



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Metropolitan Transit Authority and Los Angeles Sheriff's Department - Cooperative Agreement with Los Angeles Unified School District

**NUMBER:** REF- 5473.1

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations  
Office of the Superintendent

Michelle King, Senior Deputy Superintendent  
School Operations  
Office of the Superintendent

**DATE:** September 20, 2013

## ROUTING

Administrators of Operations  
Operations Coordinators  
Principals  
Los Angeles School Police  
Department

**BACKGROUND:** In 2010, a partnership was developed with the goal to keep LAUSD students who ride the MTA buses and trains out of the criminal justice system in the event they are cited for minor infractions. A cooperative agreement was created among LAUSD schools, the MTA, and the Los Angeles County Sheriff's Department (LASD) Transit Services Bureau Deputies who patrol the public transit system. As a result of that meeting, these LASD Deputies will contact school staff on issues involving student behavior and student safety on public transit. The cooperative agreement with the District, the MTA and the Los Angeles County Sheriff's Department (LASD) has three objectives:

1. To provide an alternative to the criminal justice system for students caught for minor infractions on MTA buses, trains or platforms.
2. To establish continuous and regular cooperation between District schools, the Los Angeles School Police Department (LASPD) and Los Angeles County Sheriff's Department (LASD) to combat graffiti, vandalism and other crimes.
3. To establish regular cooperation between District schools and the MTA to improve service to the public.

**MAJOR CHANGES:** This Reference Guide replaces REF-5473.0 of the same subject dated May 10, 2011, issued by School Operations, and reflects current LAUSD organizational structure and contact information.

**INSTRUCTIONS:** **I. Student Behavior on MTA Buses, Trains, and Platforms**

- A. Before this agreement, students who committed an infraction on MTA vehicles or platforms were issued a citation that required them to appear before a judge and possibly pay a fine. For a minor infraction, this was an expensive burden for the student and the parents/guardians as well as



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the criminal justice system. This experience had the potential to de-rail academic success, graduation or college plans. This diversion program allows Sheriff's Deputies on MTA bus and rail lines to refer some students to the school's positive behavior support process as outlined in the Discipline Foundation Policy in place of issuing a citation. These infractions, which are categorized as lesser than misdemeanor offenses, include behavior such as smoking, eating, loud noises, littering, and fare evasion.

1. At the discretion of the LASD Deputy, a Juvenile Information Form (JIF) is filled out at the time of the offense and delivered to the regional LASD Team Leader for referral to the school.
  2. The LASD Transit Service Team Leader delivers a detailed "School-based Discipline Referral Form" (see attachment A) to the school.
  3. The school's existing discipline process then addresses the student's behavior. The school has the discretion to use any or all of their existing interventions and remedies based on the needs of the student.
- B. To assist with student remediation, MTA created an on-line quiz on bus safety that can be used to refresh a student's understanding of the Passenger Code of Conduct. The quiz can be found at [http://www.metro.net/about\\_us/transit\\_education/images/Metro\\_Code\\_Conduct\\_Questions.pdf](http://www.metro.net/about_us/transit_education/images/Metro_Code_Conduct_Questions.pdf). Students who take the quiz will receive a certificate of completion. The school's dean of discipline is encouraged to use this quiz, as well as other options, to assist and guide the student. An example of the completed certificate is included as Attachment B.
- C. In addition, the MTA has modified its Transit Access Pass (TAP) application to include a Code of Conduct agreement that students sign as a condition of receiving a TAP card. The MTA has modified its application to confirm that students understand the Passenger Rules and Regulations. It is anticipated that, as part of any student discipline involving MTA infractions, a reference will be made to the student's understanding of the Passenger Code of Conduct (Attachment G).

## II. Cooperation to Combat Graffiti, Vandalism and Other Crimes

- A. At the time that the LASD Transit Service Team Leader delivers the "School-based Discipline Referral Form" to the school, there will be an opportunity for school staff, the LASPD Resident Officer (RO) assigned to the school and the LASD Transit Service Team Leader to



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share information regarding criminal activity that may have a connection to both the school and MTA. This activity may include graffiti or other crimes. Pupil record information, including but not limited to student names and attendance records, may only be disclosed in accordance with BUL-2469.

