

Procedure - Parking Lot Patrols and Vehicle Searches

The following procedures should be observed when conducting parking lot patrols and resulting searches of student vehicles and their contents:

1. Plain view inspections shall be conducted by the Superintendent or by a designated building administrator. In conducting a plain view inspection of the parking lot, the administrator should walk around each student vehicle and examine the visible contents by looking through the window of each vehicle.
2. If the administrator sees something, which gives rise to reasonable suspicion of the possession of drugs, alcohol, or weapons on school property, the vehicle shall be noted, and after concluding the plain view inspection, the administrator shall search the vehicle in accordance with steps 8 - 13 below. Steps 3 - 7 will be taken if a canine patrol is deemed necessary by the Superintendent.
3. The Superintendent shall authorize canine patrols in writing. Building principals shall then contact local law enforcement agencies to arrange for a canine patrol to be conducted.
4. Teachers will be notified immediately prior to the initiation of a canine patrol, and shall be instructed not to allow students to go to the parking lot during the patrol. Students found in the parking lot at the initiation of a canine patrol will be sent to their classrooms.
5. Local law enforcement officers, accompanied by a building administrator or by the Superintendent, shall perform the canine patrol. All student vehicles in the parking lot at the time that the canine patrol begins shall be sniffed by the canine patrol.
6. The administrator accompanying the patrol will note any vehicle identified by the canine patrol.
7. After all student vehicles have been scanned by the canine patrol; the law enforcement officers will remove the dogs from school property.
8. Immediately following the removal of the dogs or at the conclusion of the plain view inspection, each vehicle noted will be searched. Each search will be conducted by a team of two staff members, at least one of who will be an administrator. Law enforcement officers will not initially participate in searches of student vehicles following canine patrols or plain view inspection; however, in the event that: (a) urgent circumstances as authorized by law or (b) the student and parent(s) refuse to permit an authorized search by administrators, law enforcement agents may then participate in the search.

9. Students whose vehicles have been identified for searching shall be called to the parking lot one at a time. Each student shall be informed that his or her vehicle has been identified to be searched as the results of a canine patrol or a plain view inspection. The student shall be asked to unlock the vehicle doors and trunk.
10. The students shall remain present during the search of the vehicle.
11. The entire vehicle shall be searched, as shall any containers found within the vehicle which might contain, the object of the search (drugs, weapons, or both). The student may be given the opportunity to open any closed items or areas not immediately accessible to visual search (such as the glove compartment).
12. If a student refuses to allow the administrator access to his or her vehicle, or to any closed container or area inside the vehicle, the student's parent(s) shall be called to provide access. If the parent(s) also refuse to provide access, the student shall not be allowed to remove the vehicle from school property, and the administrator may contact law enforcement officials.
13. Anything found in the course of a vehicle search which is illegal, violates school policies or regulations, or which in the reasonable judgment of school officials represents a threat to the safety and welfare of the school population, may be seized. The seizure shall comply with the following guidelines;

* Items, which are illegal, will be turned over to law enforcement officials. Other items seized will be secured under lock and key.

* The administrator conducting the search shall prepare a written report (JIH-E) covering who, what where, and why items were seized. Copies of the report will be provided to the student, parent/guardian, and Superintendent.

Issued: June 12, 2000