



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School Police Deployment for Interscholastic Athletic Events

NUMBER: REF-6828.0

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

Steven K. Zipperman, Chief of Police
Los Angeles School Police

DATE: March 6, 2017

ROUTING
Local District Superintendents
Administrators of Operations
Operation Coordinators
Principals
Financial Managers
Athletic Directors
Athletic Coaches

PURPOSE: The purpose of this Reference Guide is to outline the process for staffing and deploying school police officers and school safety officers at interscholastic athletic events.

MAJOR CHANGES: This is a new Reference Guide.

As of July 1, 2016, the District will no longer require schools to use Associated Student Body (ASB) funds to cover the cost of school police at interscholastic athletic events.

This Reference Guide establishes deployment criteria, guidelines, and the approval process to request school police officers and school safety officers for Interscholastic Athletic Events and delineates duties and responsibilities for school supervision and Los Angeles School Police Department (LASPD) personnel.

GUIDELINES: In an effort to appropriately staff interscholastic athletic events, the District has established an athletic events fund to be administered through the Interscholastic Athletic Department. Recommended staffing of athletic events will be a collaborative effort between the host school’s site administrator, the Los Angeles School Police Department, and the Interscholastic Athletic Department. The District will fund the pre-approved number of LASPD personnel assigned to each athletic event.

- I. PROCEDURES FOR DETERMINING POLICE OFFICER AND SCHOOL SAFETY OFFICER DEPLOYMENT LEVELS FOR ATHLETIC EVENTS
 - A. As soon as feasible upon learning of an interscholastic athletic event, the host school administrator should meet with the Los Angeles School Police Department’s area sergeant and assigned campus officer if applicable to recommend staffing levels for athletic events. These



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meetings must take place in August for fall athletic events, October for winter athletic events, and February for spring athletic events. The LASPD along with the Interscholastic Athletic Department, will determine staffing levels submitted on the Interscholastic Athletic Department's LASPD Officer Request Form (Attachment A). When determining the number of police officers and security personnel, the following safety concerns should be taken into consideration:

- Historical rivalry between the schools
- Current community safety issues
- Current campus climate and safety issues
- Anticipated attendance

- B. The standard deployment of officers for football is four (4) and two (2) for all other sports. Absent an unanticipated spontaneous incident at an event the standard deployment hours worked for football is four (4) hours and three (3) hours for all other sports. Other length of deployment hours may vary due to pre-planned or special circumstances and must be communicated to the Interscholastic Athletic Department and LASPD for approval.

II. FUNDING FOR LASPD OFFICERS AND SCHOOL SAFETY OFFICERS ASSIGNED TO INTERSCHOLASTIC ATHLETIC EVENTS

- A. Once the number of police officers and school safety officers needed for the interscholastic athletic events have been determined, the funding will originate from the centralized athletic events fund.
- B. If the LASPD increases the number of officers based on new information after the recommended staffing has been set, then LASPD will cover the difference.
- C. Non-LASPD officers hired in lieu of or in addition to LASPD by the school site will be paid from ASB funds. Note: Only on-duty uniformed police officers may be armed at any LAUSD site.
- D. To reduce the expenses for Interscholastic Athletic events, Non-LASPD school site supervision personnel (certificated or classified) should be used. It must be noted, the larger the anticipated crowd, the more consideration for school site supervision personnel should be given. When using campus aides or other personnel for security, it is recommended to provide them with bright colored jackets/vests that identify them as school or event staff. Please keep the following points in mind:



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- An appropriate combination of school supervision, school security, and the LASPD, who are proactive and alert to possible challenges and disruptions, improves the game environment.
- Strategic positioning of all personnel is critical to maintaining a highly visible presence of supervision and minimizing potential problems.

E. In the event of an emergency, and when additional LASPD personnel are needed to respond to a spontaneous or unplanned incident, the cost for those additional officers will be covered by the LASPD. Should overtime occur as a result of an arrest or an unanticipated incident, payment for additional costs will be LASPD's responsibility.

III. AREAS OF RESPONSIBILITY DESCRIBED FOR SCHOOL SITE SUPERVISION AND LASPD PERSONNEL WORKING INTERSCHOLASTIC ATHLETIC EVENTS

A. SCHOOL SUPERVISION DUTIES:

- Sell and collect tickets for admission
- Perform entrance wand and article checks
- Control entrances to venue
- At the start of a game, escort teams on field/court, and to locker room
- Maintain control where spectators sit
- Stay with visiting team and help with accommodations
- Stay with visiting team until bus leaves the site
- Supervise spectators area
- Monitor separation of opposing school spectators
- Monitor and respond to unsportsmanlike behavior and unruly fans
- Manage the crowd during an incident/injury
- Respond to any injury along with medical personnel
- Provide information and descriptions to school police of pacing individuals involved in any criminal or suspicious acts
- Assist school police as requested
- Report any/all safety concerns to the LASPD
- Escort teams on field/court during hand shake, to locker room and/or buses at the end of game
- Make sure all visiting personnel and athletes have left the facility safely

B. LOS ANGELES SCHOOL POLICE DEPARTMENT PERSONNEL DUTIES:

- The Officer-in-Charge (OIC) for the event should meet with the school site administrator or designee for a pre-game briefing
- The OIC for the event should brief all officers with an emergency plan and designated areas of responsibility approximately 30 minutes prior to the event
- Officers may work in pairs and minimize time spent in groups larger than two (2)



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- Be visible in area(s) where tickets are sold
- Be visible to entering spectators
- Patrol spectator area and maintain high visibility in areas of concern
- Assist supervision staff when requested
- Respond to unruly spectator incidents
- Escort box office personnel to office
- Monitor the exit of all spectators and athletes
- Provide traffic control for the exit of buses and monitor spectator traffic
- Follow visiting team buses to the freeway entrance, or to a safe location when deemed necessary
- Report any concerns to LASPD's area sergeant and/or watch commander
- Handle arrest or violation of the law in accordance to LASPD policies

ASSISTANCE: For assistance or further information, please contact the Interscholastic Athletic Department at: 213-241-5847.

For all School Police deployment questions regarding Interscholastic Athletic events, please contact the Los Angeles School Police Department Division's commanding officer for your area or in an emergency, the LASPD watch commander who can be reached through the Communications Center at 213-625-6631.

ATTACHMENTS: Attachment A: LASPD Officer Request Form

Los Angeles Unified School District
Interscholastic Athletic Department
LASPD Officer Request Form

SCHOOL: _____

Fall Due Date: August 25, 2017
Winter Due Date: November 10, 2017
Spring Due Date: February 9, 2018

DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					
DAY:					
DATE:			SPORT:		
LOCATION:				START TIME:	END TIME:
NUMBER OF OFFICERS REQUESTED:		Athletic Department Approval:		YES	NO
INITIALS:					

ATHLETIC DIRECTOR'S SIGNATURE: _____

DATE: _____

ADMINISTRATOR OF ATHLETICS' SIGNATURE: _____

DATE: _____