

APPENDICES

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APPENDIX I

EXPLANATION OF OFFENSE CATEGORIES FOR CHICAGO AND PALM BEACH COUNTY

CHICAGO

SIMPLE ASSAULT

- ASSAULT - SIMPLE
- BATTERY

OTHER CRIMES AGAINST PERSONS

- AGGRAVATED ASSAULT
- AGGRAVATED BATTERY
- AGGRAVATED INTIMIDATION BY GANG
- BATTERY OF UNBORN CHILD
- CRIMINAL SEXUAL ASSAULT
- DOMESTIC BATTERY
- MURDER
- ROBBERY
- STALKING - TRANSMITS THREAT

CRIMES AGAINST PROPERTY

- AID/ABET/POSSESSION/SELL STOLEN VEHICLE
- ARSON
- BURGLARY
- CRIMINAL DAMAGE TO PROPERTY
- CRIMINAL DEFACING OF PROPERTY
- RETAIL THEFT/THEFT
- VANDALISM

DRUG

- CALCULATED DRUG CONSPIRACY
- CANNABIS
- POSSESSION OF CONTROLLED SUBSTANCE

DISORDERLY CONDUCT

- DISORDERLY CONDUCT

WEAPONS VIOLATION

- DISCHARGING TOY FIREARMS
- FIREARM
- POSSESSION OF AMMUNITION
- POSSESSION/DISCHARGING AIR RIFLE
- REPLICAS FIREARMS/PELLET GUNS
- SALE, DISPLAY AND USE OF UTILITY KNIVES
- UNLAWFUL TO CARRY WEAPONS

MISCELLANEOUS

- ABANDONED REFRIGERATOR
- ALCOHOLIC LIQUOR GIVE TO MINOR
- COMPEL ORGANIZATION MEMBERSHIP
- CONTRIBUTE TO NEGLECT OF CHILD
- CURFEW VIOLATION
- DOMESTIC - VIOLATION OF ORDER OF PROTECTION
- DRINKING ALCOHOL ON THE PUBLIC WAY
- ESCAPE - AID - PERMITS ESCAPE - PROBATION
- FALSE FIRE ALARMS
- GAMBLING
- HARASSMENT BY PHONE/THREATEN/KILL
- HARASSMENT BY TELEPHONE
- ID CARD - POSSESSION FRAUDULENT ID CARD
- INCITING RIOTS
- INTIMIDATION
- ISSUANCE OF WARRANT
- MINOR DRINKING - INTOXICATION
- MINOR POSSESSION LIQUOR IN PUBLIC
- MOB ACTION
- POSSESSION OF PAINT/MARKER WITH INTENT TO DEFACE
- PERMIT REQUIRED - AIR/TOY WEAPONS
- PIERCING BODY OF A MINOR
- POSSESSION OF PAINT/MARKER WITH INTENT TO DEFACE
- POSSESSION OF SPRAY CAN/MARKER BY UNDERAGE PERSON
- PUBLIC INDECENCY/LEWD EXPOSURE
- RECKLESS CONDUCT
- RESIST/OBSTRUCT-PEACE OFFICER
- SALE/USE/EXPLOSION OF FIREWORKS
- SOLICITING UNLAWFUL BUSINESS
- TELEPHONE HARASSMENT BAIL
- TELEPHONE/COMMUNICATION
- WIRES-OBSCENE MESSAGES
- THREATEN A PUBLIC OFFICIAL
- TRESPASSING

PALM BEACH COUNTY

SIMPLE ASSAULT

- ASSAULT ON STUDENT/STAFF/POLICE UNARMED
- AFFRAY

OTHER CRIMES AGAINST PERSONS

- BATTERY SCHOOL BOARD EMPLOYEE/LAW
- ENFORCEMENT OFFICER
- AGGRAVATED BATTERY
- ROBBERY STUDENT/STAFF
- SEX OFFENSE/SEX BATTERY
- RESISTING

CRIMES AGAINST PROPERTY

- CRIMINAL MISCHIEF
- ARSON/MALICIOUS BURNING
- THEFT/LARCENY
- VANDALISM
- FIRE EXTINGUISHER

DRUG

- ALL POSSESSIONS
- ALL DRUGS

DISORDERLY CONDUCT

- DISRUPTION

WEAPONS VIOLATIONS

- KNIFE
- FIREARM

MISCELLANEOUS

- MISCELLANEOUS
- BRIBERY/FORGERY
- FAIL TO APPEAR
- THROWING MISSILE
- LEWDNESS
- WARRANT ARREST/COMMUNITY CONTROL/VIOLATION OF PROBATION
- RESIST
- OBSTRUCT
- TRESPASS
- BOMB THREAT
- FALSE IMPRISONMENT
- INTIMIDATION
- CHILD ABUSE

APPENDIX II

PREVENTION, INTERVENTION, AND DIVERSION PROGRAMS

(Note: These programs have not been evaluated as part of this report and therefore are not being endorsed.)