- B. LASD has extensive experience and a large database of graffiti “tags” and schools are encouraged to cooperate with the LASD to reduce and solve graffiti crimes.

### **III. Cooperation Between LAUSD and MTA to Improve Safety and Service**

LAUSD and MTA agree to work together to protect the safety of our students and improve service to the public.

- A. MTA will take additional steps to inform our students about the MTA Passenger Rules and Regulations. The MTA and LASD are available to present at grade level/school assemblies on issues of bus and train safety and security. The MTA will also produce flyers and informational handouts for schools. The Metro Request Form can be used by school staff to request a presentation for students (Attachment C). Schools near new rail lines are highly encouraged to contact the MTA for this critical safety presentation so that all students understand the dangers of crossing on or near tracks.
- B. Schools will increase promotion of the “See Something, Say Something” program for rider safety (Attachment D). LAUSD will work with MTA and the LASD to promote safety for all riders.
- C. LAUSD personnel are to appropriately supervise students at bus stops and MTA loading zones at schools. MTA bus stops next to schools have become frequent locations for fights and vandalism. The recent changes in LAUSD bus transportation policy has increased the number of students using public transportation to travel to and from school.
- D. MTA will improve service to LAUSD students. Students have reported experiencing problems on MTA buses, but feel that they have no way to report their concerns to the MTA. A form to report such problems is included as Attachment E. Students who have a problem on an MTA bus can describe the problem when filling out the form, such as “the bus passed me without stopping,” and give the completed form to the school staff member who is the contact point for the LASD. The same Sheriff’s Transit Services Bureau Team Leader that delivers the referral form can also pick up the MTA Problem Form. LASD will deliver the Problem Form to MTA Vehicle Operations Management, who will



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follow up and take appropriate corrective action.

### IV. School Administrator Responsibilities

Schools are asked to do the following:

- A. Secondary schools are to fill out the School Contact Form (Attachment F) and fax or email it to the Office of Emergency Services at (213) 241-8950 or [emergencyservices@lausd.net](mailto:emergencyservices@lausd.net). A list of points of contact will be compiled for the LASD Transit Service Team Leaders.
- B. Any school that would like a presentation by the MTA on the Passenger Code of Conduct as well as bus and rail safety should fill out and fax Attachment C to (213) 922-8868.
- C. All schools are to review supervision assignments to ensure that MTA bus stops next to schools are appropriately supervised.
- D. Schools are asked to copy the "See Something, Say Something" flyer (Attachment D) and distribute it to the students who ride the MTA.
- E. Schools are asked to copy the MTA Problem form (Attachment E) and make the form and the identified contact person readily available. This allows students a venue to voice transit concerns, and the LASD Transit Service Team Leader can deliver completed problem form to an MTA supervisor.

### V. Attachments

Attachment A	School-based Discipline Referral Form
Attachment B	Passenger Code of Conduct Certificate of Completion
Attachment C	Metro Request Form for Safety, Code of Conduct Presentation
Attachment D	See Something, Say Something Flyer
Attachment E	MTA Problem Form
Attachment F	School Contact Form
Attachment G	MTA Passenger Code of Conduct

**ASSISTANCE:** For assistance or further information, please contact your ESC Operations Coordinator or the Office of School Operations at (213) 241-5337.



## LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



## TRANSIT SERVICES BUREAU

SCHOOL BASED DISCIPLINE REFERRAL PROGRAM

DATE OF CONTACT \_\_\_\_\_ TIME \_\_\_\_\_ DAY \_\_\_\_\_

VIOLATION \_\_\_\_\_

NAME \_\_\_\_\_ SEX \_\_\_\_\_ DOB \_\_\_\_\_

AGE \_\_\_\_\_ HT \_\_\_\_\_ WGT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_ ID # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

PARENT / GUARDIAN INFORMATION \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_

VIOLATION INFRACTION 640 \_\_\_\_\_ PC ☐ 374.4 PC ☐

LOCATION OF VIOLATION \_\_\_\_\_

TSB DEPUTY HANDLING \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

TSB SECTOR \_\_\_\_\_ BUS ☐ RAIL ☐

JAI # \_\_\_\_\_ ENTERED INTO JAI BY \_\_\_\_\_

TEAM LEADER HANDLING NOTIFICATION \_\_\_\_\_ PHONE # \_\_\_\_\_

PRIOR VIOLATIONS YES ☐ NO ☐ PARENTS NOTIFIED ☐PRIOR REFERRALS YES ☐ NO ☐ PARENTS NOTIFIED ☐

INCIDENT SUMMARY \_\_\_\_\_

REFERRED TO SCHOOL \_\_\_\_\_ DATE / TIME \_\_\_\_\_ SCHOOL OFFICIAL \_\_\_\_\_

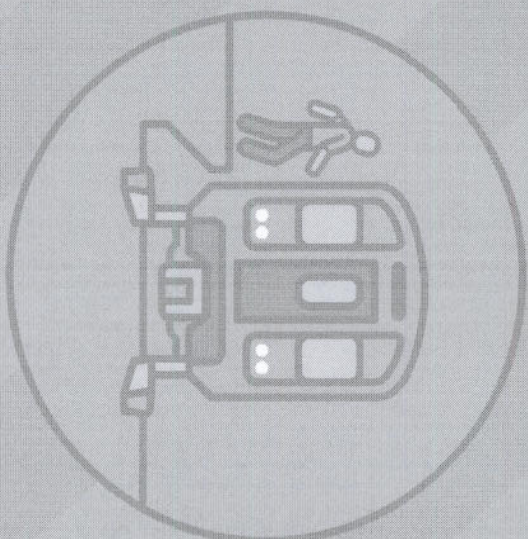
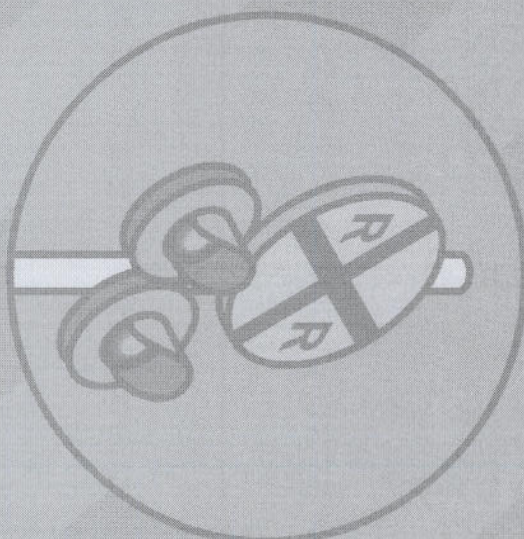
TAP CARD IN POSSESSION ☐ SCHOOL ID CARD ☐ ATTACHED TO FORM YES ☐ NO ☐

TSB REFERRAL TRACKING # \_\_\_\_\_

*Certificate of Completion*[metro.net/ridesafely](http://metro.net/ridesafely)

# Congratulations,

You have successfully demonstrated your knowledge of the Rules and Regulations for Riding Metro's trains and buses by taking the Metro Safety Quiz on \_\_\_\_\_.

**Metro**


**Metro**

## Metro Code of Conduct Presentation Request Form

*REQUIRED INFORMATION, AT A MINIMUM.*

*Once completed please fax it to 213-922-8868 Attention: Transit Education Programs*

\* Organization/School: \_\_\_\_\_

\* Contact Person: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* Daytime: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile \_\_\_\_\_

\* E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

\* Expected Attendees: \_\_\_\_\_ \*Ages/Grade Level : \_\_\_\_\_

\* Presentation Date: \_\_\_\_\_ \*Time(s): \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Equipment at Site: ☐ Projector Screen ☐ Electrical Hook-Ups ☐ Table

