

## **Procedure © 4-204.B Mandatory Reporting - Reporting Suspected Crimes or Incidents**

District employees are required to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property.

Staff shall immediately report any of the following suspected crimes:

1. Any suspected crime involving a deadly weapon or dangerous instrument.
2. Any suspected crime involving serious physical injury.
3. Any suspected crime posing a threat of death or serious physical injury.
4. Arson.
5. Armed robbery.
6. Burglary.
7. Kidnapping.
8. A dangerous crime against children as defined in [A.R.S. § 13-705\(R\)\(1\)](#).

Employees shall make such reports to local law enforcement and also immediately report to their supervisor and/or the building administrator.

The District shall notify the parent or legal guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of state or federal law. The District shall observe privacy requirements as established under the Family Education Rights and Privacy Act (FERPA) when notifying parents/legal guardians.

### **A. Documentation**

All involved staff shall promptly document the incident in writing and provide their written documentation to their supervisor or the building administrator before leaving for the day, or by the next work day if same day documentation is not viable.

The District shall maintain a record of any persons disciplined for violating this requirement, pursuant to applicable law.

### **B. Parents and Students**

Parents/legal guardians and students are encouraged to immediately report to staff any suspected criminal or unsafe activity on or near campus. The District's policy and this procedure are not intended to discourage anyone from reporting any such matters to local law enforcement as they deem appropriate.

### **C. Website**

The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website.

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Queen Creek Unified School District