

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Active Shooter on a School Campus or School Zone

Authority:

Michelle Scray, Chief Probation Officer

Purpose:

The purpose of this policy is to provide probation officers with general guidelines for responding to an active shooter situation on a school campus/zone. Providing guidelines for response to an active shooter situation on a school campus/zone will be beneficial for the safety of peace officers involved in the incident, the safety of those in the proximity of the active shooter and the safety of citizens in the immediate area of the active shooter. Facilitating the safety of those in the proximity of an active shooter will help provide assistance to local law enforcement to capture or neutralize the active threat and contain the area of the active shooter. These guidelines shall apply to officers whose assigned duty stations are school campuses, officers who may be visiting school campuses/zones in the course of their duties, and officers responding to a call for help, or directed to respond to the scene of the active shooter.

Definitions:

Active Shooter: Suspect activity that immediately causes death or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to potential victims. The activity is not limited to shooting. The suspect might be using a deadly weapon.

Safe School Zone: Safe school zone, pursuant to Penal Code Section 626, is defined as an area that encompasses any of the following places during regular school hours or within 60 minutes before or after the school day, or 60 minutes before or after a school-sponsored activity at the school site:

- A. Within 100 feet of a bus stop, whether or not a public transit bus stop that has been publicly designated by the school district as a school bus stop. This definition applies only if the school district has chosen to mark the bus stop as a school bus stop.
- B. Within 1,500 feet of a school, as designated by the school district.

Responsibilities:

I. Probation Officer

- A. The officer(s) on scene shall gather as much information as possible about the suspect(s) description, location, weapons type and number of weapons.
- B. The officer(s) on scene shall immediately broadcast all available information concerning suspect description, location, weapons, and injured parties in need of assistance to dispatch and provide updates to dispatch when any new information is available and the officer can safely broadcast the information.
- C. Request that dispatch notify the on-call director, or officer shall notify their immediate Supervisor.
- D. Refer any media contact to their Supervisor.

II. Supervising Probation Officer (SPO)

- A. Collect Information regarding the incident including
 - 1. Determine law enforcement jurisdiction and Incident Commander's name.
 - 2. Number of probation employees involved.
 - 3. Location of command center

Active Shooter on a School Campus or School Zone

4. Need for additional staffing

- B. Contact immediate Division Director or On Call Division Director.
- C. Report to command center and confirm employees' status.
- D. Refer any media contact to their Division Director or the On-Call Division Director.

III. Division Director

- A. Collect Information regarding critical incident including
 - 1. Determine law enforcement jurisdiction and Incident Commander's name.
 - 2. Number of probation employees involved.
 - 3. Location of command center.
 - 4. Need for additional staffing.
 - 5. Need for Supervisory support.
- B. Notify the DCPO/CDO.
- C. Report to command center.
- D. Conduct an internal debriefing/review (after action report) within twenty four (24) hours of termination of incident.
- E. Refer any media contact to the Departments Public Information Officer (PIO).

IV. Secure the Immediate Area

- A. The probation officer on scene of an active shooter shall secure the immediate area (including ensuring that the location is "locked down" if applicable) prior to taking any other action.
- B. The officer on scene should take any action deemed safe to assist in the activation of the established School Safety Plan.

V. Responding Officers

- A. Probation Officers (both on scene and responding) shall integrate with the response of local law enforcement on scene and provide any necessary assistance at the direction of the incident commander.
- B. Other probation officers shall not respond to the scene unless directed to do so by their chain of command.

VI. Pre-Action Considerations

- A. Prior to taking any action against an active shooter, the probation officer shall consider their own safety and capabilities, the safety of all officers and other personnel on scene. The probation officer needs to consider what actions he/she can undertake that will provide the best possible protection of themselves and all of the staff, personnel and students in the area. The probation officer on scene shall also consider all available information about the active shooter(s) in the area prior to taking any action and shall base any action on the best information available and on their own personal capabilities.

Guidelines:

Peer Support:

In the event of an active shooter situation, the Peer Support Coordinator shall be contacted by the Division Director or on-call director, briefed of the circumstances and activate Peer Support Officers to respond to the incident command center to provide support to involved staff members.

Active Shooter on a School Campus or School Zone

Safe Schools Plan (or school safety plan):

School Probation Officers and their supervisor shall be aware of and consider the Safe School Plan at their assigned districts.

Officer Support:

1. All officers directly involved in an active shooter incident shall participate in a departmental debriefing with administration, the Counseling Team and the Peer Support Team within twenty-four (24) hours of the incident.
2. All involved officers shall have qualified counselors made available to them pursuant to the Peer Support Procedure # 4.1(2).
3. Officer involved shootings shall be processed pursuant to the Arming Procedure, #00-02-78.

Administrative Review:

Officer involved shootings shall be processed as outlined in the Arming procedure #00-02-78.

All other active shooter incidents shall be processed pursuant to the Critical Incident Notification Procedure # 04-05-100.

Inspections:

Internal

At least one (1) annual drill shall be conducted at the direction of the Chief Probation Officer or the Chief's Command Staff in which one or more School PO's are activated and directed to assemble teams for a mock active shooter event. The Supervisor designated by the Division Director shall compile and retain a log of the findings of the mock drill.

External

A Professional Standards supervisor shall conduct an inspection regarding various aspects of this procedure no less than once per year and following completion of said inspection submit a written Inspection Report to the Chief Probation Officer.

References:

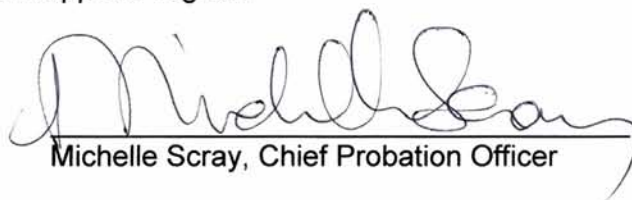
Inter-Bureau Procedure:

00-02-78 Arming
04-05-100 Critical Incident Notification

Department Procedure:

#4.1.(2) Peer Support Program

Issued by:



Michelle Scray, Chief Probation Officer

Date: March 21, 2011

Effective Date: April 4, 2011