**MUST BE SUBMITTED 3 WEEKS IN ADVANCE**

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Metro Use Only:

Request Received (Date) \_\_\_\_\_

Closest Station: \_\_\_\_\_ Alignment: \_\_\_\_\_

Request Accepted ☐ Yes ☐ No Presenter: \_\_\_\_\_

Presentation Confirmed (date) \_\_\_\_\_ by \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## School Operations

# TRANSIT COMMUNITY WATCH

# "See Something - Say Something"

**FOR YOUR SAFETY AND THE SAFETY OF OTHERS, PLEASE  
REPORT ALL SUSPICIOUS AND UNRULY ACTIVITY.**

**CALL**

**METRO Sheriffs (888) 950-SAFE (7233)**

**METRO Bus/Rail  
Customer Relations  
(800) 464-2111**

**METRO Bus/Rail Information**  
**[323-GO-METRO \(466-3876\)](http://323-GO-METRO)**  
**[www.METRO.net](http://www.METRO.net) or call 511 or**  
**[www.Go511.com](http://www.Go511.com)**

**Anonymous Crime Tips  
(800) 222-TIPS (8477)  
[www.LACrimeStoppers.org](http://www.LACrimeStoppers.org)**

**Ongoing Law Enforcement  
Crime Tips  
[TransitCommunityWatch@LASD.org](mailto:TransitCommunityWatch@LASD.org)**



**E-MAIL**



**SEE SOMETHING -  
SAY SOMETHING**

**Do you need  
to report any  
problem you  
have had on  
an MTA bus  
or train?**



Complete this form and return it to your A.P. or Dean. It will be taken to the MTA Supervisor by a Los Angeles Sheriff's Deputy.

Date Reported: \_\_\_\_\_

Name of school: \_\_\_\_\_

Name of student reporting problem: \_\_\_\_\_

Contact phone number (in case the MTA supervisor needs more information):  
\_\_\_\_\_

Date problem occurred: \_\_\_\_\_

Time problem occurred: \_\_\_\_\_

Location (be as specific as possible):  
\_\_\_\_\_

Line Number: \_\_\_\_\_

Direction the line was running:  
\_\_\_\_\_

Bus Number: \_\_\_\_\_

Bus Operator ID (On the right sleeve of the uniform): \_\_\_\_\_

Please describe the problem you experienced:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you!**

*By reporting this  
problem, you are  
helping to improve*



*service to everyone.*

If you have questions or need additional information, please talk to the School Police Officer or administrator who gave you this form.

You may also contact the Office of School Operations at (213) 241-5337.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
OFFICE OF SCHOOL OPERATIONS

# MTA/LASD Points of Contact at School

SCHOOL NAME: \_\_\_\_\_

LOCATION CODE: \_\_\_\_\_

ESC: \_\_\_\_\_

***Point of contact for MTA. This should be the administrator on campus who oversees bus passes, bus safety, etc. This person can help coordinate safety presentations at the school by the MTA.***

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DIRECT PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_@\_\_\_\_\_

***Points of contact for Sheriff's Department. This should be the person who oversees student discipline and student supervision. This is the person who will receive the JIF from Sherriff's deputies, coordinates the MTA Problem Form, and compiles information about taggers.***

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL \_\_\_\_\_@\_\_\_\_\_

DIRECT PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SCHOOL POLICE OFFICER NAME: \_\_\_\_\_

DIRECT PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_@\_\_\_\_\_

Please send completed form to:

Jill Barnes, Coordinator

E-mail: [jill.barnes@lausd.net](mailto:jill.barnes@lausd.net)

Fax: (213) 241-8950

# Metro Rules Apply to Metro trains, platforms and buses



No Littering



No spitting or  
chewing gum



No loud or  
rowdy activity



No Eating or  
Drinking



No Gas Powered  
Vehicles



No  
rollerblading  
or  
skateboarding



No Smoking



No entry without  
valid fare



No playing of  
sound  
Equipment  
(earbuds  
acceptable)