker searches.

GUIDELINES: To ensure an effective learning environment by maintaining a safe and secure campus, secondary schools are authorized to implement random metal detector searches. These are administrative searches. This policy does not include searches conducted by law enforcement.

The following guidelines apply:

- I. Grade Span and School Configuration
 - A. This policy applies to all secondary schools and span schools configured for students in grades 6 through 12, including pilot schools and those charter schools co-located on elementary campuses and serving secondary charter school students. Co-located schools, schools on the same campus, are to conduct searches and maintain search logs independent of any other school(s) on the same campus.
 - B. A pre-established random plan should be used to select which students and what articles are to be searched. It is important that sufficient staff be involved in the search to prevent the possibility of any selected



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

student disposing of contraband or weapons while walking to the location where the metal detector search is to be conducted.

- C. Carlson Home Hospital School is the only school exempt from the random metal detector policy.

II. Reasonable Suspicion and Student Population

- A. The purpose of these searches is to deter weapons such as guns, knives, or any other item which might cause harm or injury from being brought to schools. Therefore, metal detectors should not be used for the purpose of searching students who might be suspected of having violated other school rules.
- B. School administrators may conduct searches of individual students when they have reasonable suspicion to believe that the student has violated or is violating the law or a school rule. "Reasonable suspicion" includes the following: Reasonable suspicion that the search will turn up evidence of the student's violation; the extent of the search is reasonably related to the suspected violation; and the search is not excessively intrusive considering the student's age, gender and the nature of the violation.
- C. No student or persons shall be selected to be searched based solely upon their gender, race, ethnicity, physical appearance, manner of dress, or association with any particular group of persons.

III. Frequency of Metal Detector Searches

- A. All secondary schools must conduct daily random metal detector searches of students. Search operations should be conducted at various hours of the school day to avoid predictability. All secondary schools operated by the District or on behalf of the District or located on District property, including affiliated and independent charter schools, must comply with this Bulletin and with all District health, safety, and emergency procedures and requirements and will be subject to inspection by the District's Facilities Services Division, the Office of Environmental Health and Safety, and other District offices.
- B. Schools with satellite locations such as high schools with off-site magnets, City of Angels Independent Study School, Secondary Community Day School, Central High School and Tri-C Community Day School should work with the school's Safety Committee to analyze the satellite locations' particular safety and security needs in determining an appropriate rotational schedule and distribution of searches among the satellite locations to ensure compliance with the policy, as administrators



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

of these schools certify for only one cost center. It is recommended that a certificated administrator supervise the searches conducted at satellite locations.

IV. Searching Other Areas Of The School

- A. A locker search plan must be implemented in which a minimum of ten lockers are searched daily.
- B. School staff should check their areas of responsibility, e.g., classrooms, restrooms, or grounds for concealed weapons daily.

V. Random Search Versus Total Population Search

- A. A total population search is one wherein every person who enters the premises is searched, such as at an athletic event or after-school dance.

VI. Selection of Search Team Members

- A. The search team should be comprised of certificated employees, both male and female, and augmented with other staff as necessary.
- B. Personnel selected to be members of the search team must be respectful and sensitive to the right of privacy and other concerns of the individual being searched.
- C. The searching of any student, employee or visitor shall only be conducted by a search team member of the same gender.
- D. School Police may be requested to accompany and observe the search team, but may not participate in the actual searching. School Police participation in random searches must be limited to handling arrests or other criminal situations that might occur during the course of a search. School Safety Officers (SSOs) who are properly trained may assist with random metal detector searches as they are not sworn officers.
- E. Metal detector search team members must be familiar with both District policy and the operation of the wands. All search team members, including the administrator in charge, annually must complete STEPS course 215, "How to Conduct a Random Metal Detector Search" via the Learning Zone, *prior* to conducting any searches and should submit a copy of their completion certificate to the administrator in charge. Completion certificates will be available for review by Local District (DC) staff.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VII. Locations For Conducting Metal Detection Searches

- A. Whenever possible, searches should be conducted in locations that do not expose students or other persons being searched to the view of the general student body population, particularly to the view of those who are not being subjected to the search.
- B. A nearby vacant classroom, office or workroom should be available in the event that it becomes necessary to more thoroughly search a particular student. This would be the case when a wand activates and it is not possible to satisfactorily determine the cause, either through questioning or a light pat-down of the person. Whenever it is necessary for a student to be removed for a more thorough search, the student shall be accompanied by at least two adult employees, one of whom must be of the same gender as the student. California Education Code Section 49050 prohibits removal or rearranging of a pupil's clothing in a manner to permit a visual inspection of the underclothing, breasts, buttocks, or genitals of the pupil.

