


<b>FAIRFAX COUNTY POLICE DEPARTMENT</b>    <b>GENERAL ORDER</b>	<b>SUBJECT:</b> <b>POLICE PROCEDURES AT FAIRFAX COUNTY SCHOOLS AND SCHOOL CROSSINGS</b>		<b>NUMBER:</b> <b>611</b>
	<b>EFFECTIVE DATE:</b> June 17, 2024	<b>REVIEW:</b> June 2028	
<b>RESPONSIBLE ENTITY:</b> Patrol Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised: 06-17-24
<b>ACCREDITATION STANDARDS:</b>	CALEA 1.1.3, 1.2.5, 44.2.1, 44.2.2, 44.2.3, 44.2.4, 82.2.1, 82.2.2, 83.2.1 <hr/> VLEPSC ADM.02.02, ADM.02.03, ADM.16.01, ADM.25.07, OPR.04.02, OPR.04.03, OPR.04.04		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for officers who respond to events occurring at Fairfax County Public School (FCPS) facilities that involve faculty, staff members, and/or students or who work school crossings.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) that officers shall coordinate with FCPS officials for any incident or event that occurs on school property so as to prevent or mitigate potential disruptions and promote a safe learning environment for all. Students, faculty, and school property shall be protected and valued by all officers, and in order to ensure both efficient and equitable public safety services are continually provided to the FCPS community, both FCPD and FCPS have memorialized their ongoing School and Law Enforcement Partnership (SLEP) in a [Memorandum of Understanding](#) (MOU). Additionally, it is the policy of the FCPD to assist County schools with the safe and efficient traversing by students across Fairfax County roadways to and from their respective schools by maintaining control of intersections during designated times in order to create the safest environment possible for school children and other residents as they walk or bike to and from County schools.

III. DEFINITIONS

- A. **Controlled Intersection:** Any intersection controlled by (1) traffic signals, stop sign(s) protecting a crosswalk, or (3) with a crossing guard or officer present.
- B. **Controlled Substance:** Any substance that is unlawful to possess, required to have a valid prescription for, or is prohibited by [FCPS School Regulations](#). Examples include alcohol, controlled narcotics, tobacco, and fireworks.

- C. **De-Escalation**: The result of a combination of communication, tact, empathy, instinct, and sound officer safety tactics with the objective of achieving a positive outcome ideally by reducing the need for force.
- D. **FCPS Office of Safety and Security (OSS)**: Provides overall guidance, direction, and support to the Safety, Health, and Security programs. This includes federal (and Commonwealth of Virginia equivalent), Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA) programs. OSS provides 24-hour emergency communications, security patrols, response to calls for services, school inspections, and central monitoring for FCPS facilities. The OSS Director coordinates directly with the School Liaison Commander.
- E. **Grand Master Key (GMK)**: Key that unlocks all doors in the FCPS system.
- F. **Manual on Uniform Traffic Control Devices (MUTCD)**: A US Department of Transportation publication that sets minimum standards and provides guidance to promote uniformity of traffic control devices across the nation.
- G. **Physical Restraint**: Any personal restriction that immobilizes or reduces the ability of an individual to move their torso, arms, legs, or head freely, but does not include a temporary touching or hold to escort an individual to another location.
- H. **Pivot Maneuver**: A form of traffic direction and control where a School Crossing Guard provides instruction to one lane/direction of traffic to relieve congestion.
- I. **Principal**: Leader, manager, and administrator of a school, or their designee.
- J. **School Crossing Guard**: Department employee who promotes the safe movement of persons to and from schools across a roadway.
- K. **School Crossing Guard II**: School Crossing Guard who, with command approval, may also conduct traffic direction and control techniques to alleviate traffic congestion at locations other than a school crosswalk.
- L. **School Liaison Commander (SLC)**: Command Staff Officer assigned to the school system who ensures the coordination of resources, responses, and effective information sharing/notification between the Director of the Office of Safety and Security (OSS), Station Commanders, SROs, and Patrol Bureau.
- M. **School Administrator**: Administrative staff of the FCPS to include members of the Fairfax County School Board, members of the Superintendent's Office, OSS staff, Principals, Sub-school Principals and Assistant Principals.
- N. **School Official**: Principal, Sub-school Principals, School Administrators, Teachers, Substitute Teachers, Instructional Aides, Security Specialists, Bus Drivers, Coaches, SROs, and any other FCPS staff member.

