

**Detroit Public Schools
Office of Public Safety**

MEMORANDUM

TO: All Personnel OPS & Securitas Officers

FROM: Chief Roderick I. Grimes, Director, Office of Public Safety

DATE: March 15, 2010

SUBJECT: PROCEDURES GOVERNING THE SEARCH OF PERSONS AND THEIR BACKPACKS, PURSES, OR BAGS WHEN ENTERING DETROIT PUBLIC SCHOOL FACILITIES EQUIPPED WITH ELECTRONIC SCANNING DEVICES

Effective immediately, the following procedures shall be followed when conducting searches of Persons and their backpacks, purses or other bags when entering Detroit Public Schools facilities equipped with electronic scanning devices.

The following procedures will be followed by, both, DPS and Securitas Officers when students, parents and/or visitors enter the building:

- 1) Electronic Scanning Procedures: The DPS and Securitas Officers should organize separate lines for male students and female students before entry.
- 2) The individual will be requested to remove any and all metal items from their backpacks, purses, bags and their person and place same in a plastic case held by the Officer before walking through the electronic scanning device;
- 3) The individual will then be requested to walk through the electronic scanning device with their backpack, bag or purse;
- 4) If the electronic scanning device beeps: DPS Police, Public Safety Officers and Securitas Officers shall then: a) search person via, pat-down search, and bag for metal; b) direct individual to go through the electronic scanning device again without bag or purse; c) if electronic scanning device beeps again, direct the individual to a private place for a more thorough screening and search not to include a strip-down search.
- 5) If the electronic scanning device does not beep, the individual should be admitted into the school building and the officer returns bag.
- 6) Training for All Personnel OPS & Securitas Officers in regards to these procedures will occur on March 23rd and March 24th, 2010, at the DPS Public Safety In-Service. Thank you in this regard.


RODERICK I. GRIMES

Chief of Police
Detroit Public Schools