Blueprints for Violence Prevention, a national initiative of The Center for the Study and Prevention of Violence at the University of Colorado at Boulder, has identified model prevention and intervention programs that “meet a strict scientific standard of program effectiveness.” Some of these model programs are described below. A complete list of the programs and other promising initiatives may be found at www.colorado.edu/cspv/blueprints/.

- **Big Brothers Big Sisters of America:** This program provides services to 6- to 18-year-old disadvantaged youths from single-parent households. The goal of the program is to develop a caring relationship between youths and adult mentors. For more information, go to www.bbbsa.org
- **Bullying Prevention Program:** This program provides services to primary and secondary school students. The goal of the program is to reduce victim-bully problems among these students, achieve active involvement from parents and teachers, develop clear rules against bullying behavior, and provide support and protection for victims. For more information, go to www.clemson.edu/olweus
- **Life Skills Training:** This drug-use-prevention program serves junior high/middle school students. The three basic components of the program are to teach youth personal self-management skills (e.g., decision making and self-control), social skills, and skills to resist drug use. This training is taught by classroom teachers. For more information, go to www.lifeskillstraining.org

Other prevention and intervention programs that are readily utilized in schools across the country are:

- **Second Step Violence Prevention Program:** This program teaches elementary and middle school students how to deal with emotions, resist impulsive behavior, solve problems, and resolve conflicts. For more information, go to www.cfchildren.org/
- **Positive Behavioral Intervention and Supports (PBIS):** This program teaches “proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.” Implemented primarily in elementary and middle schools, PBIS recognizes that the strict implementation of punishment (suspensions, expulsions) in the absence of other positive strategies is ineffective. It provides training to teachers and parents about effective classroom and non-classroom management of students’ behavior. For more information, go to www.pbis.org/schoolwide.htm
- **Peer Mediation Program:** This program trains students on how to mediate peer issues such as rumors, name calling, minor harassment, and fights. It is offered at elementary, middle, and high schools. For more information, go to www.cmsp.org/programs/peer_med.htm

- **Peer Jury:** This program trains students to serve as jurors who will analyze the facts of a student's school discipline case, ask questions, and make decisions about the appropriate consequences. "By allowing students to take leadership roles in every level of the process, including the development, planning, and implementation of the program, the juries redefine the role of youth in addressing student misconduct." For more information, go to www.peerjury.com

Youth diversion programs provide an alternative to channeling youth through the juvenile justice system. Instead of going to juvenile court, youth are referred to community-based programs that, if completed successfully, will help them avoid a juvenile record. One such program that is growing more and more popular nationwide is:

- **Teen Court:** This program typically serves youth aged 14 to 16 years old who are first-time offenders and have been charged with non-violent offenses (e.g., vandalism). Instead of going to juvenile court and risking formal prosecution, these youths will participate in a hearing where teenagers serve as the attorneys, jurors, and in some cases judges. For more information, go to www.youthcourt.net

APPENDIX III

BALTIMORE SCHOOL POLICE

POLICE DIRECTIVE 03-20

AUGUST 2003 (Original Date)

DIVERSION AND EARLY BEHAVIORAL INTERVENTION INITIATIVE

I. POLICY

The Baltimore School Police Force (BSPF) uses three strategies—Prevention, Early Behavioral Intervention, and Diversion—to accomplish departmental goals. Specifically, Diversion is an intervention process that is used to address the BSPF goals “to decrease the need for youth to enter the juvenile justice system” and “to identify conditions, policies, practices, and decisions contributing to over-representation of minority youth in the juvenile justice system.” Early Behavioral Intervention is an intervention process designed to address the BSPF goals “to provide an alternative to filing criminal charges” and “to reshape inappropriate youth behaviors.”