- O. **School Resource Officer**: Police Officer assigned to a school on either a full or part-time basis, who are at the rank of either a Police Officer First Class (PII) or Master Police Officer (PIII) and have successfully completed mandatory training requirements provided by the Fairfax County Criminal Justice Academy (FCCJA) as it pertains to working with the diverse needs of students, school security, and providing disaster and emergency responses.
- P. **Traffic Direction and Control**: Where an authorized and trained employee enters a roadway or intersection and manages pedestrian and/or vehicular traffic.
- Q. **Traumatic Incident**: Any event that can have a significant psychological or emotional impact on the students, faculty, or community.
- R. **Weapon**: Any device capable of inflicting injury as defined in the [Code of Virginia](#) or by [FCPS School Regulations](#).

#### IV. SCHOOL RESOURCE OFFICER GENERAL RESPONSIBILITIES

- A. School Resource Officers (SRO) shall provide law enforcement services in public schools for matters related to safety, security, and information exchange with FCPS officials and staff. SROs may also assist school personnel with law-enforcement related presentations and school safety procedures.
- B. SROs shall provide a visible deterrent to crime and be observable in patrolling both the interior and exterior of their assigned school. SROs are expected to handle calls for service that occur during school hours, wear their standard uniform, operate a marked police cruiser while on-duty unless otherwise authorized by the SRO supervisor, and assist as needed with traffic-related issues that occur at the school.
- C. SROs shall generally not become involved in FCPS administrative activities or actions that are not related to the safety of students and staff members. Absent a clear and imminent threat to school safety, all FCPS staff requests for SRO assistance shall be channeled through a school administrator.
- D. **Violations of FCPS Regulations**: SROs should familiarize themselves with the FCPS code of student conduct and the [Student Rights and Responsibilities](#) handbook, however, they shall not become involved in enforcement of school infractions that are not violations of law. Where a SRO becomes aware of a violation of FCPS policy, the SRO shall notify a school administrator of the occurrence and defer to FCPS student disciplinary procedures, unless specifically requested to assist by a school administrator with a safety concern that cannot be addressed by school safety and security staff.
- E. **Criminal Violations**: SROs shall handle juvenile criminal infractions in accordance with [FCPD General Order 610 \(Juvenile Procedures\)](#).

1. Criminal incidents involving students that occur either on school property or during traveling between school and home may result in the need for both FCPD criminal and FCPS administrative investigations. Except for felonies, violent misdemeanors, or crimes involving imminent risk of harm to another, the FCPS administrative investigation should occur first.
  2. Where the SRO believes that a criminal investigation should occur first, they shall notify the responsible school administrator. If the administrator does not agree, the School Liaison Commander (SLC) shall be contacted for guidance.
  3. Where the school defers their administrative investigation in lieu of a criminal investigation, the Department shall assist and provide proper personnel to attend school hearings to testify and present evidence as needed. Should a conflict arise regarding sought FCPD testimony and/or evidence by FCPS, the SLC and FCPS counsel shall coordinate and resolve the matter.
  4. Compelled statements made during a FCPS administrative investigation that are witnessed by an officer shall not be included in a criminal investigation with the exception of public safety information related to the imminent threat of violence or danger to another. Where this occurs, the SRO supervisor shall request another officer to conduct the investigation.
  5. Evidence collected by a SRO to be used in a criminal prosecution may be initially stored in a locked storage compartment provided by the school. The evidence shall not be stored beyond the day of collection and should be transported by the SRO to the nearest district station and stored in accordance with the current [Property and Evidence Packaging Manual](#).
- F. **Enforcement Activities**: Any police enforcement activity (ex: undercover drug or alcohol enforcement) sought to be conducted at a FCPS facility shall require the approval of the Chief of Police or their designee. The SLC shall be notified to coordinate the enforcement activity with the FCPS Director of the Office of Safety and Security (OSS).
- G. **Weapons and Controlled Substance Complaints**: Officers who respond to a FCPS facility for a weapon or controlled substance complaint shall determine if the case is prosecutable. Where prosecution will not occur, the illicit item will be collected and disposed of in accordance with FCPD policies and procedures. Where prosecution will occur, the officer shall process the item as evidence and be responsible for seeking petitions, warrants, seeking subpoenas, filing lab sheets, and notifying school officials of the laboratory results. Officers shall not test controlled substances at the request of FCPS for the sole purpose of supporting a FCPS administrative investigation.
- H. **Traumatic Incidents**: SROs shall notify both the school principal and SRO supervisor (or, if not available, the nearest on-duty supervisor) of any traumatic

