

## OVERVIEW - SCHOOL INCIDENT REPORTING PARAMETERS

The incident must have occurred at any public or private elementary or secondary school (K-12<sup>th</sup> grade). Illinois Compiled Statutes mandate that certain types of incidents (attacks on school personnel, drugs, and weapons) occurring in or on school property be reported to local law enforcement authorities

### Reporting Guides:

- An arrest is not required before an incident is reported.
- If the incident is handled administratively, it is still reported to the I-UCR Program.
- The victim attacked was administrative personnel, teachers, or personnel employed by the school whose salary is paid by the school or district
- The victim was a student attacked by another student **and** a weapon (other than fists/feet) was **used**, including physically threatening the use of a weapon.
- Certain offenses need not have occurred on school grounds or during scheduled school day hours, if the victim was performing duties associated with their position when the attack occurred. (i.e. school field trip, school sporting events)
- Any business that is contracted (affiliated) with the school district is considered a school facility or conveyance (bus) and is considered a school location
- persons that are contracted (affiliated) with the school district are considered a school employee.

### Was the criminal offense one of the following:

- criminal homicide
- criminal sexual assault
- aggravated battery
- battery
- aggravated assault
- assault
- intimidation (as defined in 720 ILCS 5/12-6)
- aggravated intimidation
- educational intimidation
- Cannabis Control Act
- Controlled Substance Act
- Hypodermic Syringe
- Needle Act
- Drug Paraphernalia Act
- Methamphetamine Act
- Gun Offenses (Handgun, Long gun, Toy/Fake gun)

## ATTACK ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack

**Was the victim acting in their official school capacity or the attack is motivated by prior actions taken by the victim while acting in an official capacity?**

School Personnel Examples:

1. administrative personnel
2. teachers
3. educational support personnel
4. bus drivers & bus monitors
5. custodians
6. hall monitors
7. cafeteria workers
8. Resource Officers if school pays for 50% or more of their salary.

Rule Exception: a report is required when an attack occurs and the victim is not acting in an official capacity, **but** the attack is motivated by (prior) actions taken by the victim while acting in an official capacity.

**Examples:**

- A student receives a failing grade that prevents the student from graduating. The student goes to the teacher's residence on a Saturday morning with a firearm threatening the teacher.
- A parent encounters their child's school band Director at the park. The Director recently announced first chair for each section and the parent believes their child was overlooked. An argument ensued, resulting in the parent battering the Director.

## **DRUG & FIREARM INCIDENTS**

Did the incident occur **ON** school owned or leased property or any conveyance owned, leased, or used by the school for the transport of students?

Did the incident occur during:

- normal school hours, **OR**
- at a school-sanctioned activity, **OR**
- at school sanctioned activity if students involved remained at the school owned/leased property afterwards, **OR**
- within a reasonable time frame after school hours/after school sanctioned event (usually more than 2 hrs. afterward)

Drug and firearm incidents that occur in a vehicle on loan/leased to the school **OR** when school personnel use their personnel vehicles for the purpose of transporting students to a school-sanctioned activity must be reported.

## **DRUGS**

**Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the superintendent or his or her designee, or other appropriate administrative officer for a private**

**school, shall report all such drug-related incidents occurring in a school or on school property to the local law enforcement authorities.**

**The drug offense must be a violation of one of the following:**

- Cannabis Control Act
- Controlled Substance Act
- Hypodermic Syringe
- Needle Act
- Drug Paraphernalia Act
- Methamphetamine Act

## **FIREARMS**

**Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the superintendent or his or her designee shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities immediately within 24 hours of occurrence.**

**Firearms should be reported in one of three categories (NOTE: Firearms that are not in working condition must be reported in the appropriate Handgun or Long Gun category; however, incidents involving parts of firearms are not reported.)**

- Handgun (semi-automatic, pistol)
- Long gun (shotgun/rifle, machine gun)

## **REPORTING ATTEMPTED OFFENSES**

Attempted offenses are **NOT** collected in school incidents involving attacks against school personnel. In these cases, it is likely the attempted offense results in the occurrence of a lesser offense that must be reported (i.e. Attempted Aggravated Battery could be Aggravated Assault).