The Diversion process is used when arrest is the appropriate response to student behavior.

The Early Behavioral Intervention process is used in lieu of or prior to filing criminal charges:

- when student behaviors are disruptive and arrest is not applicable, or
- when arrest is discretionary, or
- when a victim agrees to attempt an intervention.

II. PURPOSE

The purpose of this directive is to establish guidelines governing access and use of Diversion and Early Behavioral Intervention initiatives by Baltimore City Public School System (BCPSS) personnel.

III. INTERVENTION RESOURCES (See attached brochures for descriptions of organizations and intervention processes.)

Diversion resources that may be accessed:

- Teen Court
- Community Conferencing

Early Behavioral Intervention resources that may be accessed:

- Teen Court
- Community Conferencing
- Community Mediation

POLICE DIRECTIVE 03-20

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REVISED DATE SEP 2004

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IV. ELIGIBLE YOUTH

A. Teen Court

Youth is eligible for consideration for **Teen Court** when the following conditions apply:

- Youth is a Baltimore City resident.
- Youth is between the **ages of 11 and 16**.
- Youth is charged with minor offenses listed in **Section V—Eligible Offenses**. See also, the offenses listed in Attachment 3—Teen Court Eligibility Criteria:
 - Youth has less than 3 prior arrests for minor offenses within four (4) years.
 - Youth's parent/guardian is willing to be involved.
 - Youth admits guilt/involvement in the offense.
 - Youth is not currently under the supervision (pre-court or formal) of the Department of Juvenile Services.
 - Youth does not have charge(s) pending with the State's Attorney's Office.
 - Youth is not a repeat CDS (Controlled Dangerous Substances) offender.
 - Youth has no prior arrest(s) for felonies.
 - Firearms were not involved.

B. Community Conferencing

Youth is eligible for consideration for **Community Conferencing** when the following conditions apply:

- Youth is between the ages of **6 and 17**. (Community Conferencing is the most appropriate intervention for elementary school and K-8 school students.)
- Youth is charged with minor offenses listed in **Section V—Eligible Offenses**.
- Youth is involved in conflicts or incidents related to issues of gender identity and sexuality or sexual harassment.
- Youth is involved in conflicts involving many individuals from school and/or community.
- Youth's parent/guardian is willing to be involved.
- Youth admits involvement in the offense.
- Youth is not a repeat CDS (Controlled Dangerous Substances) offender.
- Youth has no prior arrest(s) for felonies.

C. Community Mediation

Youth is eligible for consideration for **Community Mediation** when the following conditions apply:

- Youth is **age 13 or older**.
- Dispute is between fewer than 12 people.
- Dispute is between:
 - a. students, or
 - b. students and parent, or
 - c. students and staff, or
 - d. staff and parents
 - e. community

V. ELIGIBLE OFFENSES & INCIDENTS

Tier 3 Offenses—Appropriate for Arrest and Diversion

A youth is eligible for Diversion when charge is an offense listed below:

- Aggravated Assault
- Arson
- Auto Theft
- B&E/Burglary
- Bomb Threat (phone)
- Destruction of Property (more than \$500)
- Drug Possession
- Drug Possession with Intent
- Extortion (more than \$500)
- Robbery/Attempted Robbery
- Robbery, Armed
- Sexual Harassment
- Theft (more than \$500)
- Weapon Possession

Tier 2 Offenses—Appropriate for Early Behavioral Intervention by BCPSS Personnel

A youth is eligible for Early Behavioral Intervention when misdemeanor charges are discretionary:

- Assault by Threat
- Assault on Police
- Assault on Staff
- Assault on Student
 - Bomb Threat (verbal)
 - Disorderly Conduct
 - Destruction of Property (less than \$500)
- Extortion (less than \$500)
- Fighting
- Inciting/Participating in Disturbance
- Malicious Burning (Fire)
- Theft (less than \$500)
- Trespassing
- Vandalism (less than \$500)

Tier 1 Offenses—Appropriate for Early Behavioral Intervention by School Resource Specialists and School Administrators

A youth is eligible for Early Behavioral Intervention when behavior is antisocial and disruptive. Youths are eligible when conflicts are ongoing or difficult to resolve:

- Classroom Disruption
- Disrespect
- Harassment (Bullying)
- Insubordination
- Refusal to Obey School Policies
- Ongoing Disputes

VI. PROCEDURES

A. DIVERSION

The administrative process for initiating Diversion is as follows: School Police Officer will

- Arrest the student(s).
- Inform the Student(s) and School Administration of the Diversion process.
- Prepare a “Baltimore Police Offense/Incident Report.”
- Prepare a “Baltimore School Police Incident Stat Sheet.”
- Submit the signed Crime Stat Sheet to BSPF Administrative Staff within 24 hours.