incident involving a FCPS student, staff member, property, or any event generating media or community inquiries as soon as possible. Examples of traumatic events may include the death of a student or staff member, events requiring significant police responses, school bus crashes with serious injuries, or any event affecting school safety.

**Note:** Per the [Code of Virginia](#), officers may not publicly disclose the identity of any victim of sexual assault, sexual abuse, or family abuse, to include juvenile victims, or the victim's next of kin if the victim is a minor and the victim's death results from any crime, except to the extent that disclosure is limited to (1) the site of the crime, (2) is required by law, (3) is necessary for law-enforcement purposes, or (4) is permitted by the court for good cause. Officers shall contact their supervisor and coordinate with the FCPD Victim Services Section prior to disclosing any of this information to ensure it is in accordance with existing law.

- I. **Risk Assessments:** Per the [Code of Virginia](#), the SRO or any law enforcement officer shall be included in threat assessments that are performed at schools by the school based threat assessment team. Not every risk assessment initiated by school officials will require law enforcement investigation, however, any time an FCPS employee notifies an SRO or law enforcement officer that a risk assessment is being performed, this shall be documented by the SRO or law enforcement officer on an incident report in the current records management system using the event type **Service – Police Service**.

## V. SCHOOL LIAISON COMMANDER AND SUPERVISOR RESPONSIBILITIES

- A. **School Liaison Commander:** The SLC shall serve as the SRO program commander and direct point of contact between the FCPD and FCPS. The SLC coordinates with the Director of the OSS for daily operations and ensures proper notifications are made to district station commanders, Patrol Bureau, and the Public Affairs Bureau (PAB) regarding FCPS matters of interest. The SLC shall be notified by officers of the following events:

1. Any traumatic event involving FCPS students or staff members.
2. Reports of threats involving FCPS facilities, students, or staff members.
3. Any use of force by an officer against a FCPS student or staff member.
4. Death or serious injury to any FCPS student or employee.
5. Per the [Code of Virginia](#), the arrest of any adult student of any Virginia public school for a felony offense.
6. Per the [Code of Virginia](#), the arrest of any public school employee of any Virginia public school for a felony or Class 1 misdemeanor.

7. Fires or any structural damage to FCPS buildings and/or facilities.
8. Traffic crashes with serious injuries involving FCPS buses or other vehicles.
9. Allegations of felonious or sexual assault that occur at FCPS facilities.
10. Reported abductions (or attempts) from a FCPS facility, event, or bus stop.
11. Reported disturbances and/or significant road closures at or near a FCPS facility from 0500-1700 Monday through Friday (PLC responsibility).
12. Any police/fire event requiring a FCPS facility to “lockdown” or “secure the building” condition whenever schools are open.
13. Any incident in which a student is suspected to be abused and/or neglected.
14. Any event deemed newsworthy regarding the FCPS for any reason.

- B. **SRO Supervisors:** SRO first-line supervisors report directly to the SLC and (1) assist SROs with investigations, (2) provide timely notifications to the SLC and district station commanders, (3) meet with SROs at their assigned schools to observe performance and assist with any required training, and (4) attend Parent-Teacher Association and community meetings as needed.

