## **Police Contact Procedures**

## 1. Phone Numbers:

- a. ALL EMERGENCIES Centrex.....(9) 911

## 2. During Normal School Hours:

- a. If there is a question as to whether or not police should be called, the G.R.P.S. Office of Public Safety should be called (819-2100).
- b. The Principal should identify himself or herself, the school, state the problem, and request officers. If police are requested, the Principal should meet officers at a designated area.
- c. The Principal should notify the Superintendent's Office after contacting the police and identify himself or herself, the school, and state the actions taken.
- d. The Superintendent's Office will take further action if necessary.

## 3. After Normal School Hours:

The building Principal is responsible for all extracurricular activities sponsored by his or her school. If the Principal considers it necessary to call for police assistance at the building or activity, he/she should comply with the following procedure:

- a. The Principal should identify himself or herself, state the problem, and request an officer. If police are requested, the Principal should meet them at a specified area.
- b. The Superintendent should be notified immediately if the situation is or develops into an extreme emergency.
- c. The following school day, the building Principal shall ensure that the Superintendent's Office is notified of the incident and the action taken.
- d. The Superintendent's Office will take further action, if necessary.

Rules Accepted: June 29, 2009