VIII. Procedures for Conducting Random Searches

- A. A random search establishes a specific, unbiased pattern of who is to be searched, i.e., every third person. Search personnel may not deviate from the search pattern during the course of that particular search.
- B. All students selected will be required to bring all of their personal effects in their possession at the time they are selected, e.g., coat, purse, book bag, backpack, or other similar articles.
- C. Upon entering the search location, the selected student shall be advised of the purpose of the search, the method in which the search will be conducted, and the fact that the selection was made in a random manner.
- D. A student or person to be searched shall be directed to remove all metal objects from their pockets, including coins. The student is to give their personal belongings, as described above, to a search team member or place them on a table or desk in plain view. The belongings shall then be physically searched only to the degree necessary to affirm that no weapons are concealed therein. The student shall then be scanned using a wand. Staff operating the device must use an identical scanning technique/pattern for each student.
- E. The staff member will scan the entire student, including socks, legs, front and back pockets, waist, and chest.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- F. If the wand activates, the student shall be asked if they are in possession of any metal object in the area scanned. After determining that the object is not a weapon and is removable, staff will request that the student remove the object and re-scan the student. If an activation reoccurs and the object cannot be removed, the operator shall visually confirm the student's explanation, e.g., jewelry, belt, buckle, rivets on pants or as a second alternative, by lightly touching (not grabbing) the area which is causing the repeated activation.
- G. If, during the course of a search, contraband is observed that is a violation of District or school policy and/or regulations, such items may be confiscated and the student may be subject to disciplinary action.
- H. Students who refuse to submit to a wand search consistent with these guidelines may be subject to disciplinary action for defying the valid authority of school personnel. Other persons refusing a search consistent with these guidelines must be escorted off campus.

IX. Documentation

- A. Schools are to keep a record of their random metal detector searches. Logbook of the searches must be kept for the entire school by the administrator in charge and be readily available for review when requested by District offices. These logs must be kept on file for three years. A sample log is attached to this bulletin (see Attachment A).
- B. When lockers are searched, written notification must be left within the locker informing the student that the locker was searched (see Attachment B). Schools can request school police K-9 participation in locker searches.
- C. Requests for search log documentation made by non-District personnel or individuals must be made through a Public Records Act request to the Office of General Counsel.

X. Public Advisory of Searches

- A. Although parents are advised of the possibility that their child may be searched in the Parent-Student Handbook, schools must send written communication to parents at the opening of the school year. This communication is to be provided for all students enrolling after the school year has begun. (See Attachment C for sample communication.)
- B. Signs must be posted in several prominent site locations advising that persons on the premises are subject to search for weapons by metal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

detector. Schools in need of new or additional signs shall contact Maintenance and Operations for replacements.

XI. Minimum Equipment Resources

- A. Every secondary school with an enrollment fewer than 1000 students shall have a minimum of two metal detector wands (wands).
- B. Every secondary school with an enrollment of 1000 students or greater shall have a minimum of four wands.
- C. All wands must be operable and used at every search. Additional wands can be purchased from LAUSD Stores Warehouse using commodity code 680-44-20580. Schools are responsible for purchasing all wands.

XII. Review Process

- A. Operations coordinators are to review log sheets upon every school visit.
- B. To ensure consistent implementation of this Bulletin, by the end of the second week of each semester, the Local District Administrator of Operations will select six secondary schools and a co-located charter school to participate in a review process during October or March. In addition, two options schools will be selected from each geographical LD to participate in the review process (see Attachments D1 and D2). During the month of participation, principals of selected schools will submit the daily Metal Detection Search Log, Attachment C, to the respective LD Operations Coordinator every Friday by 2 p.m.

AUTHORITY: This is a policy of the Chief Executive Officer of the Office of Educational Services.

New Jersey v. T.L.O., 469 U.S. 325 (1985)
Vernonia School District v. Acton, 115 S.Ct. 2386 (1985)
People v. Latisha W., 60 Cal.App.4th 1524 (1998)
In Re William V., 111 Cal.App.4th 1464 (2003)
In Re Randy G., 26 Cal. 4th 556 (2001)
California Education Code Sections 35160 and 49050
75 Ops. Cal. Atty. Gen. 155 (1992)

RELATED RESOURCES: BUL-5532, "Policy on Co-Locations for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39)," dated September 29, 2014, issued by the Office of the Superintendent

BUL-5721.1, "Student and Employee Security," dated February 25, 2013, issued by the Office of the Superintendent



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Learning Zone course STEPS 215 “How to Conduct a Random Metal Detector Search”

ASSISTANCE: For assistance, please contact your Local District Operations Coordinator. For more information, contact the Office of School Operations at (213) 241-5337 or the Office of General Counsel at (213) 241-241-6601.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services

Random Metal Detection Search Log for: _____ **School** **Month:** _____

Search Team Members:

A. _____ B. _____ C. _____ D. _____
E. _____ F. _____ G. _____ H. _____

Day	Time	Participating Search Team Members	Student Selection Method	Number of Students Searched	Room Number	Search Results/ Findings



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B1

SAMPLE LETTER TO PARENTS

(PLACE ON SCHOOL LETTERHEAD)

Dear Parent:

Your child's locker was chosen at random and searched on (date) . In keeping with District policy, we conduct random searches daily to ensure everyone's safety. Specifically, the purposes of the searches are to:

- Detect the possession of weapons
- Deter bringing weapons onto school grounds
- Reduce the potential for violent incidents

If you or your child has any questions, please contact (name of contact person) at (telephone number).

Thank you for your cooperation.

(Signature of Principal/Designee)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ADJUNTO B2

MUESTRA DE COMUNICACIÓN A LOS PADRES

(PLACE ON SCHOOL LETTERHEAD)

Estimados Padres:

El casillero de su hijo fue elegido para un cateo aleatorio el día (date) . En virtud de las políticas Distritales, el personal realiza cateos aleatorios diariamente para garantizar la seguridad de todos. El propósito específico de los cateos consiste en:

- Detectar posesión de armas
- Desalentar la portación de armas en los planteles escolares
- Reducir el potencial de incidentes por violencia

Si usted o su hijo tienen cualquier pregunta, favor de comunicarse con (name of contact person) al (telephone number).

Gracias por tu cooperación.

(Firma del Director/administrador designado)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

SAMPLE LETTER TO PARENTS

(PLACE ON SCHOOL LETTERHEAD)

Date _____

Dear Parent/Guardian:

In keeping with District policy, we conduct random searches of students and student lockers on a daily basis to ensure everyone's safety. Specifically, the purposes of these searches are to:

- Detect the possession of weapons
- Deter bringing weapons onto school grounds
- Reduce the potential for violent incidents

If you or your child has any questions, please refer to the "Student Searches" section of the Parent-Student Handbook or contact (name of contact person) at (telephone number).

Thank you in advance for your cooperation.

(Signature of Principal)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ANEXO C2

MUESTRA DE COMUNICACIÓN A LOS PADRES

(PLACE ON SCHOOL LETTERHEAD)

Fecha _____

Estimado padre o tutor:

En virtud de las políticas Distritales, el personal realiza cateos aleatorios de los alumnos y de sus casilleros diariamente para garantizar la seguridad de todos. El propósito específico de estos cateos consiste en:

- Detectar posesión de armas
- Desalentar la portación de armas en los planteles escolares
- Reducir el potencial de incidentes por violencia

Si usted o su hijo tienen cualquier pregunta, favor de consultar la sección de "cateos estudiantiles," del Manual para Padres y Alumnos o comunicarse con (name of contact person) al (telephone number).

De antemano le agradezco por su cooperación.

(Firma del Director)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT D1

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services
School Operations

Random Metal Detection Review Process

Date: _____ Local District: _____ Local District Staff: _____

Participation month: **OCTOBER**

School	Principal	All logs received (indicate yes/no)

This form is to be completed by the Local District Administrator of Operations and emailed to Daryl Narimatsu, Administrator of School Operations, at the end of the corresponding month of the review process.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT D2

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services
School Operations

Random Metal Detection Review Process

Date: _____ Local District: _____ Local District Staff: _____

Participation month: MARCH

School	Principal	All logs received (indicate yes/no)

This form is to be completed by the Local District Administrator of Operations and emailed to Daryl Narimatsu, Administrator of School Operations, at the end of the corresponding month of the review process.