## VI. DETENTION AND ARREST OF FCPS STUDENTS

- A. Arrests and detentions of students shall comply with all FCPD policies and procedures, to specifically include [FCPD General Order 601 \(Arrest Procedures\)](#) and [General Order 610 \(Juvenile Procedures\)](#). Officers should attempt alternative methods of enforcement, such as Diversion, Oral Counseling, and Restorative Justice programs in lieu of criminal prosecution whenever possible.
- B. **Service of Court Orders on FCPS Property:** Service of court orders (ex: shelter care and detention orders, petitions, etc.) should be avoided on FCPS property unless otherwise required for public safety or investigatory needs. Orders necessitating service on FCPS property should be served outside of traditional school hours. Any officer who believes a court order should be served at a FCPS facility shall consult with an SRO supervisor prior to service if possible and school administrators should be notified to minimize potential disruptions to the school environment. A school administrator shall be notified for any arrest effected during school hours, on school property, or during a school event.
- C. **Physical Restraints Upon Students:** Where an FCPS staff member requests an officer to physically restrain a student, officers shall not become involved unless there exists imminent danger of physical harm to an individual. Any application of restraints on a student shall be documented in the current RMS. At

any time, SROs may de-escalate school conflicts that might result in violence.

## VII. SEARCHES AT FCPS FACILITIES

- A. **Administrative Searches:** FCPS administrators may conduct searches of any student property, to include motor vehicles, whenever belief exists that a student has violated either the law or FCPS rules. Officers shall **not** become involved in administrative searches unless specifically requested by FCPS administrators to provide security or handling of contraband. Officers may never request an administrative search be conducted for law enforcement purposes or request an FCPS administrator act as an agent of the Police Department.
- B. **Police Searches:** Any police search that occurs on FCPS property shall be in accordance with Department training and procedures, based upon probable cause, and pursuant to a lawfully obtained search warrant if required. Searches shall be reasonable in scope and occur outside of the presence of non-involved students and FCPS staff, with the exception of school administrators, unless there is a clear and immediate threat to public safety.
- C. **Video Requests:** Officers shall consult with the SLC for FCPS bus or building video requests in the event a search warrant is required.

## VIII. CRITICAL INCIDENTS AT FCPS FACILITIES

- A. At their discretion, FCPS may initiate any of the following procedures to protect students and staff members from acts of threat or violence:
  - 1. **Lockdowns:** Students shall stay in place in locked classrooms or trailers with a teacher or staff member, unobservable (blinds closed, lights off, etc.) from the outside. Students and staff will disregard fire alarms, and no one shall enter the school with the exception of public safety personnel.
  - 2. **Secure the Building:** Utilized when a potential danger exists outside of FCPS property (ex: robbery near the school). Outside activities are cancelled, exterior doors are locked and secured, and students may move around inside of the facility or trailer but are not permitted to go outside. School officials are posted at the building main entrance to control visitor access and direct individuals to a reunification area if needed.
  - 3. **Shelter In Place:** Used to temporarily isolate individuals from hazardous external atmospheres (ex: HAZMAT incident). The building is secured, measures are taken to shut down intake of outside air, no individual is allowed to enter the facility until an “all clear” designation is given by public safety officials, and exposed/contaminated individuals are kept separate from the school population and de-contaminated as needed.

4. **Stay Put, Stay Tuned:** Used during large-scale events at the request of public safety to limit impact on the transportation infrastructure. Routine end of the day release does not occur until authorized by public safety officials, parents may check out their student from school, and a Keep-in-Touch message is initiated by FCPS.

B. **Notifications:** FCPS shall notify DPSC and public safety workers whenever lockdown or shelter in place procedures are enacted, and officers will coordinate with school administrators when it is deemed safe to resume normal school operations. Officers shall provide assistance as needed and notify the affected district station commander and SRO supervisor in a timely manner.

#### IX. GRAND MASTER KEY PROGRAM PROCEDURES

A. Grand Master Keys (GMK) open all doors in FCPS facilities. GMKs may not be labeled as FCPS keys and are issued by the FCPS OSS Director in coordination with the SLC for Department operational needs only.