B. EARLY BEHAVIORAL INTERVENTION

The administrative process for initiating Early Behavioral Intervention is as follows:

School Police or Resource Specialist will

- Inform the Student(s) and School Administration of the Early Behavioral Intervention process.
- Obtain consent (verbal) of School Administration for Early Behavioral Intervention. Note: for a Community Conference, School Administration must be willing to participate in the intervention.
- Obtain consent (verbal) of victim(s) and offender(s). All involved parties must be willing to participate in the intervention.
- Prepare a “Baltimore School Police Force Referral Form.” Obtain a BSPF In-House Referral Number from BSPF Communications at x6-8590/ or x6-8591. (See attachment.)
- On the referral form, check the appropriate Referral Organization as listed in Section III—Resources.
- On the referral form, list names, addresses, and phone numbers for the following persons involved with the case:
 - a. Student(s)
 - b. Parent(s)/guardian(s)
 - c. School administrator(s) or staff (Include this information under the “Narrative” section on the referral form.)
 - d. School Police Officer/School Resource Specialist(s) (Include this information at the bottom of the “Narrative” section.)
- Prepare a “Baltimore School Police Incident Report Summary/Incident Stat Sheet.” (See attachment.)
- On the stat sheet, check the appropriate Referral Organization as listed in **Section III—Intervention Resources**. Write the BSPF In-House Referral Number in the upper left box or in the box labeled “CC#” (Centralized Complaint #).
- Submit the signed Referral Form and Incident Report Summary to BSPF Administrative Staff within 24 hours.

C. BSPF ADMINISTRATIVE STAFF ACTION

The administrative process for transmitting referral information is as follows:

BSPF administrative staff will

- Check referral form for complete information (names, addresses, phone numbers of students, caregivers, school personnel, School Police Officers, AND School Resource Specialists involved with the case).
- Check for prior offenses/record on student (Community Conferencing referrals only).
- Fax the Referral Form to the appropriate Referral Organization as listed in **Section III— Intervention Resources.**
- Check Special Education Tracking System (SETS) or School Administration Student Information (SASI) for the Pupil Identification Number. Include this number on the Referral Form and Crime Stat Sheet.
- Check Special Education Tracking System (SETS) or School Administration Student Information (SASI) for status of student as special education/general education.
- Notify (1) school administration, (2) Student Support Team (SST) or IEP Process Manager/Child Study Team (CST) chairperson, and (3) Office of Suspension Services (OSS) in writing that referral was made. Recommend conducting a Functional Behavioral Assessment (FBA) and developing a Behavioral Intervention Plan (BIP) and including BSPF staff as implementers on the BIP.
- Forward copy of the Case Disposition Notification Form to (1) school administration, (2) Student Support Team (SST) or IEP Process Manager/Child Study Team (CST), and (3) Office of Suspension Services.
- Whenever BSPF has not received a Case Disposition Notification Form from the Referral Organization within 90 days of the Incident, contact the Referral Organization for the disposition. If criminal investigation is required, victim (parent) will be advised to contact the appropriate police authority.
- Report case to (1) school administration, (2) Student Support Team (SST) or IEP Process Manager/Child Study Team (CST), and (3) Office of Suspension Services if Referral Organization reports an unsuccessful outcome.
- Meet with the Office of Student Suspensions (OSS) on a monthly basis to compare information on students who are referred to OSS by school administrators and also are referred to Early Behavioral Interventions by BSPF.

VII. CANCELLATION NOTICE

This Police Directive supercedes any previously issued directives, general orders, or standard operating procedures.

VIII. EFFECTIVE DATE

This Police Directive shall become effective on September 1, 2004.

Authority:

Paul R. Benson, Sr., Chief of Police Date

I hereby certify that I have read and understand this directive:

Member's Signature Date

Attachments (5)

Brochures (3)

- Community Conferencing
- Community Mediation
- Teen Court

Forms (2)

- BSPF Referral Form
- BSPF Incident Report Summary/Incident Stat Sheet