1. GMKs are issued by the SLC to district station and specialty unit commanders for operational usage as needed,

2. **Audit:** An accounting of Department employees in possession of GMKs shall be provided to the SLC whenever requested. The SLC will ensure a Department audit is conducted annually and reported to the FCPS OSS.

A. The use of GMKs is for ongoing police operations only. GMKs shall not be otherwise utilized to enter a FCPS facility without approval from the SLC in coordination with the FCPS OSS.

B. Officers who misplace a GMK shall immediately report the loss to their supervisor. Officers who have been issued a GMK and leave their assignment shall promptly return the GMK to their supervisor.

#### X. SCHOOL CROSSING GUARD PROGRAM

A. School Crossing Guards (SCG) direct and control traffic at designated school crossings and use supplemental traffic direction devices to ensure students are protected while crossing roadways. SCGs accomplish this by safely entering the roadway, stopping traffic in a prescribed manner using hand-held STOP signs, and allowing children to cross the roadway at designated locations (i.e., crosswalks). After the children have crossed the roadway, the SCG may utilize the Pivot Maneuver (PM) or exit the roadway and allow traffic to resume on its own. SCGs should refer to the [Manual on Uniform Traffic Control Devices for Streets and Highways](#) (MUTCD) for further traffic control guidance.



- B. **General Responsibilities:** SCGs are responsible for the safe passage of children at designated school crossings, to include:
1. Controlling traffic to aid vehicular congestion and allow children to safely cross the roadway.
  2. Deployment of school sentinel signs as needed in the roadway at designated points near crossings and removal before departing.
  3. Direction of children to ensure compliance with crossing regulations and reporting of children who fail to follow instructions or are uncooperative.
  4. Prompt reporting of accidents, traffic violations, and hazardous conditions to a first-line supervisor.
- C. **Pivot Manuever:** SCGs may use pivot maneuvers (PM) to ensure traffic direction and control. PMs may be utilized when a SCG, after crossing a group of children, provides instruction to one lane/direction of travel in order to relieve traffic congestion. Upon concluding a PM, the SCG shall exit the roadway and remain near the roadway for the next crossing group of children.
- D. **Traffic Direction and Control:** The Traffic Safety Section shall assess crossing locations requiring the upgrade of a SCG to an SCG-II position for control of traffic by traffic direction and control (TDC) measures. TDC may only be used by SCG-IIs, police officers, and parking enforcement officials, and can be used where conditions require the SCG-II or officer to stay in the roadway to manage vehicular traffic continuously.
- E. **Training:** SCGs and SCG-IIs shall be trained in accordance with their respective job requirements and Department of Criminal Justice Services (DCJS) mandates. The Fairfax County Criminal Justice Academy (FCCJA) will train SCGs in the School Crossing Guard Program and PM, and SCG-IIs in PM and TDC. FCCJA personnel will provide annual refresher training for SCGs and SCG-IIs, and district station commanders will be responsible for administering two-day site orientation for newly hired SCGs after being trained by the FCCJA.
- F. **Supervision:** SCGs report to the respective district station where their assigned school crossing is located. Accordingly, SCGs fall within the purview of their respective district station commanders and report to on-duty first-line supervisors for matters related to routine operations, including leave requests and coverage of school crossing assignments during their absence. Station first-line supervisors shall arrange for inspections twice a year of SCGs for accounting and use of issued equipment and proper application of PM and TDC during school crossings. Should any issue(s) arise during an inspection, the SCG may be referred to the FCCJA for additional or remedial training as necessary.

G. **Use of Personal Vehicles:** SCGs shall utilize their personal vehicles for transportation to and from crossing locations. SCGs shall receive mileage reimbursements in accordance with current County payroll policies.

## XI. SCHOOL CROSSING LOCATIONS

A. **Crossing Evaluations:** School crossing locations requests may originate from the FCPS Office of School Transportation, community members, Department employees, and any other source. Requests are forwarded to the Traffic Safety Section supervisor, who shall evaluate the request using the following criteria:

1. A minimum of thirteen (13) or more students of elementary, middle, and high-school age must cross the roadway at that location during any morning or afternoon crossing. Vehicular traffic should have a rate of flow of 25 vehicles per five minute period (300/hour) for elementary age students and 30 vehicles per five minute period (360/hour) for middle and high-school students. Only those students and vehicles in potential conflict with each other will be considered during the evaluation, and where a crossing location contains any mixture of elementary, middle, and/or high school students, the vehicular criteria for the lowest age range of students present is used to determine SCG necessity.
2. If an alternate route or method of transportation is available or there is no controlled intersection within 500 feet of the location.
3. Traffic volume/speed, number of turning movements, width of intersection, physical terrain, existence of absence of traffic control devices, any applicable legislative policies, and number and age of children utilizing the crossing.
4. The time required for children to cross the roadway and sight distances for both drivers and crossing children. Where sight distance is a concern, the [Code of Virginia](#) should be consulted to determine appropriate stopping distances and times for the roadway in question. Where a location is deemed too dangerous for a SCG to be assigned due to limited sight lines, the Virginia Department of Transportation (VDOT) should be contacted to request potential evaluation for roadway improvements.
5. Where safe gaps between vehicles are less than four gaps of 30 second durations or three gaps of 40 second duration within a five-minute period for elementary students (gaps for middle/high school students may be reduced).
6. Where FCPS OSS personnel change walking boundaries of a school and add bus services to neighborhoods previously within an original walking boundary, SCG assignments may be changed or eliminated accordingly.
7. Projected traffic increases, removal of school bus services, traffic engineering

and school authority recommendations, and other safety concerns.

8. Crossings involving high school age students shall be evaluated based upon request.

Upon concluding their evaluation, the Traffic Safety Section shall issue a recommendation to the Traffic Safety Section commander as to whether a location qualifies for a SCG. The Commander will refer the recommendation to the appropriate district station commander for any applicable action. The Traffic Safety Section shall be responsible for an annual review of all crossing sites to ensure adherence to this policy and may collaborate with FCPS OSS as needed.

## XII. SCHOOL CROSSING OVERTIME-NON-SWORN EMPLOYEES

- A. Non-sworn employees may be authorized to fill vacant school crossing overtime assignments provided they (1) are over the age of 18, (2) successfully complete FCCJA traffic control training, and (3) utilize issued safety equipment from the Quartermaster Section (reflective vest, whistle, handheld stop sign, etc.).
- B. Authorized non-sworn employees may sign up for overtime assignments at the respective district station in accordance with [FCPD General Order 340, Non-Regular Employment](#).

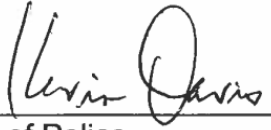
## XIII. LEGAL REFERENCES

- A. [Va. Code Ann. § 18.2-308](#), Carrying concealed weapons; exceptions; penalty.
- B. [Va. Code Ann. § 19.2-11.2](#), Crime victim's right to nondisclosure of certain information; exceptions; testimonial privilege.
- C. [Va. Code Ann. § 19.2-83.1](#), Report of arrest of school employees and adult students for certain offenses.
- D. [Va. Code Ann. § 22.1-79.4](#), Threat assessment teams and oversight committees.
- E. [Va. Code Ann. § 22.1-279.3:1](#), Reports of certain acts to school authorities.
- F. [Va. Code Ann. § 46.2-834](#), Signals by law enforcement officers, crossing guards, and flaggers.
- G. [Va. Code Ann. § 46.2-880](#), Tables of speed and stopping distances.
- H. [Va. Code Ann. § 46.2-1309](#), Officers may direct traffic, signals.
- I. [Va. Code Ann. § 63.2-1518](#), Authority to talk to child or sibling.

- J. US Department of Transportation, Federal Highway Administration (FHWA)  
[Manual on Uniform Traffic Control Devices \(MUTCD\)](#).

General Order 611 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive